

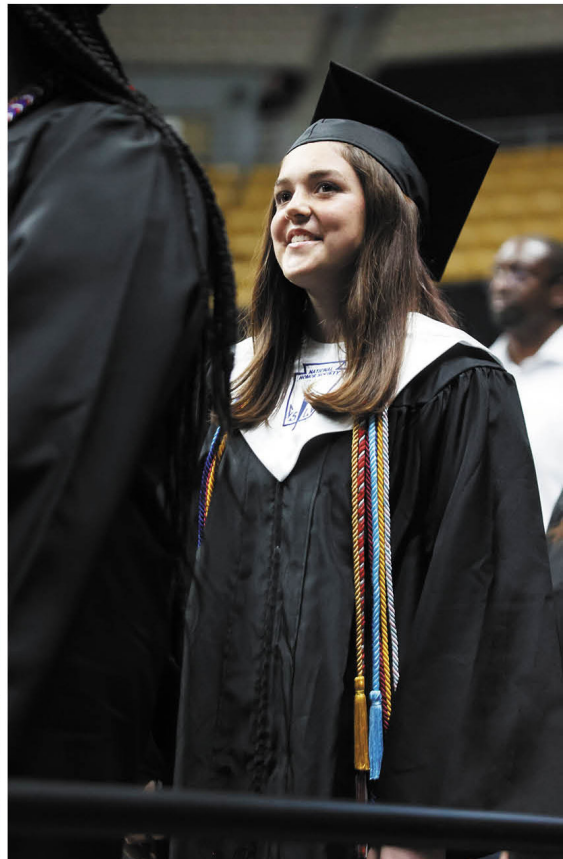


**MONTGOMERY
PUBLIC SCHOOLS**

2024-2025

STUDENT CONDUCT MANUAL

*A Handbook on
Student & Parental Responsibilities*



www.mps.k12.al.us
[#MPSRising](https://twitter.com/MPSRising)



**MONTGOMERY
PUBLIC SCHOOLS**



MONTGOMERY PUBLIC SCHOOLS

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

MONTGOMERY COUNTY BOARD OF EDUCATION

MPS SUPERINTENDENT

Melvin J. Brown, Ed.D.

MISSION, PURPOSE & DIRECTION

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

VISION

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

EQUAL EMPLOYMENT OPPORTUNITY

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

IMPORTANT TELEPHONE NUMBERS

Superintendent's Office	(334) 223-6710
Behavior Intervention Center	(334) 223-6851
Transportation Department	(334) 284-2085
Communication Office	(334) 223-6761
Helping Montgomery Families Initiative (HMFI)	(334) 832-1666
Safe Schools Hotline	(888) SAV-KIDS
MPS Homeless/Migrant Services	(334) 223-6901
MPS Student Support Services	(334) 223-6850
MPS Student Social Services	(334) 223-6851

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

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

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

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

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

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

Parent/Guardian Signature

Date

Student Signature

Date



MONTGOMERY
PUBLIC SCHOOLS



**MONTGOMERY
PUBLIC SCHOOLS**

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INTRODUCTION

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

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

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

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

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

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

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

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

Section 16-28-12 - Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be

documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.

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

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

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

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

SCHOOL ATTENDANCE/TRUANCY POLICY

A. Compulsory School Attendance Laws

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

Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by

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

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

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

C. Truancy Intervention Program (TIP)

The Early Warning/Truancy Intervention Program is a joint effort by Montgomery Public Schools, the Montgomery County District Attorney and the Juvenile Court to address truancy and enforce the Alabama Compulsory School Attendance Law. It is designed to improve school attendance, reduce the dropout rate, increase the graduation rate, and provide parents with information that their child is habitually absent from school after the school system has made reasonable efforts to address the student's non-attendance. The District Resource Officers (DRO) are employees of Montgomery Public Schools and are responsible for all attendance investigations. They are assigned to the Office of Student Support Services. DRO's may be contacted at (334) 269- 6937.

Truancy Intervention Procedures

1. Following the first unexcused absence, a call will be made to the number that is provided by the parent during enrollment and a notice of absence letter will be sent to the parent/guardian at the address provided during enrollment.
2. Following the second unexcused absence, the District Attorney's (DA's) Office will send an Attendance Alert Letter to the parent/guardian. Montgomery Public Schools (MPS) will monitor the student's absences.
3. Following the fifth unexcused absence, the student is referred to the Truancy Intervention Program. The parent/guardian will be mailed a letter to attend a mandatory meeting with the District Resource Officer (DRO). The meeting will be held at an MPS School. The parent/guardian will meet with the DRO and efforts will be made to link them to services within MPS and the community, as agreed upon, to eliminate or reduce barriers that prevent the student from attending school regularly.
4. Targeted students will be referred to an Early Warning (EW) Meeting that are held at the Montgomery County Phelps-Price Justice Center with representatives from MPS, Montgomery County Courthouse, Juvenile Court, and the DA's office. The parent/guardian and student must be present at the EW Meeting.

Montgomery Truancy Ordinance

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

City of Montgomery Clerk's Office
103 N. Perry Street | Montgomery, Alabama 36104
Telephone: (334) 241-2096 | Fax: (334) 241-2056 | www.montgomeryal.gov

ORDINANCE NO. 14-2015 AN ORDINANCE AMENDING CODE OF ORDINANCES SECTION 18-3 (a) (1) and (2) COMPULSORY ATTENDANCE

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

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

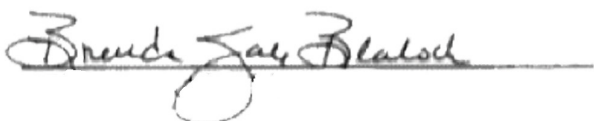
(a) Compulsory attendance.

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

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

Adopted this 17th day of March, 2015

ATTEST:



BRENDA GALE BLALOCK, CITY CLERK


Todd Strange, Mayor

14-2015

D. Excused Absences

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

1. Personal Illness
2. Serious illness in the immediate family verified by the principal or District Resource Officer (not to exceed three (3) school days.)
3. Death in the immediate family (not to exceed three (3) school days)

4. Absence for the observance of recognized holidays of the child's own faith
5. Inclement weather which makes it dangerous to attend school as determined by superintendent or the superintendent's designee
6. Court-required appearances
7. Suspensions
8. Prior approval of a non-illness absence must be obtained from the Chief of Student Services. The request must be made from the parent or legal guardian. The Prior Approval Absence Form must be submitted at least two weeks prior to the requested absence. The form must be hand-delivered to the address listed on the form or mailed via U.S. Postal Service. A response will be sent within one week to the parent, school and designated DRO. A copy of the parent's valid ID must be submitted whether the form is hand-delivered or mailed.

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

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

Chronic Ailment Statement/Physician's Statement of Illness -*(If there is a need for this information to remain confidential, please speak with the school nurse)*

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

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

- Written on the physician's/medical office letterhead to include the signature of the physician
- List the diagnosis, offer anticipated number of absences (i.e, 3-4 school days)
- Inform the school district of requirement for returning to the physician's office (i.e, after three (3) absences)
- Provide a list of any physical limitations the student may have in getting to school, (ie. late or absent on cold days below 40 degrees).

E. Unexcused Absences

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

1. Missing the school bus
2. Transportation Issues
3. Birthdays or other celebrations not religiously observed

4. Any absence for which a written excuse was not provided within three (3) school days from return of absence

F. Make-up Work

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

G. Check-Outs

Students who leave school for any reason must check out through the school office following their school's checkout procedure. All persons, whom the parent/legal guardian has specified as having permission to check out the student, must be entered into the parent portal in PowerSchool. In cases of sudden illness, accident, or similar incidents where telephone confirmation may be the only alternative, the principal will make the decision on the checkout. All students must have parental permission to check out. In addition, all students and parents must follow the guidelines mentioned above. Please note valid picture identification is required for all checkouts. **No student may check themselves out without following the same guidelines. Valid picture identification is required for all checkouts.** Students must attend a minimum of one-half of the instructional day to be counted present and to participate in extracurricular activities. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence. Check-ins, check-outs, and tardies for more than 50% of the class period will be considered an absence from the class period missed and will be treated as any other absence. In order to be excused, a written explanation for the time missed must be submitted and will follow the same guidelines for excused or unexcused absences as outlined in the Student Conduct Manual.

H. Check-Ins

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



RIDESHARE POLICY:

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

I. Attendance Appeal

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

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

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

Schools will use addresses on file in PowerSchool.

Alabama Law Enforcement Agency (ALEA) Compliance

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

(a) The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school of this state or any other state and has not at the time of application accumulated disciplinary points while a student in school that would extend the age of eligibility for the student to apply for a driver's license; (3) is participating in a job training program approved by the State Superintendent of Education; (4) is gainfully and substantially employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or (7) is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter.

(b) The attendance officer or chief attendance administrator, upon request, shall provide documentation of enrollment status and disciplinary points on a form approved by the Department of Education to any student 15 years of age or older who is properly enrolled in a school under the jurisdiction of the official, for presentation to the Department of Public Safety, on application for, or renewal or reinstatement of, a driver's license or a learner's license to operate a motor vehicle. Whenever a student 16 years of age or older withdraws from school, the attendance officer or chief attendance administrator shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester.

STUDENT DISCIPLINE

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

The seriousness of the offense, the academic placement, attitude and age of the student, as well as the pattern of misconduct, and the degree of cooperation should be considered in determining the appropriate action. The process is intended to be instructional and corrective. In some instances, restitution may be required. Elementary school students are less mature than secondary school students. Generally, when an elementary student behaves inappropriately, the behavior should be handled differently. Every emphasis should be placed on using corrective strategies to teach appropriate behavior in positive ways.

The Montgomery Public Schools Behavior Intervention Center (BIC) provides free individual and group counseling to MPS students exhibiting behaviors that interfere with their learning environments. Students who have received an office referral or have been suspended for anger outbursts, skipping, fighting, or for other unacceptable behaviors are encouraged to attend. The BIC offers sessions at MPS Central Office, 720 Grove Street, 36104. The BIC incorporates the *WhyTry* Curriculum in a 10-week program. Parents may request BIC services for their students by submitting the BIC Parent Request Form provided in the forms section of the Student Conduct Manual. The completed form may be returned by mail, email, fax or hand delivered to:

MPS Student Services/Attention: BIC
720 Grove Street | Montgomery, AL 36104
Email: behavior.interventioncenter@mps.k12.al.us
Phone: (334) 223-6851 | Fax: (334) 262-3013

PRINCIPAL'S AUTHORITY

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

CLASSIFICATION OF RULES

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

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

CLASS A – VIOLATIONS OF CLASSROOM RULES

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

Accumulation of Class A Offenses may be upgraded to a Class B or Class C Offense

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

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

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

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

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

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

Code 08: Criminal Mischief/Pranks/Vandalism

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

Consequences:

Parent/Legal Guardian Shadowing

In-School Suspension or Out-of-School Suspension; or

Proposal for Due Process. Restitution may be required and law enforcement may be called

Code 09: Defiance Disrespect and Opposition to Authority to include Defiance towards a School

Administrator and Academic Dishonesty

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

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

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

Consequences:

- Parent/Legal Guardian Shadowing
- Implementation of Corrective Strategies and referral for district supports, or
- In-School Suspension or Out-of-School Suspension
- For academic dishonesty, the student will receive loss or partial credit as determined by the principal and/or the classroom teacher, which may be retroactive for the current school year
- Proposal for Expulsion (witness statements to incident must be included in due process packet)

Code 10: Disobedience: Persistent/Willful

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

Consequences:

- Implementation of Corrective Strategies and referral for district supports, or
- Parent/Legal Guardian shadowing
- In-School Suspension or Out-of-School Suspension

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

Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch, Smartwatch or other adapted tablets/PDAs or electronic devices. This includes GPS tracking devices. Students are to lock all electronic devices in a magnetic pouch.

1. Principals have the authority to allow the use of cell phones, earbuds/earphones, or other electronic devices for instructional purposes during class, however that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school.
2. Unless otherwise stated, cell phones and other electronic devices are to be locked in a magnetic pouch and not in use while students are in the school building, in classes that may be held outside of the building, and on school sponsored field trips.
3. No earbuds/headphones or other listening devices for safety purposes.

Consequences

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

Code 19: Gambling

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

Consequences

- Parent/Legal Guardian Shadowing
- In-School Suspension or Out-of-School Suspension
- Proposal for Expulsion
- Law enforcement may be called

Code 20: Harassment

Bullying - A continuous pattern of intentional behavior, by the same person and/or persons (***this is not a one-time event- see Code 31***) whether physical, verbal, written or electronic, that is intended to annoy, intimidate, extort, alarm or terrorize one or more students. Characteristics of bullying include the following categories: gender, sexual orientation, age, religion, nationality, ethnicity, race, color, socioeconomic background, mental, physical or sensory disability.

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

Students with complaints of bullying and/or harassment should complete the Bullying/Harassment Complaint Form found in the Forms section of the Student Conduct Manual or download the form from the MPS website at www.mps.k12.al.us.

Consequences:

- See Anti-Bullying/ Harassment Policy
- Positive Behavior Interventions and Supports Corrective Strategies
- In-School Suspension or Out-of-School Suspension
- Proposal for Expulsion
- Law enforcement may be called

Code 26: Profanity/Vulgarity

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

Consequences

- Implementation of Corrective Strategies and referral for district supports, or
- Parent/Legal Guardian Shadowing
- In-School Suspension or Out-of-School Suspension

Code 30 : Sexual Offense to Include Obscenity and Sexual Misconduct

Students will not engage in any sexual acts including, but not limited to, sexual touching of themselves or others, and/or indecent exposure. Sexual offense involves inappropriate touching and/or exposure as deemed age appropriate.

Obscenity- Students will not create, possess, or distribute obscene materials or demonstrate acts which are deemed indecent or lewd by community standards, including written, verbal, electronic communication and written publications. This also includes sexting, which is defined as the act of producing, sending, receiving (keeping), or forwarding sexually explicit messages, photographs, video links, or images primarily between mobile phones. It may also include the use of a computer or any digital or electronic device.

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

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

Consequences

- Parent/Legal Guardian Shadowing
- In-School Suspension or Out-of-School Suspension, or
- Proposal for Expulsion
- **Student Support must be called**
- Law enforcement may be called

Code 59 Technology, Inappropriate Use

Students will not engage in any technology or internet usage that violates the Internet Acceptable Use Policy which is located on the district website. This includes, but is not limited to:

- Sending or displaying obscene or offensive messages or pictures, child pornography, and any visual depictions that are harmful to minors (Under the age of 17)
- Using obscene/profane language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or networks
- Violating local, state, or federal statutes or copyright laws
- Using another user's password
- Trespassing in another user's folders, work or files
- Using technology resources without authorization
- TikTok Challenges or actions facilitated or enabled by AI technology
- Leading, encouraging or promoting a major disorder through recording and/or sending to include air dropping videos of fights or other incidents that occur on school property or within the school district's jurisdiction. This will include sending posts from any social media platform (i.e., Facebook, Instagram, TikTok, etc.) that instigate a fight

Consequences

- Parent/Legal Guardian shadowing
- In-School Suspension or Out-of-School Suspension
- Loss of Computer Access/and or may lose technology privileges, or
- Proposal for Expulsion
- Law enforcement may be called

Code 31: Threats/Intimidation to include threats or intimidation towards a school employee or gang affiliation

This occurs when a student unlawfully places another person in fear of bodily harm through physical acts, gestures, or verbal, written or electronic threats without displaying a weapon, or subjecting the person to actual physical attack through physical acts, gestures or verbal, written or electronic expression.

Consequences

- Parent/Legal Guardian Shadowing
- Out-of-School Suspension, or
- Proposal for Expulsion
- Law enforcement may be called

Code 32: Possession or

Code 33: Sale or

Code 34: Use of Tobacco Products, Matches or Lighters

Students will not possess, use, distribute, or sell/transfer tobacco products on school grounds, at school-sponsored events, or on bus transportation to and from school. Students will not possess, use, or distribute matches, lighters or any other smoking equipment, which also includes hookah, electronic cigarettes, cigars, pipe tobacco, other novel tobacco products, and future tobacco products.

Consequences

- Parent/Legal Guardian Shadowing, Corrective Strategies, Confiscate all materials
- In-School Suspension or Out-of-School Suspension, or Proposal for Expulsion.

Code 35: Trespassing

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

Consequences

- Parent/Legal Guardian Shadowing
- In-School Suspension or Out-of-School Suspension
- Proposal for Expulsion
- Trespassing charges may be filed
- Law Enforcement may be notified

Code 36: Truancy/Unauthorized Absence, Tardies

Students are required to attend classes after entering the school building. Students should not be late to school or class, and/or skip a class, nor be absent from school without the knowledge of the parent/guardian and principal. Types of absences are explained in the attendance section. **May be upgraded to a Code 9 if behavior is persistent.**

Consequences

- Parent/Legal Guardian Shadowing
- Zero on missed assignments with unexcused tardies and unexcused absences
- Required parental contact via phone or mail

CODE 60: POSSESSION OF VAPE/VAPOR**CODE 61: USE OF VAPE/VAPOR****CODE 62: SELLING OF VAPE/VAPOR**

Students will not possess, use or sell any device that is used to inhale and exhale vapor containing nicotine and/or flavoring or any substance.

Consequences

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

CODE 63: POSSESSION OF E- CIGARETTES**CODE 64: USE OF E CIGARETTES****CODE 65: SELLING OF E CIGARETTES**

Students will not possess, use or sell any device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring of other substance

Consequences

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

CLASS C – MAJOR OFFENSES

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

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

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

Consequences

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

Code 06: Bomb Threat

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

Consequences

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

Code 07: Burglary/Breaking & Entry or

Code 24: Larceny/Grand Theft/Possession Theft/Larceny

Code 25: Unauthorized Use of Vehicle (Theft) - Theft/Motor Vehicle

Students will not unlawfully enter a building with the intent to commit a crime. Students will not steal, attempt to steal, or knowingly be in possession of stolen school or private property. This includes theft of a car, truck, motorcycle, or anything that is self-propelled.

Consequences

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

Code 11: Disorderly Conduct/Disruption of School

Any act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff or others. This includes any unauthorized student on another campus or any school board facility.

Consequences

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

**Code 12: Disruptive Demonstration involving Five or More Students or
Code 22: Incite Others to Create a Disruption of School Inciting a Disturbance**

Demonstrations consisting of a group of students who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in executing or enforcing the law. Students will not congregate to lead or participate in any activity or demonstration that substantially disrupts the orderly conduct of a school function, educational process, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Inciting others is defined as leading, encouraging or assisting in a major disturbance.

Consequences

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

Code 17: Fighting Among Students

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

Consequences

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

Code 18: Fire Alarm Abuse/Tampering

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

Consequences

- Out-of-School Suspension, or
- Proposal for Expulsion
- Law enforcement will be called and the fire marshall will be notified

Code 29: Sexual Harassment

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

Unwelcome sexual invitations/requests for sexual activity in exchange for preferences, favors, etc.

- Any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motives or intentions, such as sexual remarks or innuendos about an individual's clothing, appearance or activities, sexual jokes, sexual gestures, public conversations about sexual activities, sexual rumors, "cat calls," and whistles;
- Unwelcome and offensive name-calling, profanity, or actions that are sexually suggestive, sexually degrading, or sexually intimidating, such as unwelcome touching or blocking an individual, standing too close, or stalking;
- Unwelcome and sexually offensive physical pranks or touching an individual's clothing;
- Leers, stares, gestures, or slang that is sexually suggestive or sexually degrading, or imply sexual motives or intentions; or
- Clothing with sexually obscene or sexually explicit slogans or messages, when used to harass

Consequences

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

Code 49: Realistic Replica Weapon

Possession Other/ Unknown Weapon- *See Possession of Realistic Weapon*

Consequences

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

CLASS D – MAJOR OFFENSES

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

Code 01: Purchase, Possession, or

Code 02: Sale, Delivery, Distribution or

Code 03: Use of Alcoholic Beverages

Students will not purchase, possess, use, be under the influence of, sell, transmit, deliver, or distribute alcoholic beverages on any school campus, bus or at any school function.

Consequences

- Proposal for Expulsion
- Law enforcement will be called

Code 05: Assault (Serious Attack)

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

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

Consequences

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

Code 13: Purchase, Possession or

Code 14: Sale, Delivery, Distribution or

Code 15: Use of Marijuana, Narcotics, Stimulants, and Any Other Unauthorized

Or Illegal Substances or Drug Paraphernalia; Inappropriate Use of Medications, Purchase, Possession, Sale, Delivery, Distribution, or Use of other Intoxicants

Students will not purchase, possess, use, be under the influence of, sell, transmit, deliver, or distribute any controlled drugs or narcotics, such as marijuana, illegal stimulants, or any other illegal drugs or drug paraphernalia at any time. Students will not use prescription medications other than those prescribed for the student by a licensed practitioner. This category includes over-the-counter medications. This rule also applies to a non-controlled (look-a-like) substance that is represented to be a controlled substance.

Students will not be under the influence of intoxicants such as glue, solvents, “Lean” or other hallucinogens. This category also includes edibles, which are food products infused with illegal substances. Any student who is found to exhibit a noticeable odor resembling that of drugs or any other illegal substances will be subject to investigation and appropriate disciplinary action. This policy applies regardless of whether the individual is in possession of drugs at the time of detection.

Consequences

- Long Term Suspension- **Contact Student Support Services Prior to Use**
- Proposal for Expulsion
- Law enforcement will be called

Code 27: Robbery

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

Consequences

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

Code 28: Sexual Battery (Forcible sex offenses, includes attempted)

This includes forcible rape, child molestation, forcible sodomy, and other forcible indecent contact, including attempted acts.

Consequences

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

Possession of a Weapon, Realistic Replica of a Weapon, or Firearm

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

Consequences

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

Codes for Possession/Sale of a Weapon

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

Expulsion for Firearms Possession

Alabama Code § 16-1-24.3 requires local school boards to have policies requiring a one-year expulsion for students who have brought a firearm to school or possess a firearm in a school building, on school grounds, on school buses, or at school-sponsored events.

Students who are expelled under this law may not attend regular school in any public school in the state during the year of expulsion. Under this law, the Board of Education or the superintendent may choose to modify (not apply) the expulsion requirement for a particular student on a case-by-case basis. In addition, the appropriate discipline of students with disabilities must be determined on a case-by-case basis in compliance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

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

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

1. A firearm, including, but not limited to, any handgun, shotgun, black powder firearm, flare gun, zip gun, or any other device from which a projectile is discharged by explosive powder.
2. A realistic replica of any firearm, including, but not limited to, realistic replicas of a handgun, rifle, or shotgun, black powder firearm, flare gun, zip gun, air gun, blank gun (starter’s pistol), gas-operated gun, arrow gun or Splatter ball guns.
3. Knife, irrespective of the blade length, (unless the student is six years of age or younger) including, but not limited to:

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

Any other item that utilizes a razor blade or other blade, replaceable or fixed.
4. Numchucks (nunchaku), throwing stars, fighting claws or other weapon utilized in martial arts.
5. Explosive devices of any type including, but not limited to, fireworks.
6. Bicycle chain or heavy duty chain, bike sprocket, when not being used for the purpose for which it was normally intended.
7.

Baton	Bull whip	Hatchet	Loaded gloves	Sling shot/Spear
Black jack	Cattle prod	Ice pick	Mace/Pepper Spray	Spring billy
Bow and/or arrow	Club	Impact baton	Machete	Sword/sword cane
Brass knuckles	Cross bow	Kubotan	Night stick	Skewer
Bullet	Paintball Gun	Hand Axe	Leather Strap	Taser
8. Any device capable of discharging a projectile of any kind.
9. Any other object not specifically listed that is primarily meant or that may be adapted, used, or threatened to be used, to attack or to inflict injury.

CLASS E – MAJOR OFFENSES: WEAPONS, KIDNAPPING, HOMICIDE

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

Violations of Criminal Statutes (Violent Criminal Offense)

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

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

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

Codes for Use of Weapons

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

Consequences

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

Code 21: Homicide

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

Consequences

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

Code 23: Kidnapping

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

Consequences

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

ARREST OF A STUDENT FOR NON-SCHOOL RELATED CRIMES

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

SUSPENSION PROCEDURES

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

Definition of Suspension:

1. A suspension shall be defined as action taken to deprive a student the privilege of attending school because of behavior which was found to be in violation of the Student Conduct Manual.
2. Short Term Suspension- Temporary removal from school for one to five days (School Level)
3. Long Term Suspension- Temporary removal from school for six to 10 days (District Level)
4. A student will not be able to withdraw from or enroll in any other school in the Montgomery Public School System while under suspension.
5. A suspended student, or student assigned to the alternative school, shall not participate in any school-sponsored activities both on and off campus without approval from school administration.
6. All suspended absences will be considered as excused absences.

Procedural Policies for Suspensions - Initial hearing by principal or designee

1. The principal or designee shall conduct an informal due process conference prior to any suspension. However, if the student's presence in the school endangers persons or property, the principal shall be authorized to have the student immediately removed from the school and shall conduct the informal due process conference as soon as possible not to exceed one (1) full school day when necessary to determine alleged misconduct. If the investigation determines that the student is not responsible for the misconduct, the suspension will be rescinded.
2. Prior to any suspension, the principal or designee must inform the student of the misconduct of which he/ she is accused and the basis for the accusation.
3. Prior to any suspension, the principal or designee must give the student an opportunity to explain his/her version of the facts. The principal or designee may interview witnesses requested by the student. The witnesses are not required to be sworn in for this informal due process conference; however, the control of the process is subject to the discretion of the principal or designee. The principal or designee shall make a reasonable effort to reach a fair determination of the incident based on the information obtained before making any disposition.

4. If the principal or designee imposes a suspension or a disciplinary action other than a recommendation for due process, no further hearing shall be required.
5. Telephone contact shall be attempted and a copy of the office referral sent to the parent/guardian responsible for the student when suspended explaining the reason for the suspension, and the date and time of a conference, if required, for a student's re-admission from a suspension.
6. The principal may allow a student to return to school from a suspension without a parent conference if it is determined that readmitting the student is in the best interest of the student. A parent/guardian who willfully refuses to attend a readmission conference/meeting in person or by phone regarding a student's behavior may be referred to the Circuit Court's Juvenile Division.
7. In the event the suspension is for damage to property owned by the school system or property contracted by the school system, the notice shall advise the parent/guardian that Montgomery Public Schools may pursue legal action until payment or arrangements for payment for the damage have been made.

SUSPENSION APPEAL

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

DUE PROCESS PROCEDURES

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

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

Elementary due process packets must be pre-approved by Student Support Services before they can be submitted.

Definition of Alternative Placement - The removal of a student from the regular school setting to an alternative setting for a designated period of time. (State Reporting Code SIR 2) If behavior issues persist while assigned to the alternative site, the assigned time can be extended.

Expulsion - The permanent removal of the rights and obligations of a student to attend a public school. Any student who has been expelled will not be readmitted to any MPS school until the designated expulsion time has elapsed AND the student has successfully completed the Second Chance Foundation's therapeutic counseling program. (State Reporting Code SIR 3)

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

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

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

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

Procedures for Due Process/Hearings

1. A hearing shall be conducted by request of school administration for all recommendations for alternative school placement or expulsion.
2. No Student will be permitted to withdraw if the principal has recommended expulsion. After the hearing takes place, regardless of attendance by the parent or student, the parent may withdraw at that time. However, if and when the student returns to MPS, the decision of the original hearing will go into effect at that time.
3. A hearing shall be conducted within five (5) school days from the date the parent/student is notified of the proposal or recommendation for a due process hearing. Every effort will be made to contact parent/guardian. If parent/ guardian cannot be contacted, due to not updating current information, and/or refusing to allow contact with school personnel, the hearing will still be held.
4. The student shall be afforded the opportunity to know the charges and evidence against him/her, will be given the opportunity to defend his/her actions, and will be permitted to question and present evidence. The student must be accompanied by a parent/guardian and may be assisted by an attorney or any other person of the student's choice. If the student chooses to have an attorney present, school personnel must be notified so the MPS Board attorney or designee may attend.

5. Until the hearing takes place, the student may remain suspended from school and all MPS school-related activities.
6. Upon conclusion of the hearing, the superintendent or designee shall determine whether the student shall be expelled, put in an alternative placement setting, serve a long term suspension, or if other corrective or disciplinary actions shall be taken.

Procedures for Section 504 Due Process Hearings

1. A hearing shall be conducted by request of school administration for all recommendations for alternative school placement or expulsion.
2. No Student will be permitted to withdraw if the principal has recommended expulsion. After the hearing takes place, regardless of attendance by the parent or student, the parent may withdraw at that time. However, if and when the student returns to MPS, the decision of the original hearing will go into effect at that time.
3. Prior to a due process hearing for Section 504 students, the following procedures must take place: (a) A Disciplinary Compliance Procedures for 504 Students ONLY form must be completed and submitted along with the due process packet. (b) A Manifestation Determination Review (MDR) must be held prior to the due process hearing to address the behavior infraction for which the due process packet was submitted. The District Section 504 Officer or designee MUST be present at the MDR. (c) Students in the referral process invoke the same rights as students who have been identified as Section 504.
4. The student shall be afforded the opportunity to know the charges and evidence against him/her, will be given the opportunity to defend his/her actions, and will be permitted to question and present evidence. The student must be accompanied by a parent/guardian and may be assisted by an attorney or any other person of the student's choice. If the student chooses to have an attorney present, school personnel must be notified so the MPS Board attorney or designee may attend.

Procedures for Special Education Due Process Hearings

1. A hearing shall be conducted by request of school administration for disciplinary recommendations for alternative school placement or expulsion. A hearing shall be conducted within five (5) school days from the date the student is given notice of the proposal or recommendation for due process hearing. **Parents must be provided written notice and an opportunity to participate in meetings regarding identification, evaluation, educational placement, and the provision of FAPE to their child.** Every effort will be made to the contact parent/ guardian. **If parent/guardian cannot be contacted due to not updating current information with the school, the hearing will still be held.**
2. The student shall be afforded the opportunity to know the charges and evidence against him/her, will be given the opportunity to defend his/her actions, and will be permitted to question and present evidence. The student must be accompanied by a parent/guardian and may be assisted by an attorney or any other person of the student's choice.
3. Prior to a due process hearing for special education students, the following procedures must take place:
 - (a) A Disciplinary Action Compliance Review Form must be completed and signed by a compliance officer and a behavior specialist.
 - (b) Pending the results of the Disciplinary Action Compliance Review (DACR), a Manifestation Determination Review (MDR) must be held to address the behavior infraction for which a due process pack et was submitted.
 - (c) In instances of special circumstances (possession of drugs or weapons or serious bodily injury), regard-

less of the outcome of the DACR and MDR, the infraction goes automatically to a due process hearing. Students that are in the referral process invoke the same rights. In lieu of a MDR, a DACR —protections for students not yet determined eligible for special education services— is conducted to address the infractions committed by students in the special education referral process.

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

Appeal Procedures from Due Process Hearings/Alternative Placement Results or Long Term Suspensions

Any parent/guardian of a student shall have the right to appeal the result of a disciplinary due process hearing resulting in an **expulsion** to the superintendent or designee in writing within three (3) school days of the decision. Appeals should be mailed via U.S. Postal Service (USPS) or hand delivered to Student Support Services, 720 Grove Street, Montgomery, AL 36104.

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

Appeal Procedures from Due Process Hearings/Alternative Placement Results- Special Education Students

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

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

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

Placement During Appeals for Special Education Students

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

Appeal from Order of Expulsion

- The parent/guardian may, within three (3) school days after the decision, request the Montgomery County Board of Education to review the findings of the superintendent or designee in writing
- The appeal can be hand delivered or mailed via USPS to: Student Support Services, 720 Grove Street, Montgomery, AL 36104
- A preliminary appeal will be scheduled in a timely manner to examine the evidence of the due process hearing.
- The time for the hearing shall be set by the Board of Education with appropriate parental contact.
- If the Board of Education affirms the action of the superintendent or designee, the decision is final.
- The Board of Education may affirm, modify or reverse the action previously taken

Appeal from Order of Expulsion- Special Education

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

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

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

Placement During Appeals

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

BUS RULES & GENERAL INFORMATION

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

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

Please see Suspension Appeal Form.

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

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

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

- Refusing to depart the school bus after the bus driver in charge or other school official demands this of said occupant; or
- Intentionally destroying, defacing, burning or damaging any public school bus.

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

Who Do I Call?

- For questions regarding the transportation process to include bus stops, bus routes, bus pick up times, drop off times, etc., please call the MPS Transportation Department at (334) 284-2085.
- Direct all questions or concerns related to disciplinary actions to your child's school administrative staff. The driver will not have any information regarding the outcome of infractions submitted to school office.

A. Bus Rules

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

1. The driver is in charge of the bus and students. Students must obey the driver promptly and willingly.
2. All school rules/regulations are in effect when students are on school buses.
3. Students must board or exit the bus at their assigned bus stop. Students should not request special consideration.
4. Students must not move toward the bus until the bus has made a complete stop and the doors are opened.
5. Students must remain seated while the bus is in motion and remain seated until the bus has come to a complete stop.
6. The bus driver is responsible for seating arrangements and may assign students to a seat. Students must sit in an assigned seat.
7. Students crossing the road after getting off the bus should walk at least 10 feet in front of the bus to make sure they are seen by the driver. **Students should never walk in the back of the bus.**
8. Students must be quiet at all railroad crossings and road intersections.
9. The school district will hold the student or parent/guardian responsible for any damage to a school bus caused by the student. The parent will be required to make restitution.
10. Students must not transport any item too large to be stored under a bus seat. Alabama law requires that all packages, book bags, projects, band instruments, etc., transported on a bus, fit under the seat. No athletic equipment will be transported.
11. Students must not throw anything from a bus window.
12. Students must keep the aisle free of feet, books or any objects that may obstruct the pathway.
13. Students will not fight, push, play or participate in any activity that would disrupt the process of transporting students or might cause an unsafe environment.

14. Students must not eat or drink on the bus.
15. Students must **never** tamper with or exit the emergency doors or windows unless authorized.
16. Students must use appropriate language. No profanity is allowed.
17. When students are suspended from riding the bus, he/she will not be permitted to ride any MPS bus until the suspension has ended.
18. Electronic devices must not be used on the bus.
19. The playing of cards or any form of gambling on a school bus is prohibited.
20. Parents may not remove a student from a bus after the student has boarded without school approval.
21. Students will not use any aerosol sprays or body products (deodorants, perfume, etc.) on the bus.
22. Students shall **NOT** sit in the driver's seat or attempt to operate any bus mechanisms.
23. Students shall not strike matches, have lighters, use tobacco, alcohol or drugs in any form on the bus.
24. **Students who do not adhere to the rules are subject to disciplinary action, suspension, or expulsion.**

Reporting Incidents

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

Violation of Bus Rules

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

A. Major Offense

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

Consequences Grades K-5

Major Violations:

- Student will be suspended for a minimum of two (2) up to 10 days depending on the severity of the incident and may lose bus privileges. This must be approved by the Office of Student Support Services
- Proposal for Due Process/Expulsion (Principal/Transportation Director)
- Restitution will be required, if warranted
- Loss of bus privilege for up to one year
- Law enforcement may be called for criminal prosecution

Consequences Grades 6-12

Major Violation:

- Student will be suspended for a minimum of two (2) days up to 10 days depending on the severity of the incident and may lose bus privileges. This must be approved by the Office of Student Support Services.
- Proposal for Due Process/Expulsion (Principal/Transportation Director)
- Restitution will be required, if warranted
- Law enforcement may be called for criminal prosecution
- Loss of bus privilege for up to one year

B. Minor OFFENSES:

1. False identification (failing to give the bus driver your name)
2. Excessive noise
3. Horseplay
4. Eating/drinking/ littering on the bus
5. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
6. Getting on/off at an unassigned stop
7. Playing cards on the bus
8. Uses of electronic devices on the bus
9. Using body products on the bus
10. Riding a bus while suspended
11. Delaying bus schedule
12. Refusing to stay seated
13. Refusing to obey driver's instructions
14. Disruptive behavior
15. Other offenses as reported by the driver or principal

Consequences Grades K-5 - Minor Violations:

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

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

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

Consequences Grades 6-12 - Minor Violations:

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

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

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

Special Education Bus Suspensions

Whether a bus suspension would count as a day of suspension would depend on whether the bus transportation is part of the child's IEP. If the bus transportation is part of the child's IEP, a bus suspension would be treated as a suspension unless the public agency provides the bus service in some other way because that transportation is necessary for the child to obtain access to the location where all other services will be delivered.

If the bus transportation is not part of the child's IEP, a bus suspension would not be a suspension. In those cases, the child and his or her parents would have the same obligations to get the child to and from school as a non-disabled child who had been suspended from the bus. However, education agencies must address whether the behavior on the bus is similar to behavior in the classroom that is addressed in an IEP and whether bus behavior should be addressed in the IEP or in a behavioral intervention for the child. ***Any student suspended off the bus for more than 3 days must be approved by the Special Education Department.***

GENERAL POLICY STATEMENTS

A. PRINCIPAL'S AUTHORITY

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

B. STUDENT VALUABLES

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

C. AMNESTY/SURRENDER CLAUSE

A student who discovers, or realizes that he/she has possession of items that violate district policy while on school property, shall upon discovery, immediately turn in the prohibited items to school personnel, or notify them to

the whereabouts of the items. Upon turning the item in, the student shall not be subject to any disciplinary consequence. This amnesty does not apply when the items are discovered by someone else, for example, in a school-wide search. It also does not apply when an administrator's investigation reveals that the student has used the items for prohibited purposes.

D. SELLING ITEMS

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

E. CORPORAL PUNISHMENT POLICY

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

F. SEARCHES AND/OR INSPECTION OF SCHOOL PROPERTY

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

1. Property Searches - Lockers, desks, bookbags and other personal effects will be subject to search. Although a student may exercise exclusive control of his/her locker as opposed to access to fellow students, the control is not exclusive against school officials. School officials may search or authorize a search of vehicles on school property when there is reasonable suspicion to believe prohibited materials are being concealed. The student will be invited to be present during the search, except in cases of clear and present danger to life, health, or property.

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

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

4. Use of School Property - Montgomery Public Schools property may not be used for any unlawful purpose. Search dogs and metal detectors may be used to search on school property. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk-through a metal detector search. This is to include any school sponsored or non-school sponsored activity on school property to include city community centers. Consequences may be amended after new evidence is discovered during an investigation.

5. Use of Handheld or Walk through Metal Detectors on MPS Property – As part of the school district's overall plan to enhance safety measures, metal detectors may be used to search on school property. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk-through a metal detector search. It should be noted that if the metal detectors pick up on prohibited items, a secondary screening or search will be conducted. This is to include any school sponsored or non-school sponsored activity on school property

to include city community centers. Consequences may be amended after new evidence is discovered during an investigation. Any student refusing to submit to a search consistent with these guidelines will be subject to disciplinary action.

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

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

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

G. PENALTIES FOR DEFACING/DESTROYING PUBLIC PROPERTY

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

- (a) \$2,500 or over is guilty of a Class C felony;
- (b) \$500 up to \$2,500 is guilty of a Class A misdemeanor; and
- (c) Up to \$500 is guilty of a Class B misdemeanor

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

H. BEHAVIOR DURING EXTRACURRICULAR ACTIVITIES

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

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

The school sponsor in charge of the extracurricular activity will document any student misbehavior and refer the student to an administrator for disciplinary action upon the student's return to school. The school sponsor will confiscate and document any physical evidence that is a violation of state law and board policy, as well as secure statements from the student who has allegedly committed an offense and all witnesses to the incident. Should the confiscated evidence be controlled substances or weapons, law enforcement officials shall be notified immediately. Attending school-sponsored activities away from the regular school setting and participating in extra-curricular activities are valuable parts of a comprehensive educational experience. To ensure that these activities are successful, administrators must clearly explain behavioral expectations to students, parents, sponsoring staff members and chaperones. Students must encourage and display appropriate behavior as well to make these activities bene-

ficial and productive. Failure to comply may result in students being excluded from participating in any extracurricular activities for one full calendar year to include but not limited to sports, related events and prom.

School Sponsored Activities

Any school sponsored activity is under the jurisdiction of Montgomery Public Schools. Any person that is not a student at the school that is sponsoring the activity must have permission from the school principal to attend that activity. Any student that is under a suspension may not attend any school sponsored activity. All students that are assigned an alternative placement are under a long-term suspension. These students must have permission from the originating school principal to attend any activities at that school.

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

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

1. Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.
 2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.
 3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.
- For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience, included, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies. **In addition, per MPS policy, these rules and Steps 1,2, and 3 above, are in effect for any individual after having been convicted of a sex offense.**

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

SCHOOL VISITOR POLICY

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors. All visitors are required to present a valid ID source.
2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.
4. Students from other schools will be allowed on campus only with the permission of school administration.

5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.

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

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

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

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

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

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

STUDENT DRESS CODE POLICY

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

1. All Montgomery Public Schools students are required to wear uniforms. Students are required to have their student ID badge worn. Colors of uniforms (top and bottom) will be determined by each school. Only one belt may be worn with attire. Standard belt buckles only (no over-sized belt buckles).

2. MPS is dedicated to providing a safe and conducive learning environment for all students. As part of our commitment to safety and security, we will implement a clear bookbag policy for all K-12 students attending schools within our district. The clear bookbag policy requires all students to utilize transparent/clear or mesh backpacks for transporting their belongings to and from school. This policy is in place to enhance safety measures within our school premises by allowing school staff to easily inspect the contents of students' bags for prohibited items.
3. Shorts, skirts and skorts must be no higher than knee length from the crease in the back of the knee. Slits in skirts and dresses must meet the knee length regulation. No cargo pants or cargo shorts permitted.
4. Students must wear shoes that cover their feet. Athletic shoes in the colors of white, black, or a combination of white and black are preferred. Each school may permit other colors of shoes as deemed appropriate. No bedroom slippers, crocs, flip flops, stilettos, slides, boots with chains, steel toes or other metal reinforcement, thigh high boots or athletic slides will be allowed.
5. On special occasions, principals may designate days when dress for students may be adjusted.
6. Hats, caps, sweatbands, bandanna, visors, sunglasses and hoodies should not be worn to school. If worn, the student will be required to take such items off before they enter the school building.
7. Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment. Hair that is long in length should not be worn past the middle of the back or cover the face. For safety reasons, visual piercing jewelry is limited to ears only. Piercings larger than one inch will not be allowed. Jewelry which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets and large finger rings will not be allowed.
8. Students must wear clothing that fits properly. Pants must be worn at the waist, and may not be sagging. Oversized or undersized clothing, including pants, skirts, blouses, dresses, pants, or shirts, will not be allowed. Pant legs must be uniform length and may not drag on the floor. No pajamas or sleepwear is allowed. Clothing may not be shredded or with open holes. No clothing shall be worn inside out. Suspenders/braces shall be fastened and belts buckled.
9. Students are not to wear clothing that reveals the body in an inappropriate manner. Examples include clothing which is too tight, too short and bare at the midriff. Undergarments must be worn in an appropriate manner and not be visible.
10. All students are expected to be well groomed and exhibit proper hygiene at all times in efforts to promote and maintain a clean and sanitary learning environment. All hair must be pulled away from the face.
11. Tattoos, insignias, and buttons which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity, or are demeaning to other persons may not be worn at school.
12. Students shall not be permitted to wear clothing, accessories or regalia that conveys membership or affiliation with a "gang" or other similarly oriented group or association prone to violence or criminal acts.

Consequences

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

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

Second violation: Student will receive a one-day detention and/or in school suspension. The parent/guardian

will be asked to bring appropriate apparel/shoes or ID card to school.

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

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

SECLUSION AND RESTRAINT POLICY

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

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

Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

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

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

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

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

1. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress.
2. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint.
3. Annual staff and faculty training on the use of physical restraint as well as Montgomery Public Schools' Seclusion and Restraint Policy.
4. Maintain written or electronic documentation on training provided and a list of participants for each training.
5. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint.
6. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
7. Annual report submitted to the Alabama Department of Education regarding the use and documentation of restraint and any prohibited use of seclusion, chemical, mechanical or physical restraint.

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

1. Use of any other classroom management techniques or approaches, including a student's removal from the classroom that is not specifically addressed in this policy.
2. The right of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, 16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, 16-28-12.
3. Reasonable actions to diffuse or break up a student fight or altercation.
4. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student.
5. Discretion in the use of physical restraint to protect students or others from eminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Montgomery Public Schools, or its programs or its agents, or employees.
6. In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel. This policy adheres to the Alabama Administrative Code regulation for seclusion and restraint for all students.

STUDENT ANTI-HARRASSMENT/BULLYING

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

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

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

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

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

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

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

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

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

- verbal acts, teasing, name-calling, belittling, or use of sarcasm, jokes, obscene, abusive, vulgar, or irreverent language;
- nonverbal behavior such as graphic or written statements;
- conduct that is physically threatening, harmful or humiliating including, but not limited to the following: striking, shoving, kicking, touching a person, or subjecting him/her to physical contact, or obscene gestures toward another student or school employee; or

- extortion of anything of value (such as personal property, money or information) from any other student or school employee through verbal, written, or physical threats, coercion, or intimidation.

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

- Communicates with a person, anonymously or otherwise, by telephone, mail, or any other form of written or electronic communication in a manner likely to harass or cause alarm.
- Makes a telephone call, whether a conversation ensues, with no purpose of legitimate communication.
- Telephones another person and addresses to or about such other person any lewd or obscene words or language. This includes a threat, verbal or nonverbal, made with intent to carry out the threat that would cause a reasonable person who is the target of the threat to fear for his or her safety. (Bullying would be reported under this category.)

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

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

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

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

B. Reporting, Investigation, and Complaint Resolution Procedures

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

1. Complaints alleging violations of this policy should be made on the Bullying/Harassment Complaint Form and must be delivered to the principal, or the principal's designee, either by mail or personal delivery. The principal, or the principal's designee, is required to accept and investigate all reports of bullying and/or harassment.
2. Acts of reprisal or retaliation against any student who has reported, or is thought to have reported a violation of this policy, sought relief provided by this policy, or otherwise participated in an investigation regarding student bullying or harassment are prohibited.
3. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.
4. Appeals from discipline implemented as a result of a bullying or harassment complaint against a student shall be handled according to established suspension and due process procedures.

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

C. Consequences for Violations

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

INTERNET SAFETY POLICES AND COMPUTER USAGE - MPS CODE IFBGB ISSUED ON 09.27.2001

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

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

1. Computer accounts are to be used only by the authorized owner of the account for the authorized purpose.
2. The illegal installation or use of copyrighted software for the use on computers owned or operated by the Board is prohibited. Appropriate license(s) must be possessed by individual schools or the school system before copyrighted software may be installed or used.
3. Any use of computers for purposes inconsistent with the educational mission of the school or school system is prohibited. The illegal publication or copying of copyrighted material is prohibited and students may be held individually liable for their own actions that violate copyright laws.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the computer or MPS network.
5. All communications and information stored on computers owned or operated by the Board shall be considered property of the Board.
6. Computers shall not be misused or abused in any way, such as developing programs that harass other users or infiltrate a computer and/or damage software components or using computers to disrupt other computers.
7. Antisocial behaviors (harassment, discriminatory remarks, etc.) are prohibited on the computer. The computer will not be used to access Internet sites or to run programs that are offensive, illegal or otherwise not suitable or proper for use in public schools.

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

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

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

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

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

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

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

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

What are the privileges and rights of the user?

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

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

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

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

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

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

What are the guidelines?

1. BE PREPARED to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
2. DO notify an adult immediately if you encounter materials that violate the school code of conduct.
3. DO NOT use a computer or the Internet to hurt, harass, attack, or harm other people or their work.
4. DO NOT damage the computer or network in any way.
5. DO NOT degrade the performance of the network through the posting of electronic chain letters or other useless information.
6. DO NOT use the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
7. DO NOT install software or download unauthorized files, games, programs, or other electronic media.
8. DO NOT violate copyright laws.
9. DO NOT view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
10. DO NOT share your password with another person.
11. DO NOT reveal your personal address or phone number or those of anyone else.
12. DO NOT access work, folders or files belonging to the Montgomery Public School system or the system's employees or students.
13. DO NOT repost non-academic personal communication without the original author's prior consent.



**MONTGOMERY
PUBLIC SCHOOLS**

SUSPENSION APPEAL FORM

(To Include Out of School and Bus Suspensions)

Office of Student Support

Date: _____ Student's Name: _____

School Name: _____

Does the student receive Special Education Services? (_____ Yes) (_____ No)

Does the student have a 504 plan? (_____ Yes) (_____ No)

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

TO WHOM IT MAY CONCERN:

My child was suspended on _____ from _____ for the period of time indicated below.
(Date) (School/ Bus #)

Length of Suspension: _____ Dates of Suspension: From ____ / ____ / ____ To ____ / ____ / ____

I am appealing:

- ☐ The principal's decision to suspend
- ☐ Information written on the office referral

for the following reason(s): _____

I would like the committee to consider: _____

Parent/Legal Guardian Printed Name: _____ Parent/Legal Guardian Signature: _____

Address: _____ City/Zip: _____

Home Phone: _____ Cell Phone: _____

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

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

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



**MONTGOMERY
PUBLIC SCHOOLS**

**BEHAVIOR INTERVENTION CENTER (BIC)
PARENT REQUEST FORM**

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

Student's Name: _____ DOB: _____

Parent(s)/Legal Guardian: _____

Home Address: _____

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

Work Number: _____ Home/Other Number: _____

Student Lives With: _____

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

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

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

If yes, please list special education eligibility category: _____

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

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

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

For Office Use Only:

What school-based interventions have been implemented for this student? _____

Submitted By: _____ Date: _____

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



**MONTGOMERY
PUBLIC SCHOOLS**

**RETURN THIS FORM TO:
STUDENT SOCIAL SERVICES
720 Grove Street
Montgomery, AL 36104
(334) 223-6851**

PRIOR APPROVAL ABSENCE FORM

School: _____ Date of Request: _____
Parent/Guardian Name: _____ Parent/Guardian Email: _____
Name of Student(s): _____ Student Grade: _____
Address: _____
Phone Number: _____
Days/Dates to be Absent: _____
Reason for Absence: _____

*Attach documentation to support request. Requests may not be approved during testing.
The number of student absences will be considered prior to approving the request.*

****All Prior Approval Absence Forms must be hand-delivered to STUDENT SOCIAL SERVICES
or mailed via U.S. Postal Service within TWO (2) WEEKS PRIOR to the date requested.
Parent identification must be verified. Faxed or emailed forms will not be accepted.**

(FOR STUDENT SOCIAL SERVICES STAFF ONLY)

Date Received: _____	
_____ Request Approved	#Absences to Date: _____
_____ Request Denied	Testing: _____
Reason: _____	Total Absences (if approved): _____
	Absence Code (if applicable): _____
	Other: _____

Montgomery Public Schools

Bullying/Harassment Complaint Form

2024-2025

Student's Name: _____ Date: ____/____/____

School Name: _____ Grade: _____ Age: _____

Person Reporting: _____ Title/Relation: _____

Phone Number: _____ Parent/Guardian: _____

The Montgomery County Board of Education prohibits all forms of bullying against students. The Board's anti-bullying policy can be found in the Student Conduct Manual. The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the following categories:

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

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

**Attach separate sheets for additional information.*

☐ **Student is having suicidal thoughts/ideation.**

If checked, the person receiving this notification must respond to this report as a suicidal threat and the MPS Suicide/Homicide Protocols must be followed.

Please check all that apply:

<input type="checkbox"/> Bullying is occurring at school. <input type="checkbox"/> Bullying is occurring on the bus. <input type="checkbox"/> Bullying is occurring at the bus stop and/or in route to/from home. <input type="checkbox"/> Bullying is occurring on social media, i.e. Facebook, Twitter, Instagram, Snap Chat, or other?	<input type="checkbox"/> Bullying is occurring between classes. <input type="checkbox"/> Bullying is occurring at PE/Gym/Recess. <input type="checkbox"/> Bullying is occurring at lunch. <input type="checkbox"/> Bullying is occurring in the restroom. <input type="checkbox"/> Bullying is occurring in the classroom. <input type="checkbox"/> Bullying is occurring before/after school. <input type="checkbox"/> Bullying is occurring other: _____
--	--

Signature of person reporting: _____ Date: _____

Name of person (employee) receiving this complaint: _____

Date Received: _____ Date report submitted to Principal of Designee: _____

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

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

Administrative Purposes Only:

Details of Actions Taken:

Administrative Purposes Only- Principals or Principal's designee should check all that apply.

DISPOSITION:

<input type="checkbox"/> Bullying allegation was indicated. <i>HMFI referral required</i>	<input type="checkbox"/> Bullying was based on race/color/national origin.
<input type="checkbox"/> Disciplinary actions were imposed.	<input type="checkbox"/> Bullying was based on sexual orientation/religion.
<input type="checkbox"/> A safety plan was created and implemented.	<input type="checkbox"/> Bullying was based on gender/gender identity.
<input type="checkbox"/> Law enforcement was notified.	<input type="checkbox"/> Bullying was based on mental, physical or sensory disability
<input type="checkbox"/> Bullying allegation was not indicated.	<input type="checkbox"/> Bullying was based on socioeconomic background.
<input type="checkbox"/> Other concerns were identified and addressed.	<input type="checkbox"/> Unable to complete. Explain:

STUDENT REPORTED AS BULLIED/HARASSED (Circle all that apply)	STUDENT DISCIPLINED FOR BULLYING/HARASSMENT (Circle all that apply)
Black/Caucasian/Asian/Hispanic/ Other/ Male/ Female	Black/Caucasian/Asian/Hispanic/ Other /Male/ Female
<input type="checkbox"/> Disability	<input type="checkbox"/> Disability
<input type="checkbox"/> Receiving Special Education Services	<input type="checkbox"/> Receiving Special Education Services
<input type="checkbox"/> Receiving 504 Services	<input type="checkbox"/> Receiving 504 Services

Date that letter was mailed to the parent of student reported as being bullied. ____/____/____

Date that letter was mailed to parent/guardian of student alleged and/or disciplined for bullying. ____/____/____

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

****** A copy of the completed Bullying/Harassment Complaint Form and Parent Notification letters must be submitted electronically to the Associate Superintendent of Student Services through the Bullying/Harassment Investigative Report 2024-2025 form. The Google form can be accessed in the Inside MPS, Student Social Services folder.



ALABAMA STATE DEPARTMENT OF EDUCATION



HEALTH ASSESSMENT RECORD

School Year: _____ - _____

To Parent or Guardian:

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

This information will be kept confidential.

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

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

Address (Street) _____

Home Telephone Number:	Cell Phone Number:	Additional Phone Number:	Grade	Teacher/Homeroom
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Name of Parent/Guardian (Last, First Middle)	Work Phone Number:
--	--------------------

Transportation

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

Part I – Health Information

Place your child receives health care:

Physician's Name: _____

Address: _____

Phone: _____

- ☐ Community Health Center
☐ Health Department
☐ Hospital Clinic
☐ No Regular Place
☐ Private Doctor /HMO

Your child's Insurance Information:

- ☐ ALL KIDS
☐ Medicaid
☐ No Insurance
☐ Other _____
☐ Private Insurance

Place your child receives dental care:

Dentist's Name: _____

Address: _____

Phone: _____

- ☐ Community Health Center
☐ Health Department
☐ Hospital Clinic
☐ No Regular Place
☐ Private Dentist /HMO

Preferred Hospital: _____

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

- ☐ Catheter ☐ Gastric Tube ☐ Nebulizer Treatments ☐ Oxygen Supplement ☐ Tracheostomy
- ☐ Vagal Nerve Stimulator (VNS) ☐ Ventilator ☐ Wheelchair ☐ Walker
- ☐ Other *Please explain:* _____

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

Please Complete Back of Form (Signature Required)





ALABAMA STATE DEPARTMENT OF EDUCATION



HEALTH ASSESSMENT RECORD

School Year: _____ - _____

Name of Student _____

Part III – Medical History

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

Required Signatures

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

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



MONTGOMERY PUBLIC SCHOOLS PROCEDURES FOR ADMINISTERING PRESCRIPTION MEDICATION TO STUDENTS

1. All prescription medication must be registered in the school office.
2. A school employee trained to assist with medications will supervise the taking of prescription medication when the School Medication Prescriber/Parent Authorization has been completed.

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

3. The current prescription bottle must be labeled with the child's name and must indicate specific directions. The time to be given must be a specific time (for example, noon, 11 a.m., etc.) during the school day. Samples from doctors are acceptable, but must be accompanied by a doctor's written orders to administer, including the child's name, name of medication, and the time and amount to be taken.
4. Changes in medication or medication dosage will require a new School Medication Prescriber/Parent Authorization form and a new prescription bottle.
5. School employees will not assume responsibility for supervising the taking of nonprescription medication or over the counter (OTC) medications. OTC medications will not be administered at school unless the medication is prescribed by a doctor or clinic and the medication is in a prescription bottle with the same directions required for prescriptions. A School Medication Prescriber/Parent Authorization form must be completed.
6. All medication is required to be delivered to the school office by the parent/guardian. Parents/guardians are required to meet with the School Nurse or trained Medication Assistant to verify and document medication count and authorization forms.
7. Medication will be dispensed as specified until the parent requests, in writing, to discontinue or until the supply is depleted. Parents will be notified when supply is nearly depleted to allow opportunity for replenishment.
8. Parents/guardians are responsible for picking up any remaining medication at the end of the school term. Any medication left at the school following the last day of the school term will be disposed of without notification to the parent.

ALABAMA STATE DEPARTMENT OF EDUCATION

SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

School Year: _____ - _____

STUDENT INFORMATION

Student's Name: _____

School: _____

Date of Birth: ____/____/____ Age: _____

Grade: _____ Teacher: _____

☐ No known drug allergies---if drug allergies list: _____

Weight: _____ pounds

PRESCRIBER AUTHORIZATION (To be completed by licensed healthcare provider)

Medication Name: _____

Dosage: _____ Route: _____

Frequency/Time(s) to be given: _____

Start Date: ____/____/____ Stop Date: ____/____/____

Reason for taking medication: _____

Potential side effects/contraindications/adverse reactions: _____

Treatment order in the event of an adverse reaction: _____

SPECIAL INSTRUCTIONS:

Is the medication a controlled substance?

Yes ☐ No ☐

Is self-medication permitted and recommended?

Yes ☐ No ☐

If "yes" I hereby affirm this student has been instructed

On proper self-administration of the prescribe medication.

Do you recommend this medication be kept "on person" by student?

Yes ☐ No ☐

Emergency Drug required during Bus Transportation

Yes ☐ No ☐

Cake Icing Gel ONLY for Diabetic Student during Bus Transportation

Yes ☐ No ☐

Printed Name of Licensed Healthcare Provider: _____ Phone: () _____ - _____ Fax: _____ - _____

Signature of Licensed Healthcare Provider: _____ Date: _____

PARENT AUTHORIZATION

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

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

Over the Counter Medication must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

Parent's/Guardian's Signature: _____ Date: ____/____/____ Phone: () _____ - _____

SELF-ADMINISTRATION AUTHORIZATION

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

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

Signature of Parent: _____ Date: ____/____/____ Phone: () _____ - _____

Revised 2019



MONTGOMERY PUBLIC SCHOOLS GUIDELINES FOR SPECIAL DIETARY NEEDS

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

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

Physician's Statement for Children with Disabilities

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

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

Medical Statement for Children with Special Dietary Needs

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

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

Special information regarding milk substitution requests

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

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



**MONTGOMERY
PUBLIC SCHOOLS**

Diet Prescription for Meals At School

Date: _____ LEA: _____

Name of Student: _____ School Attended by Student: _____

Information below to be completed by recognized medical authority

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

Diet Prescription (Check all that apply)

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

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

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

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

Textures Allowed (Check the allowed texture)

- ☐ Regular ☐ Chopped ☐ Ground ☐ Pureed

Other Information Regarding Diet or Feeding

(Please provide additional information on the back of this form or attach to this form.)

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

Physician/Recognized Medical Authority Signature

Office Phone

Date

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



Montgomery Public Schools

Internet Acceptable Use Procedures

PERMISSION FORM

Dear Parents and Students:

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

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

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

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

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

PLEASE SELECT AN OPTION

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

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

Student's Name (Printed)

Parent/Guardian's Name (Printed)

Student's Signature

Parent/Guardian's Signature

Teacher/Section

Today's Date

MPS Directory of Schools & Central Office Departments



@MontgomeryPublicSchools



@mps_ala



@MPSAL



Montgomery Public Schools Alabama

Baldwin Arts & Academics Magnet (6-8)	(334) 269-3870	410 S. McDonough St. 36104-4226
Bear Exploration Center (K-5)	(334) 284-8014	2525 Churchill Dr. 36111-2899
Bellingrath Middle School (6-8)	(334) 269-3623	3350 S. Court Street, 36105-1606
Blount Elementary (K-5)	(334) 244-0078	1650 Ray Thorington Rd, 36117-8487
Booker T. Washington Magnet (9-12)	(334) 269-3618	4400 Bell Road, 36116
Brewbaker Primary (K-2)	(334) 284-8005	4445 Brewbaker Dr. 36116-4299
Brewbaker Intermediate (3-5)	(334) 284-8006	4455 Brewbaker Dr. 36116-4299
Brewbaker Middle (6-8)	(334) 284-8008	4425 Brewbaker Dr. 36116-4299
Brewbaker Tech Magnet High (9-12)	(334) 284-7100	4405 Brewbaker Dr. 36116-4299
Capitol Heights Middle (6-8)	(334) 260-1000	116 Federal Drive, 36107-1798
Carr Middle (6-8)	(334) 244-4005	1610 Ray Thorington Rd, 36117-8487
Carver Elementary (K-5)	(334) 269-3625	3100 Mobile Drive, 36108-4058
Carver High (9-12)	(334) 269-3636	2001 W. Fairview Ave. 36108-4199
Catoma Elementary (K-5)	(334) 288-5799	1780 Mitchell Young Rd. 36108-4058
Chisholm Elementary (K-5)	(334) 269-3643	307 E. Vandiver Blvd. 36110-1800
Crump Elementary (K-5)	(334) 284-8020	3510 Woodley Road, 36116-3899
Dalraida Elementary (K-5)	(334) 260-1007	440 Dalraida Road, 36109-2898
Dannelly Elementary (K-5)	(334) 269-3657	3425 Carter Hill Road, 36111-1897
Davis Elementary (K-5)	(334) 269-3662	3605 Rosa L. Parks Ave. 36105-2099
Dozier Elementary (K-5)	(334) 260-1012	200 Eastern By-pass, 36117-2092
Fitzpatrick Elementary (K-5)	(334) 284-8044	4055 Fitzpatrick Blvd. 36116-4820
Flowers Elementary (K-5)	(334) 260-1015	3510 Harrison Road, 36109-5134
Floyd Middle (6-8)	(334) 284-7130	215 Hall Street 36104-3844
Forest Avenue Magnet (K-5)	(334) 269-3673	1700 W. Fifth Street, 36106-1587
Garrett Elementary (K-5)	(334) 260-1090	555 McLemore Drive, 36117-7633
Goodwyn Middle (6-8)	(334) 260-1021	209 Perry Hill Road, 36109-3799
Halcyon Elementary (K-5)	(334) 271-9000	1501 Parkview Drive, 36117-7744
Highland Avenue Elementary (K-5)	(334) 269-3690	2024 Highland Avenue, 36107-2698
Highland Gardens Elementary (K-5)	(334) 269-3685	2801 Willena Avenue, 36107-1096
Johnson Abernathy Graetz (JAG) High (9-12)	(334) 269-3712	3420 Carter Hill Road, 36111-1896
King Elementary (K-5)	(334) 284-8080	4655 Gateway Drive, 36108-4923
Dr. Percy Julian High (9-12)	(334) 269-3742	225 Ann Street, 36107-2599
Loveless Academic Magnet Program (9-12)	(334) 284-7500	3440 McGehee Rd., 36116-3511
MacMillan at McKee (K-5)	(334) 284-7137	4015 McInnis Road, 36116-5509

McKee Middle (6-8)	(334) 284-7528	4017 McInnis Road, 36116-5509
Morningview Elementary (K-5)	(334) 260-1028	2849 Pelzer Avenue, 36109-2099
Morris Elementary (K-5)	(334) 223-6920	801 Hill Street, 36108-2713
Nixon Elementary (K-5)	(334) 269-3012	1000 Edgar D. Nixon Blvd, 36104-4836
Park Crossing High (9-12)	(334) 260-8121	8000 Park Crossing, 36117-8487
Pintlala Elementary (K-5)	(334) 288-9523	215 Federal Dr. Hope Hull, AL 36043-5102
Seth Johnson Elementary (K-5)	(334) 284-8016	4550 Narrow Lane Road, 36116-2998
Southlawn Elementary (K-5)	(334) 284-8028	5225 Patricia Lane, 36108-5399
Southlawn Middle (6-8)	(334) 284-8086	5333 Mobile Highway, 36108-5367
Vaughn Road Elementary (K-5)	(334) 260-1031	4407 Vaughn Road, 36106-3099
Wares Ferry Road Elementary (K-5)	(334) 260-1036	6425 Wares Ferry Road, 36117-3399
Wilson Elementary (K-5)	(334) 272-8819	8900 New Park Drive, 36117-5367

Learning Academies/Special Education Centers

Children's Center	(334) 262-4850	310 N. Madison Terr. 36107-1599
MPS Arboretum Nature Center	(334) 269-4815	1755 Hunter Loop Road, 36108
MPS Pre-K Center	(334) 223-6801	4015 McInnis Road, 36116-5509
Montgomery Preparatory Academy for Career Technologies (MPACT) (10-12)	(334) 613-9177	2901 E. South Blvd., 36116-1023
McInnis School	(334) 288-2280	Rt. 4, 247 McInnis Rd., 36116-9498
McIntyre Comprehensive Academy	(334) 223-7885	1200 Hugh Street, 36108

Central Office Departments- (Frequently Called Numbers)

District Operator	(334) 223-6700	632 South Union Street, 36104
Behavior Intervention Center	(334) 223-6851	632 South Union Street, 36104
Communication Office	(334) 223-6761	632 South Union Street, 36104
District Resource Officers (Truancy)	(334) 269-3774	632 South Union Street, 36104
English as a Second Language	(334) 223-6864	8900 New Park Drive, 36117
Human Resources-Certified	(334) 223-6730	632 South Union Street, 36104
Human Resources- Classified	(334) 223-6740	632 South Union Street, 36104
Instructional Support-Elementary	(334) 223-6840	632 South Union Street, 36104
Instructional Support- Secondary	(334) 223-6756	632 South Union Street, 36104
McKinney-Vento Homeless Program	(334) 223-6901	632 South Union Street, 36104
MPS Security	(334) 223-6750	1718 Britton Lane, 36106
Special Education Department	(334) 269-3808	632 South Union Street, 36104
Student Support Services	(334) 223-6850	720 Grove Street, 36104
Student Social Services	(334) 223-6851	720 Grove Street, 36104
Superintendent's Office	(334) 223-6710	632 South Union Street, 36104
Transportation Department	(334) 284-2085	5000 Troy Highway, 36116

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

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

Edibles - Food products infused with illegal substances.

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

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

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

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

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

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

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

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

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

Local Educational Agency (LEA) - Local school system

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

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

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

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

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

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

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

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

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

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

Riot - Form of civil disorder commonly characterized by a group of 3 or more lashing out in a violent public disturbance against authority, property, or people through the use or threat of violence, disorder, or terror to the public.

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

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

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

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

Statutory Rape - Sexual intercourse with a minor.

Student's Identifying Characteristic - Any characteristic expressly defined and protected by federal, state, or local law, regulation or ordinance including ancestry, creed, gender, gender identity, gender expression, marital status, national origin, parental/guardian status, pregnancy, race, religion, or sexual orientation. This definition also includes any disability, including physical, mental, emotional, or learning disabilities.

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

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

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

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

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

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



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