

Phalen Leadership Academies @ Edward T. Davis Elementary School  
A Montgomery Education Foundation Charter  
3605 Rosa L. Parks Ave. Montgomery, AL 36105  
Home of the Mighty Dolphins!



2024-2025  
Parent-Scholar Handbook  
Mr. Jamie Howard, Principal  
Mr. Jeramie Foret, Assistant Principal

Montgomery Education Foundation  
5950 Carmichael Place #101  
Montgomery, AL 36117  
Executive Director: Ann Sikes

Montgomery Public Schools  
307 South Decatur Street Montgomery, Alabama 36104  
(334) 223-6700  
Superintendent: Dr. Melvin Brown

**Mission, Purpose and 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.*

**Core Values** *Commitment to Achievement Passion for Learning Integrity & Accountability Respect for Self and Others Educational Equity Community Partnerships*

Phalen Leadership Academies @ E. T. Davis Elementary School  
3605 Rosa L. Parks Avenue Montgomery, AL 36105  
Office: 334-269-3662  
Fax: 334-241-5392

Principal: Mr. Jamie Howard  
Assistant Principal: Jeramie Foret

**Mission**

*Our mission is to ensure scholars achieve their highest potential by providing a high-quality education in a nurturing environment.*

**Vision**

*Our school will equip scholars to think independently, become life-long learners, and college/career ready.*

**Title I School**

*PLA @ E. T. Davis Elementary School is a Title I School. Title I is a federal program that provides additional funds to qualifying schools. Currently, our school is receiving Title I funds based upon the number of Scholars who qualify for the free or reduced lunch program. The funds are used to provide additional support to all Scholars based on their needs.*



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*PLA @ Edward T. Davis Elementary School*  
**Home of the Mighty Dolphins!**



*I have a Scholar enrolled at PLA @ Davis Elementary School, hereby acknowledge by our signatures that we have received and read the Davis Elementary School Parent-Scholar Handbook. We understand that the procedures apply to all Scholars and parents at PLA @ Davis Elementary School.*

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Scholar Signature

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Date

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Parent/Guardian Signature

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Date

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Parent/Guardian Signature

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Date

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# Phalen Leadership Academies @ E. T. Davis Elementary School

3605 Rosa L. Parks Ave.  
Montgomery, AL 36105  
(334) 269-3662

Jamie Howard, Principal  
Jeramie Foret, Assistant Principal

August 8, 2024

Welcome to the 2024-2025 School Year Dolphins!

Dear Davis Family,

Our children are our most precious resources. We must all make the commitment to ensure that our children receive an education that is of the highest quality. The faculty and staff members of Phalen Leadership Academies @ Davis Elementary School will be dedicated to nurturing educational values that promote high academic standards.

Society is constantly changing and thus the educational and emotional needs of our children are also changing. PLA @ Davis Elementary School should proactively strive to meet these changing needs to set the tone for future success. We will begin the first step in a thousand-mile journey. We want the imprint of this step to last a lifetime!

I encourage you to frequently visit our webpage and follow our social media for up to date and accurate information. Our school website: is [davis.mps-al.org](http://davis.mps-al.org). We thank you for all your support in helping keep our school community safe and healthy. If you have any questions or concerns, please do not hesitate to contact the school office at 334-269- 3662.

Sincerely,

Jamie Howard, Principal

## Faculty & Staff

Jamie Howard, Principal		
Jeramie Foret, Assistant Principal	Antoinette Olver	Patrice Williams
Lemetre Jackson, Secretary	Consulea Bell	Crystle Osborne
Gregory Williams, Operations Manager, Bookkeeper	Erishay Harris	Teisha Hardesty
Dakota Harrison, School Enrollment Coordinator	Arielle Pruitt	Iyana Tate
Sandy Wilkerson, School Nutrition Manager		
Lady Wilson, Nurse	McKenzie Haskins	Kymmerly Morton
Willie Jackson, Dean of Culture/Climate	Jocelyn Bodiford	Tabria Davis
Sheena Thornton, Instructional Coach	Jonathan Trotter	Kennadi Kinard
Faith Franks, ARI Coach	Laquesha Jiles	Lakeshia Johnson
	Raven Provitt	Malinda Roseberry
Kesha Haan, Head Custodian		Lori Russell
Aaryon Island, Behavior Interventionist		Velvet Hart
Shenikea Williams, Counselor	Alexius Mose	
	Brittany Pierce	
Alia Gordon	Michelle Beamon	Tyfani Turpin
Breonne Williams	Mary Gregory Carter	Ashley Abdullah
Brianna Foye	Casey Williams	Kimberly Taite
Rosee Mason-Honsel	Tamara Norris	Casandra Taylor

Pamela Potts	Candace McGown	Darrell Hamilton
Blondie Sanders		
Ortessa Tate		
Evangeline Honsu		

## Arrival

We request that Scholars should *NOT* arrive at school *before* 7:30 a.m. *Supervision of Scholars is not available before 7:30 a.m.* Breakfast will be served to Scholars between 7:30 a.m. and 8:00 a.m. Please assist us in making sure all Scholars are safe when on our campus by arriving when supervision begins. Should your child arrive prior to 7:30, an adult is expected to accompany them.

All Scholars are to report to the cafeteria upon arrival. Third-Fifth Grade Scholars will enter the school through the side doors by the cafeteria. Kindergarten-2nd Grade Scholars will enter the school through the front doors of the school. Scholars should begin an orderly line and remain silent upon entering the building. When entering the building, scholars must choose if they would like to eat breakfast from the cafeteria. Once children enter their classrooms, they are not permitted to leave their classroom to go to the cafeteria. Parents will not be allowed to enter the building with their child.

## Bell System

7:30 a.m. Supervision Begins – Teacher Work Day Begins 7:30 a.m.

8:00 a.m. Tardy Bell -- Scholars arriving after 8:00 a.m. must be signed in by an adult to obtain a check-in pass from the office before being allowed to enter class.

3:00 p.m. Dismissal Bell

## Arrival and Dismissal Safety Guide for Parents-As Recommended by Safety Department of Montgomery Public Schools

*Parents, we need your assistance in helping us provide safety and visual contact when Scholars enter and exit our building. We apologize if this is an inconvenience but we are requesting that you work alongside us to be proactive in keeping EVERYONE safe during the arrival and dismissal of Scholars. Our goal during dismissal is to have everyone safely with their loved ones by 3:20. Please help us make this transition smooth for everyone.*

## Guidelines for Parents

Parents will NOT enter the school building after 2:45 without permission from the front office. Early checkouts end at 2:45. Parents in need of assistance from the front office or classroom teacher will not be addressed until after 3:20.

Scholars are considered late for pickups if not picked up from the school by 3:35.

### Types of Transportation and Description

Walkers – Scholars who walk to and from school

Bus Riders – utilize MPS buses to and from school

Van Riders – utilize after-school services through a daycare program

Car Riders – parents or guardians utilize personal vehicle to bring their children, family members, and/or friends of the family to and from school

### Parent Notification

ALL parents must identify the type of transportation their child will be for the YEAR. Any changes to transportation *must be written in writing and submitted to the classroom teacher.*

*Phone notification to explain change of a Scholar's transportation WILL NOT be accepted.*

Parents or guardians are not permitted to park cars in faculty parking lot in order to pick-up Scholars. *Parents or guardians must remain in their vehicles.* Should a parent have a scheduled conference, parking will be available within the front faculty parking lot after 3:30 or on the street curbs of Rosa L. Parks and Cullen St. *Parent conferences or a desire to quickly speak with teachers will not be addressed until after 3:30.*

### Dismissal Procedures

2:55-Kindergarten - 2nd grade & 4th grade walker scholars will dismiss out of the secondary Rosa L. Parks entrance. Third grade scholars will dismiss out of the front door. Fifth grade scholars will dismiss out of the Anton Drive entrance.

3:00 - Car Riders and Day Care Van Riders are dismissed.

3:25- Remaining Scholars – All Scholars who have not been picked up will report to the front lobby, remain seated and silent, and wait to be picked up. Parents or guardians will enter through the front entrance to pick up their child.

Please note- Changes to the arrival and dismissal process may have to be adjusted based on safety concerns as they may arise.

Rainy Day Dismissal-Scholars who are walkers and do not walk home because of the weather will be directed to the annex to wait for pick- up through the annex. Individuals will need to be in the car pick-up line in the Annex to pick-up Scholars. All Scholars should be picked up *no later than 3:35 p.m.* *We do not have staff to supervise children on campus outside this time. Never leave your child at school without supervision. Failure to comply with this procedure will result in administrators contacting the proper authorities.* When there is a change in how your child will be picked-up each day, please notify the teacher and the office *in written form.*

## Check-out, Check-in, and Tardy

Check-out Procedures - A picture ID is required when checking out Scholars. The adult's name must be placed on the checkout sheet to be able to pick up the school from school. Parents/Guardians must sign out Scholars at the front office.

The school day ends at 3:10 p.m. Scholars will not be called out of classrooms after 2:45 p.m. for checkout. To limit classroom disruption, as well as to ensure the safety and security of the Scholars during dismissal, please wait to pick up your child at the designated areas. Do not ask us to remind your children of routine dismissal options. These should be finalized prior to the school day. Make afternoon transportation arrangements before your child comes to school. In order to deliver messages to students, we interrupt instruction for the entire class. Sometimes more than one class is interrupted. While we have tried to accommodate these requests in the past some messages were not delivered for various reasons. For this reason, no transportation messages will be given to students during the day. We ask that you refrain from asking the office staff to deliver messages to students. Your child should know how he/she is getting home before arriving at school each day. Thank you for helping us protect valuable instructional time.

Only individuals listed on a Scholar's registration card will be allowed to check-out a Scholar.

If a Scholar returns to school the same day after checkout, he/she must be signed-in at the front office.

Check-in Procedures –All Scholars must be signed in at the front office **ONLY** by an individual whose name appears on the registration card. The Scholar will be given a pass to class. (See tardy procedures for more information)

Tardy - Any Scholar who arrives at school at or after 8:00 a.m. is tardy. A parent or guardian is required to sign the Scholar in at the front office. The Scholar will be given a pass to class. In order for a tardy to be excused, the parent must immediately present to the office worker a written excuse explaining the reason for being tardy.

Tardiness is excused for the following reasons. *Traffic problems or car trouble is not a valid excuse.* Illness of self or an immediate family member, death in the family, emergency or exceptional situations as determined by the administration; If a Scholar is tardy to school because of a doctor or dental appointment, he/she must bring a statement from the doctor or dentist before the tardy will be considered excused.

## Parents and Other Visitors

Parents/Guardians and community members are invited and encouraged to visit PLA @ Davis Elementary School. For safety and precaution, when entering the building, you MUST sign-in at the front office, present a valid form of a government issued I.D. and receive a visitor's pass before reporting to the classroom, lunchroom, or on the hallway.

*Visitors will only be allowed to visit the specific designation on the visitor badge. Parents/Visitors may not enter the building before 8:15 a.m. to ensure that school day starts smoothly and Scholars remain safe. Parents/Visitors may enter the building from 8:15 a.m. until 2:00 p.m. These times are set to ensure that the arrival and dismissal processes are carried out safely, smoothly, and orderly for our Scholars. In order to protect the safety of all Scholars, Parents/Guardians or Visitors should refrain from including other Scholars 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 Scholar on any non-PLA media platform.*

All visitors' cell phone calls should be completed prior to entering the building. When visiting your child's classroom, we ask that no more than two visitors for each child report at a time in order to minimize classroom distractions. Additionally, classroom visitations may not last longer than 15 minutes each day. Other children are not permitted to report to the classroom with parents because they may distract Scholars and hinder the learning process. Parent conferences can be scheduled with the teachers or in the office. All conferences require a 24-hour notification prior to scheduling as well as for cancellation when possible. As part of our safety plan, parents should enter and exit through the front of the building and receive a visitor's pass and wear it at all times. Parents'/Visitors' specific location will be written on the pass and are only permitted to visit the designated area on the pass. Again, this is to ensure that Scholars are kept safe.

## Parental Concerns

Parents and guardians of our Scholars may have a concern about a program or a teacher decision. The best way to reach resolution is to address the concern with the school employee responsible for the issue.

## When reporting a complaint or expressing a concern:

First, contact the teacher responsible for the classroom or other setting where the situation took place. If you inform an administrator first, you may be redirected to the teacher. If you do not receive a response or the issue remains unresolved, you may contact the principal or assistant principal. During all conferences, the group norms below will be followed. If a meeting becomes disruptive, the PLA's Disruptive Visitors procedure will be enforced.

## 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. 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.
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.

*Be respectful of the views of others. Be willing to share your views. Welcome questions for clarification. Be open to ideas and views presented. Honor time limits and stay on task. Refrain from the use of the cell phone. A parental complaint form will be available at the front office for your use when registering a concern. The principal or the principal's designee will contact you regarding your concern.*

## Telecommunication Devices

The cell phone/telecommunication device guidelines of the school coincide with MPS policy, but in a more detailed and school specific form.

### Confiscating, Securing and Returning Electronic Devices

*Scholars are NOT permitted to use a cell phone or any electronic device in school unless prior authorization has been given by the building principal for instructional purposes only.*

School officials accept *no responsibility for safeguarding* confiscated items or for loss or damage to confiscated property.

PLA @ Davis Elementary School's procedures for *confiscating*, securing and returning devices are:

First Offense: Teacher will confiscate device (documenting Scholar's name, date and time confiscated, and description of device), store in a locked area of the classroom, and contact parent. The device may be returned to the Scholar the same day if successful contact has been made with the parent. Therefore, the length of time of confiscation will be based upon the teacher's ability to contact the parent.

Second Offense: Teacher will confiscate device and turn-in to principal. The receiving principal will secure the device in a locked file cabinet in his/her office where the items will be logged in indicating Scholar's name, date and time confiscated, and description of device. The infraction will be upgraded to a Class B and a face-to-face parent conference is required before the device will be returned.

Third Offense: An *Out of School Suspension* will be imposed, and the device will be returned the same day of suspension to the parent.

### Dress Code Violations/Consequences

The uniform guidelines of the school coincide with the school dress code, but in a more detailed and school specific form. All Scholars will be in proper standard school attire. Students will receive ID badges after school starts. **Badges are a school procedure not policy. Clear Book Bags Only**

<u>Bottoms:</u> khaki, black, or navy	Scholars are to wear clothing that fits properly. Pants must be worn at the waist (no sagging). Only one belt may be worn with attire; shorts, skorts, skirts should not be less than 2 inches above the knee. <b>No Cargo Pants or Cargo Shorts permitted</b>
<u>Tops:</u> white, red or blue	Plain pullover preferred <i>without</i> logos, emblems or markings
<u>Shoes:</u> tennis shoes	Scholars must wear shoes that cover their feet. Athletic shoes are preferred. No bedroom slippers, flip flops, stilettos, slides, thongs, mules, clogs, crocs, etc.

On special occasions, the principal may designate days when dress for Scholars may be adjusted. The principal shall be the final arbitrator of appropriate school dress.

First Violation/Consequences-- Parents will be notified. (Documented on Parent Log)

Second Violation/Consequences-- Parents will be contacted and requested to bring appropriate apparel/shoes.

Third or subsequent offenses will be upgraded to B10: Persistent/Willful Disobedience, and consequences will be issued accordingly.No

### General Information

Change of Address or Phone Number - Parents are asked to inform the school office *in writing* of any change or enter in changes in the MPS PowerSchool Parent Portal in address or phone numbers so that we have accurate, up- to-date information for all Scholars in the event of an emergency.

### Child Nutrition Program (CNP)

New standards for school meals were implemented July 1, 2012, which resulted in healthier meals for Scholars across the nation. These new meal requirements are a key component of the Healthy, Hunger-Free Kids Act, which was championed by First Lady Michelle Obama as a part of her Let's Move! Campaign and signed into law by President Obama. New meal standards include fat-free flavored and 1% unflavored milk choices, increased offerings of fruits and vegetables, more whole grains, "right" size aged appropriate portions, and less sodium in our meals.

The legislation requires meal prices to be in line with federal subsidies for Scholars who receive Free and Reduced Price Meals. All school districts are required to gradually increase their meal prices.

Our children are worth this financial investment.

### Medication

If your child needs to take medication at school, please refer to the Medication Permission Form. There are special guidelines concerning students with asthma. Please be sure to read those pages. Feel free to call the nurse if you have questions concerning medication to be given at school.

### Photographs of Scholars

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. (Reprinted from MPS Student Conduct Manual).

### Visitation and Conferences

Parents are always welcome at school. We ask that you follow the system and school rules to ensure that teacher attention is not taken away from the primary job of instructing students. Parents must complete the request to visit classrooms form provided in the front office. All requests are approved at the principal's discretion. All visitors must come to the office, present a proper photo ID, then sign in to receive a visitor's pass before going to a classroom for any reason. When visiting a classroom, enter and leave as quietly as possible. Remember this is not a time for a conference. Teachers cannot have a conference during instructional hours.

Conferences may be scheduled before 8:30 A.M. or after 3:30 P.M. on Tuesday, Wednesday, or Thursday. You may call the school office for assistance in scheduling conferences. In some cases, the administration may attend at the teacher's request. Do not walk students to class; it is disruptive to the flow of traffic in the hallway and disruptive to the beginning of the instructional day. When students arrive late, parents may not go to the classroom with them. This will disrupt the instructional program. At the end of the day, parents are not to go to the classroom to meet students or teachers. Teachers will escort students to the dismissal area. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Visitors who are disruptive will be asked to leave the premises. If the visitor refuses to cooperate then law enforcement will be called and visitation privileges will be suspended for this individual or individuals.

## Family Engagement Opportunities and Volunteers

Parents, guardians, and grandparents are an important part of our school program. We believe that each parent can and should contribute something to enhance the educational process of his/her children. We encourage you to become a volunteer and give some of your time each day or week to assist in performing the many tasks needed for the smooth operation of our school. No job is so small that it can possibly be considered unimportant.

- In order to volunteer a Background Check Request form must be submitted prior to volunteering.
- Volunteers should sign in and out through the office and should wear a “Visitor’s Pass” while working.
- Due to safety concerns do not bring young children with you while volunteering.

## Behavior Expectations

### School-wide Discipline Plan

*The school-wide discipline plan has been developed to promote positive Scholar interactions through Positive Behavior Intervention and Support (PBIS) as directed by Montgomery Public Schools. We are committed to building a learning environment where Scholars are equipped with strategies to help them become respectful, responsible, and reliable citizens.*

Expectations	Classroom	Hallway	Restroom	Lunchroom	Grounds
Be Safe	Enter & exit quietly Raise hand to speak or leave seat Use inside voice Be Kind	Remain in line Keep hands & feet to self	Keep your eyes in your stall Wait your turn Use quiet voices	Wait your turn Use quiet voice last 10 minutes Chew with mouth closed	Walk quietly when entering or exiting building Use quiet voice Comply with all directives given by adults
Be Responsible	Bring pencil, paper, and homework daily Keep up with textbooks & personal belongings	Follow directives Report inappropriate activities	Keep restroom clean Report maintenance issues	Dispose of all trash after eating Bring lunch money or personal lunch	Pick up litter Report inappropriate activities Leave promptly when exiting the campus

<p>Be Respectful</p>	<p>Arrive on time</p> <p>Complete all assignments</p> <p>Help others when appropriate</p>	<p>Exhibit positive behavior</p> <p>Only go where you are instructed to go</p>	<p>Enter and exit in a timely manner</p> <p>Flush toilet after each use</p> <p>Wash hands</p>	<p>Use lunch time for eating only</p> <p>Stay inside the lunchroom unless given permission to leave</p>	<p>Exhibit appropriate behavior</p> <p>Report problems to the nearest adult</p>
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## Class “A” Behavioral Infractions

### Classroom Management Plan

Every teacher has a classroom management plan in accordance with the school-wide discipline plan to assist in managing his/her classroom. Teachers will make every effort to correct inappropriate behavior in positive ways. Teachers will implement the following consequences for correcting classroom violations or Class A offenses through the use of Class Dojo. Class Dojo is an App that is used school-wide to promote positive and unwanted behaviors as well as provide immediate communication through a technological device. Your child’s teacher will reach out to you to get you started and set-up.

Class A Offense	Procedures for Consequences
1 <sup>st</sup> Offense	Verbal Warning
2 <sup>nd</sup> Offense	Teacher-Scholar Conference
3 <sup>rd</sup> Offense	Deduct Class Kickboard points Work with Behavior Interventionist
4 <sup>th</sup> Offense	Contact Parent (telephone or written notice, LiveSchool) with corrective strategy Work with Behavior Interventionist
5 <sup>th</sup> Offense	Parent Conference Required (School-Wide Conference Form) Work with Behavior Interventionist Work with Culture & Climate Specialist
6 <sup>th</sup> Offense	Refer to Counselor and/or MTSS Tier 2 Referral Office Referral Work with Behavior Interventionist Work with Culture & Climate Specialist

Bullying - Davis Elementary School strives to provide a positive educational environment that prohibits any type of intimidation or bullying of Scholars. *Intimidation or bullying should be reported to any staff member*, who must report the incident to the principal. The principal will take prompt action to prevent future harm. Guidelines for conducting investigations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior.

## **Guidelines for Conducting Investigations**

Principal or designee will hold a conference with the reporting Scholar to collect all information including names of other Scholars. The reporting Scholar will be asked to complete a Bullying and/or Harassment Complaint Form.

Principal or designee will conference with each Scholar individually and have each to give a verbal and written description of the behavior.

Principal or designee will hold a group conference with all Scholars ONLY if the reporting Scholar feels comfortable to meet with the other Scholars.

All parents will be notified of the allegation and a required group parent conference may be held with all the parents and Scholars depending on the severity of the situation as part of the resolution.

*At no time, will any parent be permitted to speak with another Scholar without that Scholar's parent being present.*

## STUDENT BEHAVIOR

Students at Davis Elementary are responsible for their own actions and are expected to:

- Walk quietly in the halls without disturbing fellow scholars or classes.
- Respect their classmates and themselves and cooperate with those in charge.
- Use appropriate restroom behavior. This includes using the nearest or assigned restroom, flushing the toilet when finished, washing hands when finished, and helping keep the restrooms neat and clean.
- Keep language and gestures respectful and free of profanity or obscenities.
- Use appropriate lunchroom manners. This includes talking quietly with permission, remaining seated until dismissed, not taking food from the lunchroom, keeping the area clean, and using “inside” voices
- Follow the dress code as stated in our Scholar Conduct Manual
- Follow the classroom discipline plan of the teachers.

Each teacher has an individual classroom discipline plan to encourage good behavior and a positive learning atmosphere. In addition to this plan, within each classroom and on field trips, scholars are expected to:

- Come to school prepared.
- Follow directions the first time they are given.
- Stay on task.
- Enter and leave the room and or building quietly.
- Leave toys and valuable items at home
- Talk only at appropriate times.
- Keep all areas neat and clean.
- Treat others as they wish to be treated.
- Try their best at all times.

These items are subject to confiscation:

- Toys or items that can be considered as toys.
- Fidget spinners or other types of devices.
- Accessories hanging from the backpack.
- Cell phones or other devices that ring or make noise during class.

## Special Education and 504

All schools must comply with the Americans with Disability Act, Section 504 of the Rehabilitation Act, and the Individuals with Disabilities Education Act. A scholar may be both gifted and have a disability, including but not limited to, attention-deficit/hyperactivity disorder (ADHD or ADD), depression, a specific learning disability, diabetes, epilepsy, or a vision/hearing impairment. If you think or suspect your child may have a disability, please notify the principal. Your child may be eligible for an evaluation and additional services from the school.

## Other Important Information

Delayed Openings/ Inclement Weather - Remember to always check the radio or television to find out about school closings during inclement weather. Please do not drop off your child early on a delayed school opening day. Staff members will not be required to report to work until 30 minutes prior to the delayed opening time. The decision to delay school because of weather conditions also includes the safety and well-being of staff members so no one will be available to supervise Scholars.

In cases of advance warnings, parents will receive a call from the school's Messenger System notifying you of the current situation relative to closings and delays. However, your information must be accurate in the school's database in order to receive the call.

Emergency Drills - Fire and inclement weather drills are conducted monthly during the school year. Escape plans are taught and reviewed by teachers and Scholars. A detailed emergency plan exists in each classroom and the school is prepared for a variety of emergency situations. In case of an actual emergency, Scholars will not be released from school until parents have been contacted.

Field Trips - Field trips are planned in conjunction with learning objectives. All Scholars are expected to attend each field trip. It is hoped that all Scholars will participate unless stated otherwise by parents or the administration. Some field trips will be at cost to parents. The teacher, school, or sponsor in charge of arranging the activity cannot assume the cost of the trip. Parents are asked to understand that payments submitted for field trips are non-refundable. The school's overall objective is to facilitate optimum learning experiences through educational field trips.

Hall Passes-Scholars are not permitted to leave the classroom unless they are accompanied by a teacher or have a HALL PASS from a teacher or administrator. No Scholars are allowed in the building before or after school unless they are under the direct and personal supervision of an employee of the school. Scholars found in the hall will be returned to the teacher for a pass. A Scholar is considered in violation of the school's procedures if he/she is found in any area without a pass. Disciplinary action will follow.

Homework Procedures-Teachers will assign homework Monday-Thursday to reinforce the skills taught in class. Please work with your child nightly to ensure he/she completes all assignments given. Please see your child's teacher to discuss homework procedures.

Make-up Work-Make-up work shall be provided for any excused absence from a class or school. On the day of the Scholar's return to school, the Scholar/guardian will arrange with the teacher a timeline for the make-up work to be completed. If the Scholar fails to turn in the missed work by the deadline, the Scholar will receive a zero for the missed work. If the absences are for more than five (5) consecutive days, a reasonable timeline will be established for submission of make-up work.

Parties and Birthday Celebrations Two parties will be held during the school year for the following holidays: Winter Celebration and Valentine's Day. A Scholar will not be required to participate if it conflicts with moral or religious convictions. Please let the teacher know so that alternative options can be arranged. *All treats brought into classes must be in a sealed container with a nutrition label. Homemade food items will not be permitted.*

Classroom Birthday Parties are NOT permitted. Any food or beverage that has sugar or high fructose corn syrup listed as the first ingredient CAN NOT be served on the school premises until after 2:30 p.m. Birthday treats are usually served at the end of the day or during snack time. Parents must receive approval from the principal *at least two days before activity. All treats brought into classes must be in a sealed container with a nutrition label. Homemade food items will not be permitted.*

Promotion/Retention--A copy of Curriculum Guide can be obtained from Instructional Support Services.

Instructional Technology/ Textbooks-are resources that are available for Scholars' use. Our teachers use a variety of resources to prepare your child for mastery of College and Career Ready Standards. Therefore, some classes may not use the adopted textbooks as part of your child's learning experience. However, state owned textbooks are furnished by Montgomery Public Schools. "...*The parent, guardian, or other person having custody of a child to whom...textbooks and instructional technology are issued should be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks*" (Excerpt from STATE TEXTBOOK LAW). Books that are issued must be cared for properly and covered with book covers furnished by the school. Scholars will be charged for books that are lost or damaged. It is very important for Scholars to write their names on the book cover in the proper place so that books can be returned if found.

*Books & Instructional Technology will not be issued unless Scholar returns the Textbook Forms & Technology Acceptable Use Form.*

*Textbooks & Instructional Technology will be checked at the end of each nine (9) weeks.*

*Scholars with missing books will be charged a lost textbook fee. A fee sheet will be sent home with report cards.*

## Transfer and Withdrawal Procedures

Transfer and Withdrawal Procedures--Parents MUST complete a written withdrawal request form and give the school at least 24 hours to process the request. The Scholar's official records will be forwarded to the new school upon that school's request.

Withdrawal for Non-Attendance: Scholars under age six (6), who accumulate more than 10 consecutive or 15 days total unexcused absences during a single semester, may be withdrawn from school.

## 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 which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction,

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

A parent, guardian, or legal custodian having charge of any child 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. e parent's note will enable the child to make up any work missed or prevent charges from being led 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. Affidavit may be led with the Juvenile Court with 10 unexcused absences during the academic school year.

### C. Truancy Intervention Program (TIP)

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 and 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. DROs may be contacted at (334) 269-6937.

#### Truancy Intervention Procedures

1. Following the 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. The school will monitor the student's absences.
3. Following the unexcused absence, the student is referred to the Truancy Intervention Program. Parents/guardians will be mailed a letter to attend a mandatory meeting with the District Resource Officer.
4. The meeting will be held at MEF/MPS School or office. The parent/guardian will meet with the District Resource Officer and efforts will be made to link them to services in the community, as agreed upon, to eliminate or reduce barriers that prevent the student from attending school regularly.
5. Targeted students will be referred to Early Warning (EW) Meetings that are held at the Montgomery County Phelps-Price Justice Center with representatives from the school, Montgomery County Courthouse, Juvenile Court, and the DA's once parent/guardian and student must be present at the EW Meeting.

### 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. 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. Prior Approval Absence Form must be submitted at least two weeks prior to the requested absence. e 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 le, 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 placed 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, over 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, (i.e., 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 Regional Director, Principal, or the Principal's Designee will be considered unexcused. Examples of unexcused absences include, but are not limited to

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-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.

#### H. 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. It must be done within three (3) school days of the student's return from the absence.

#### 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

## **STUDENT DISCIPLINE**

Davis Elementary School 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 Davis are Positive Behavioral Interventions and Supports (PBIS) and Response to Instruction (RTI). 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. (RTI) is a multi-tiered approach to the early identification and support of students with learning and behavior needs. Both frameworks provide early, systematic and intensive assistance to students who are at risk of, or who are 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.

## **PRINCIPAL'S AUTHORITY**

The principal is granted authority to modify the consequences for violating a rule 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 the school's Code of Conduct.

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, the school 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, parents will be notified of such interviews as soon as practicable.

## **CLASSIFICATION OF RULES**

The Conduct guidelines indicated below 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 rules at all times. This section describes a wide range of behaviors prohibited by students in our school. 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 this Code of Conduct. 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 official 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 POLICY**

Class B offenses include student behavior that seriously disrupts classroom instruction or other areas of school jurisdiction and/or that violate school or MEF policy. The seriousness of the offense, attitude and age of the 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 not to exceed three (3) school days; 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 remain) openly expressed in words or actions. is 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. 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 not to exceed three (3) school days
- 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 not to exceed three (3) school days

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

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

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 out of view 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**

- Conference with student
- Conference with parent
- Device may 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 not to exceed three (3) school days

### **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 or may be downloaded from the PLA @ Davis website.

### **Consequences:**

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

- In-School Suspension or Out of School Suspension not to exceed three (3) school days
- 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 not to exceed three (3) school days

### **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- 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 not to exceed three (3) school days, 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. It includes, but is not limited to:

- Sending or displaying obscene or offensive messages or pictures, child pornography, and any visual depictions that are harmful to minors (Under 17)
- Using obscene/profane language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or networks
- Violating local, state, or federal statutes or copyright laws
- Using another user's password
- Trespassing in another user's folders, work or files
- Using technology resources without authorization
- TikTok Challenges
- 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. It will include sending posts from any social media platform (i.e., Facebook, Instagram, TikTok, etc.) or that instigate a fight

### **Consequences**

- Parent/Legal Guardian shadowing
- In-School Suspension or Out of School Suspension not to exceed three (3) school days, 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 not to exceed three (3) school days, 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 not to exceed three (3) school days, 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 MEF/MPS campus, nor shall they attend any school function.

### **Consequences**

- Parent/Legal Guardian Shadowing
- In-School Suspension or Out of School Suspension not to exceed three (3) school days
- Proposal for Expulsion
- Trespassing charges may be led
- 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

## **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 and or causing an explosion. Firecrackers, reworks and trash can res, 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 not to exceed three (3) days, 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 not to exceed three (3) days, 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 a car, truck, motorcycle, or anything that is self-propelled.

### **Consequences**

- Out-of-School Suspension not to exceed three (3) days, 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 not to exceed three (3) days, 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 not to exceed three (3) days, 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 not to exceed three (3) days, 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 re 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 not to exceed three (3) days, 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 not to exceed three (3) days, 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 not to exceed three (3) days, 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. 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

- 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-alike) 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.

### **Consequences**

- 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, rearm, 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. Rie/Shotgun	50 - Sale Other Weapon
41- Sale of Rie/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 rearm 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 “reaffirm” for purposes of this law includes, but is not limited to, any handgun, pistol, shotgun, black powder, firearm, starter gun, or any other weapon that uses gunpowder or another explosive to re ammunition; the frame of such a weapon; any firearm 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 be used as a weapon (for example, replicas and water guns).

It also does not include ordinary reworks.

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

1. A rearm, including, but not limited to, any handgun, shotgun, black powder rearm, are gun, zip gun, or any other device from which a projectile is discharged by explosive powder.
2. A realistic replica of any rearm, including, but not limited to, realistic replicas of a handgun, rie, or shotgun, black powder rearm, are 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 Switchblade, Swiss Army knife Butter knife, Folding knife, Stiletto knife, Utility knife, Carpet knife, Keychain knife, Palm knife, Straight razor, Exacto knife, Linoleum knife, Razor blade, Any other item that utilizes a razor blade or other blade.
4. Nunchucks (nunchaku), throwing stars, fighting claws or other weapons utilized in martial arts.
5. Explosive devices of any type including, but not limited to, reworks.
6. Bicycle chain or heavy duty chain, bike sprocket, when not being used for the purpose for which it was normally intended.
7. Baton, Bullwhip, Hatchet, Loaded gloves, Slingshot, Black jack, Cattle prod, Ice pick, Mace/Pepper Spray, SpearBow, and/or arrow Club Impact, baton, Machete, Spring Billy, Brass knuckles, Crossbow, Kubotan Nightstick, Sword/sword, cane, Bullet, Paintball Gun, Hand Axe Leather Strap, Skewer, Taser
8. Any device capable of discharging a projectile of any kind.

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

### **CLASS E – MAJOR OFFENSES: WEAPONS, KIDNAPPING, HOMICIDE**

Class E violations include illegal behaviors –related to weapons, homicide and kidnapping - that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. This includes the use of weapons, homicide and kidnapping. The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person.

If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days.

#### **Violations of Criminal Statutes (Violent Criminal Offense)**

Students may not commit the following acts that have been identified by the State Department of Education as violent criminal offenses. e 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.

### **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 denied 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. A student will not be able to withdraw from or enroll in any other school in the Montgomery Public School System while under suspension.
3. 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.
4. 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 letter 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 MEF 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 MEF Hearing Officer 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 Hearing Officer is final.

Suspension appeals should be mailed via U.S. Postal Service or hand delivered to the principal at the

school. 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 proposals 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.

## **GENERAL POLICY STATEMENTS**

It shall be noted that PLA@ Davis Elementary School is a public school that is chartered through the Montgomery Education Foundation (“MEF”). Phalen Leadership Academies manages the day-to-day operations for the school and will implement, manage, and maintain disciplinary rules contained in this handbook. Additionally, all disciplinary hearings are presented to hearing officers appointed by the MEF board. Expulsion appeals must be submitted to the principal within 3 days of being notified of the expulsion decision. All final resolution of student disciplinary actions shall reside with Montgomery Education Foundation’s Board of Directors.

### **A. PRINCIPAL’S AUTHORITY**

The principal is granted authority to modify the consequences for violating a rule 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 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, the school 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. 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 of the whereabouts of the items. Upon turning the item in, the student shall not be subject to any disciplinary consequence. 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.

### **C. 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.

### **D. CORPORAL PUNISHMENT POLICY**

The school does not advocate the use of corporal punishment. Corporal punishment will not be administered to any students.

### **E. 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 MEF employees, one of which must be a building administrator. Students will not be involved in conducting searches.

1. Property Searches - Lockers, desks and other school property 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. 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.

3. 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.

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 as new evidence is discovered during an investigation.

## **F. 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.

## **G. BEHAVIOR DURING EXTRACURRICULAR ACTIVITIES**

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

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

The school sponsor in charge of the extracurricular activity will document any student misbehavior and refer the student to an administrator for disciplinary action upon the student’s return to school. The school sponsor will confiscate and document any physical evidence that is a violation of state law and board policy, as well as secure statements from the student who has allegedly committed an offense and all witnesses to the incident. Should the confiscated evidence be controlled substances or weapons, law enforcement officials shall be notified immediately.

Attending school-sponsored activities away from the regular school setting and participating in extra- curricular activities are valuable parts of a comprehensive educational experience. To ensure that these activities are successful, administrators must clearly explain behavioral expectations to students, parents, sponsoring staff members and chaperones. Students must encourage and display appropriate behavior as well to make these activities beneficial and productive.

### **School Sponsored Activities**

Any school sponsored activity is under the jurisdiction of Montgomery Education Foundation. 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.

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

### **SECLUSION AND RESTRAINT POLICY**

PLA prohibits 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 specially 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 PLA 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 to 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.

The school prohibits 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.

MEF prohibits 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 MEF 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.

The school prohibits 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. MEF prohibits 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 the school 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. The school 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 the school's 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 PLA, 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 MEF, PLA or the school, 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-BULLYING**

The school 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

The learning environment for all students, parents should monitor their child's/children's social media activity. The school 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 • 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 or denying the student's participation in receipt of benefits, services, or opportunities in the school;
- 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. 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 at sanctioned events, whether on or off school property. 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 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.

**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.

### **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.

\*Legal Reference: Jamari Terrell Williams Student Bullying Prevention Act No 2018-472

### **INTERNET SAFETY POLICIES AND COMPUTER USAGE**

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 school 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 or District 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 content 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 online activities of minors) must be functioning on all MPS computer equipment. Bypassing or using personal internet hotspots is prohibited.
10. The school/MEF reserves the right to review and to remove users' credentials without warning.
11. The taking of still pictures or video from electronic devices is prohibited unless instructed by a teacher or administrator.

The school provides access to electronic mail and the Internet. Individual users of the Board's computer networks are responsible for their behavior and communications over those networks.

The Board expects users to comply with Board standards. Beyond the clarification of such standards, the district makes no warranties of any kind, whether expressed or implied, for the access it is providing, nor will it be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school, MEF and PLA deny any responsibility for the accuracy or quality of information obtained through its system. The network is not responsible for unauthorized costs incurred by students. Files and communications may be reviewed to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that any 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 content 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 the school's 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. e rights of the user include:

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

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

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

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

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

## Parent-Student Handbook Communication -3rd Grade Promotion

Montgomery Public Schools **will Not** offer summer school promotion for the 2023-2024 school year to support students acquisition of grade level skills before moving to the next grade.

Moreover, effective with the 2023-2024 academic year, the Alabama Literacy Act states **"if a student does not demonstrate sufficient reading skills on one of the three options listed below and does not qualify for a good cause exemption, the student may not be promoted to fourth grade."**

- Alabama Literacy Act - Commencing with the 2023-2024 school year, third grade students shall demonstrate sufficient reading skills for promotion to fourth grade.
- Students shall be provided all of the following options to demonstrate sufficient reading skills for promotion to fourth grade
- Scoring above the lowest achievement level, as determined by rule of the State Board of Education, on a board approved assessment in reading
- Earning an acceptable score on an alternative standardized reading assessment as determined and approved by the State Board of Education.
- Demonstrating mastery of third grade minimum essential reading standards as evidenced by the reading portfolio. The State Superintendent of Education and the task force established criteria for minimum essential standards and the student reading portfolios and a definition of what constitutes mastery of all third grade state reading standards. (Alabama Act 2019-523).

# **2024 - 2025 School Calendar**

<https://www.mps.k12.al.us/documents/for-parents/calendar/566820>

## **JULY 2024**

July 4 | Independence Day (All MPS SCHOOLS and OFFICES will be CLOSED)

## **August 2024**

Professional Development for Teachers August 1-7

First Day for Students August 8th

## **SEPTEMBER 2024**

September 2 | Labor Day (All MPS SCHOOLS and OFFICES will be CLOSED)

## **OCTOBER 2024**

October 14 | Indigenous People Day

October 25 | Asynchronous Day

## **NOVEMBER 2024**

November 11 | Veterans Day (All MPS SCHOOLS and OFFICES will be CLOSED)

November 25-29 | Thanksgiving Break for students and teachers

## **DECEMBER 2024**

December 23-Jan 3 | Winter Break for Teachers and Students

## **JANUARY 2025**

January 1 | New Year's Day (All MPS SCHOOLS and OFFICES will be CLOSED)

January 6 | Professional Learning Day for Teachers

January 7 | Students Return

January 20 | MLK Day (All MPS SCHOOLS and OFFICES will be CLOSED)

## **February 2025**

February 17 | President's Day (Teachers and students will not report.)

## **March 2025**

March 17-21 | SPRING BREAK (240 Day Employees work the 17<sup>th</sup> and 18<sup>th</sup>)

## **MAY 2025**

May 22 | Last Day of School for Students

May 23 | Last Day of School for Teachers

Assessment Calendar Link

[Assessment Testing Dates for 2024-2025.pdf](#)

**Assessment Testing Dates for 2024-2025**

**Tests Testing Dates (Windows)**

<i>PreACT Secure</i> (Grade 10) .....	September 30-October 25, 2024
<i>ACT WorkKeys Paper Testing</i> (Grade 12) – Initial .....	October 16, 2024
<i>ACT WorkKeys Paper Testing with Accommodations/Supports</i> – Initial .....	October 16-18, 21-25, & 28, 2024
<i>ACT WorkKeys Online Testing</i> .....	October 16-November 8, 2024
<i>ACT WorkKeys Paper Testing</i> (Grade 12) – Makeup.....	October 30, 2024
<i>ACT WorkKeys Paper Testing with Accommodations/Supports</i> (Grade 12) – Makeup .....	October 30-November 1, 2024 November 4-8, 2024
<i>NAEP</i> (Selected Schools and Grades Only) .....	TBD
<i>ACCESS for ELLs</i> (Online) .....	January 13-March 14, 2025
<i>Alternate ACCESS for ELLs</i> .....	January 13-March 14, 2025
<i>ACT WorkKeys Online Retest</i> (Grade 12) .....	February 26-March 10, 2025
<i>ACT WorkKeys Paper Accommodations Retest</i> (Grade 12) .....	February 26-28, March 3-7, & March 10, 2025
<i>ACAP Alternate</i> (Grades 2-8, 10 and 11) .....	March 3-April 4, 2025
<i>ACT with Writing Paper Testing</i> – (Grade 11) Initial .....	March 11, 2025
<i>ACT with Writing Paper Testing with Accommodations/Supports</i> – Initial.....	March 11-14 & March 17-21, 2025
<i>ACT with Writing Online Testing</i> – Initial .....	March 11-14 & March 17-21, 2025
<i>ACAP Summative</i> (Grades 2-8)*** .....	March 17-April 25, 2025
<i>ACT with Writing Paper Testing</i> - (Grade 11) Make-up.....	April 8, 2025
<i>ACT with Writing Paper Testing with Accommodations/Supports</i> – Make-up .....	April 8-11 & April 14-18, 2025
<i>ACT with Writing Online Testing</i> - Make-up .....	April 8-11 & April 14-18, 2025
<i>ACAP Supplemental Reading Test</i> - Window 1 .....	June 23-27, 2025
<i>ACAP Supplemental Reading Test</i> - Window 2 .....	July 14-18, 2025

\*\*\*Districts are required to test all second and third grade students on the *ACAP Summative* English Language Arts assessment during the **first four weeks of the ACAP Summative Testing Window (March 17-April 11, 2025)**.

**Dates are Subject to Change**

