



**2024-2025  
Faculty  
Handbook**

# Billingsley School

#doalittlegoodeveryday

Principal – Jason Griffin

Assistant Principal – Janett Skinner

A supplement to the Autauga County  
Public Schools Code of Conduct:  
Parent & Student Handbook.

### **Billingsley School Mission Statement:**

Our mission is to create an environment conducive to facilitating optimal learning for all students enabling them to reach their full potential as productive members of society.

### **Billingsley School Vision:**

Bears "CLAW" their way to success:

C – Come prepared

L – Listen & Engage

A – Act Respectfully

W – Work Hard

Billingsley School Website:

<http://www.bsk12.net>

### **Autauga County Schools Mission Statement:**

Autauga County Schools is dedicated to fostering the whole student in an academically rigorous environment, where everyone is known and valued, by creating pathways designed for success.

### **Autauga County Schools Vision Statement:**

*The Autauga County School system values its rich tradition of excellence in a rapidly changing world. ACS aims to consciously create an environment of respect and inclusion that prepares and motivates students to become lifelong learners by instilling the knowledge, critical thinking skills, and leadership traits necessary to succeed in life. In a safe and supportive environment, the district's schools provide for every student's intellectual, social, and physical development by fostering an engaged, creative, and respectful community of learners, families, and community partners.*

# SCHOOL CALENDAR 2024-2025

| July |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | TH | F  | S  |
|      | 1  | 2  | 3  | 4  | 5  | 6  |
| 7    | 8  | 9  | 10 | 11 | 12 | 13 |
| 14   | 15 | 16 | 17 | 18 | 19 | 20 |
| 21   | 22 | 23 | 24 | 25 | 26 | 27 |
| 28   | 29 | 30 | 31 |    |    |    |

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | TH | F  | S  |
|        |    |    |    | 1  | 2  | 3  |
| 4      | 5  | 6  | 7  | 8  | 9  | 10 |
| 11     | 12 | 13 | 14 | 15 | 16 | 17 |
| 18     | 19 | 20 | 21 | 22 | 23 | 24 |
| 25     | 26 | 27 | 28 | 29 | 30 |    |

T=22 S=18

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | TH | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

T=20 S=20

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | TH | F  | S  |
|         |    | 1  | 2  | 3  | 4  | 5  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |
| 27      | 28 | 29 | 30 | 31 |    |    |

T=22 S=22

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | TH | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |

T=15 S=15

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | TH | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 | 31 |    |    |    |    |

T=13 S=13

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | TH | F  | S  |
|         |    |    | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 31 |    |

T=21 S=19

| February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | TH | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 |    |

T=19 S=19

| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | TH | F  | S  |
|       |    |    |    |    |    | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    | 31 |    |    |    |    |    |

T=16 S=16

| April |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | TH | F  | S  |
|       |    | 1  | 2  | 3  | 4  | 5  |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 |    |    |    |

T=22 S=21

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | TH | F  | S  |
|     |    |    |    | 1  | 2  | 3  |
| 4   | 5  | 6  | 7  | 8  | 9  | 10 |
| 11  | 12 | 13 | 14 | 15 | 16 | 17 |
| 18  | 19 | 20 | 21 | 22 | 23 | 24 |
| 25  | 26 | 27 | 28 | 29 | 30 | 31 |

T=17 S=17

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | TH | F  | S  |
| 1    | 2  | 3  | 4  | 5  | 6  | 7  |
| 8    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29   | 30 | 31 |    |    |    |    |

|           |                                  |
|-----------|----------------------------------|
| 8/1-6     | Teacher Inservice/Institute Day  |
| 8/7       | First Day for Students           |
| 9/2       | Labor Day                        |
| 10/11     | Early Dismissal/Teacher Work Day |
| 10/14     | Fall Break                       |
| 11/11     | Veteran's Day                    |
| 11/25-29  | Thanksgiving Break               |
| 12/18     | Early Dismissal                  |
| 12/19-1/3 | Christmas Break                  |
| 1/2-3     | Teacher Inservice                |
| 1/6       | School Resumes                   |
| 1/20      | MLK Day                          |
| 2/17      | President's Day                  |
| 3/7       | Early Dismissal/Teacher Work Day |
| 3/24-28   | Spring Break                     |
| 4/18      | Teacher Inservice                |
| 5/23      | Early Dismissal/Teacher Work Day |

| Grading Periods                            |                      |                        |              |
|--|----------------------|------------------------|--------------|
| <b>1<sup>st</sup> Nine Weeks (47 days)</b> | <b>8/7-10/11</b>     | <b>Progress Report</b> | <b>9/11</b>  |
|  |                      | <b>Report Card</b>     | <b>10/21</b> |
| <b>2<sup>nd</sup> Nine Weeks (41 days)</b> | <b>10/15 - 12/18</b> | <b>Progress Report</b> | <b>11/19</b> |
|  |                      | <b>Report Card</b>     | <b>1/10</b>  |
| <b>3<sup>rd</sup> Nine Weeks (43 days)</b> | <b>1/6 - 3/7</b>     | <b>Progress Report</b> | <b>2/12</b>  |
|  |                      | <b>Report Card</b>     | <b>3/14</b>  |
| <b>4<sup>th</sup> Nine Weeks (49 days)</b> | <b>3/10 - 5/23</b>   | <b>Progress Report</b> | <b>4/16</b>  |
|  |                      | <b>Report Card</b>     | <b>5/23</b>  |

| Legend |                                      |
|--------|--------------------------------------|
|        | Teacher Work Day (No PD)             |
|        | Teacher PD Day                       |
|        | Institute Day                        |
|        | School Starts/Resumes                |
|        | NO SCHOOL for Students/Teachers      |
|        | Early Dismissal at 11:30am           |
|        | Weather Day                          |
|        | Report Card                          |
|        | Students Dismissed/Teacher Inservice |
|        | Student Last Day                     |
|        |                                      |
|        |                                      |
|        |                                      |
|        |                                      |
|        |                                      |

### Tentative Testing Dates

PreACT (Gr. 10)

ACT WorkKeys (Gr. 12)

ACCESS ELLs (Gr. K-12)

ACT with Writing (Gr. 11)

ACAP Alternate (Gr. 2-8, 10, 11)

ACAP Summative (Gr. 2-8)



## **ARRIVAL AND DEPARTURE**

Students who are transported by school bus will arrive and depart school at the scheduled time. Upon arrival at school, students should go immediately to breakfast or their homeroom class. Students who arrive after classes have started must go to the office, sign in, and take an admit slip to the homeroom teacher before going to class.

Students who are not transported by school bus should not arrive before 7:15 A.M. nor remain later than 3:15 P.M. For arrival in the mornings, parents/guardians of these students should use the designated student drop off area behind the school. For departure in the afternoons, parents/guardians are asked to wait in the car rider line for students to exit at dismissal. Car riders (K-6) will be held in the elementary gym until vehicle comes to designated area. Car riders in grade 7-12 will exit the building after the bell at 3:02.

Parents who wish to check a student out before dismissal time at 3:02 must come to the school office to do so. **Elementary students MAY NOT stay on campus after 3:15 P.M. while older siblings are involved in extra -curricular activities (sports teams, cheerleading, music, clubs, etc.), as there are no school personnel available to supervise children at that time.**

## **VEHICLE AND PARKING REGULATIONS**

A student parking area is provided for students 16 years of age or older who have a valid driver's license and automobile insurance. **Each student who drives must provide proof of license and liability insurance must be provided.** A \$15 annual registration fee is required as well. Each faculty member and student will be issued a parking pass. **Athletes** must have approval from administration to park in the parking area adjacent to the gym. Students may also park in the front parking area if they arrive to school after **8:00 a.m.** Students parked in the front parking area are not permitted to pass between the buses in the afternoons. They must wait in front of the school until the buses have departed. Students are not allowed to loiter in the parking area before or after school. Those students who drive or ride in private automobiles MUST enter the building immediately upon arrival. Violations will result in loss of parking privileges.

## **EXTRACURRICULAR ACTIVITIES**

### **Clubs**

- FFA – FFA membership is open to anyone enrolled in agriscience classes. All members of FFA are required to pay annual dues of **\$15.00**.
- Yearbook Staff – In the spring of each year, interested students in Grades 9 have the opportunity to complete a yearbook staff application. The yearbook sponsor determines the number of students named to the yearbook staff.
- Beta Club – Membership is open to students in Grades 9, 10, 11, and 12 who were on AB Honor Roll for the previous term.
- Junior Beta Club – Membership is open to students in Grade 7 and 8 who were on the AB Honor Roll the previous term. Students must remain on the AB Honor Roll to retain membership in the Junior Beta Club.

- Fellowship of Christian Athletes – Membership is open to all students who are members of an athletic team.
- Students Against Destructive Decisions (SADD) – Students in Grades 7 – 12 are eligible for membership. All members must agree not to partake of or participate in activities involving tobacco use, alcohol consumption, use of illegal drugs, premarital sex, gang membership, or violence. Annual dues are \$15.00.
- Math and Science Club – Open to students in grades 10-12. Students must maintain a “B” average in math and science courses.
- Robotics – Open to students in grades 7-12. Students must have a recommendation from teachers, participate in interviews and maintain extracurricular eligibility. Annual dues are \$35.00.
- Future Business Leaders of America (FBLA) – Open to students in grades 9-12 who have an interest in understanding American business enterprise system. Annual dues are **\$20.00**.

**ACTIVITIES** (*sports teams, cheerleading, music organizations, clubs, etc.*)

- A. Students entering Grades 10, 11, & 12 must have passed during the last two 18 week terms in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
  1. 4 core curriculum courses must be included in those units passed and averaged (English, math, science, and social studies are core curriculum subjects).
  2. Any student that accumulates more than 4 units of core courses per year may earn less than the required 4 core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
- B. Students entering Grades 8 & 9 must have passed during the last two 18 week terms in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
- C. Students entering Grade 7 for the first time are eligible.
- D. A transcript from that school must establish the eligibility of a student that has attended another school during the preceding year before the student is permitted to participate at the new school.

**RIGHT TO PARTICIPATE IN GRADUATION ACTIVITIES**

In accordance with State Board of Education requirements, students who are receiving board approved, authorized exit documents will be afforded an opportunity to participate in all school system activities related to graduation. Such activities will be integrated into all phases of graduation and will be identical in format with no distinctions or differentiation made in regard to the way the exit document is awarded or presented. Students must have the required number of credits.

**CRITERIA FOR VALEDICTORIAN, SALUTATORIAN, AND HONOR GRADUATES**

To be considered for Valedictorian, Salutatorian or Honor Graduate, a student must be enrolled in the Honors diploma curriculum. The Valedictorian will be the student with the highest grade point average, the Salutatorian will be the student with the second highest grade point average. Honor Graduates are Honors diploma students with a grade point average of 3.0 or higher. *Grades earned in a student worker assignment (office, lunchroom, classroom aide, etc.) do not count toward Valedictorian, Salutatorian, or Honor Graduate recognition.*

### FIELD TRIPS

Parents are encouraged to participate in field trip activities when possible. Parents are needed to supervise students; therefore, younger siblings may not attend. Refunds cannot be made for field trips due to the financial obligations made in planning the trip. Since all Autauga County school facilities are tobacco free, parents are asked to refrain from the use of tobacco products while assisting with field trip activities.

### PARENT – TEACHER CONFERENCES

Parent/teacher conferences are encouraged at Billingsley School. These conferences should be scheduled at least one day in advance. Parents may contact the teacher via email, ParentSquare, note, or telephone the school (205-755-1629) to schedule a conference. *NO PARENT/TEACHER CONFERENCE WILL BE PERMITTED DURING INSTRUCTIONAL TIME UNLESS APPROVED BY THE PRINCIPAL.*

### CHECK POLICY AND FINANCIAL PROCEDURES

Billingsley School will accept personal checks for lunch, fees, etc., for the upcoming school year. This courtesy will be revoked for persons guilty of writing checks that are returned due to insufficient funds. The school uses a check service, Payliance, and there is a **\$30.00 FEE FOR RETURNED CHECKS**. No two party checks will be accepted. No checks can be cashed. All checks must be made payable to Billingsley School. All fees and debts (pictures, lost/damaged textbooks, lunch, etc.) must be cleared by the end of the school year or before a student can withdraw from school.

### TEXTBOOK PAYMENT SCHEDULE

All textbooks furnished free of charge to students shall remain the property of the Autauga County Board of Education. Each student upon issuance of any textbooks by school officials shall sign a receipt. The parent, guardian, or other person having custody of the student to whom the textbooks are issued shall be held liable for any loss, abuse or damage to Autauga County owned textbooks.

Failure to pay the School System for a lost or damaged book will result in non-issuance of other textbooks. The amount of payment for lost or damaged textbooks to the School System shall be determined by the following schedule:

|                                |                      |
|--------------------------------|----------------------|
| 1 <sup>st</sup> year           | Original cost        |
| 2 <sup>nd</sup> year           | 75% of original cost |
| 3 <sup>rd</sup> year and older | 50% of original cost |

Reimbursement will be made to students who relocate textbooks after payment is made to the School System and upon presentation of payment receipt. **All textbooks must be returned to the issuing school by the pupil when he/she is promoted or transferred and when he/she terminates his/her attendance for any other reason.**

Any lost or damaged library book or Accelerated Reader books will be replaced at the parents'/guardian's expense.

## **FEE SCHEDULE FOR ELECTIVE COURSES**

Fees for elective courses are as follows:

- Business Technology Applications - \$25.00
- Business Finance - \$25.00
- Accounting – \$25.00 (\$15.00 workbook)
- Agriscience - \$25.00
- Art – Grades 7 & 8 - \$10.00
- Art – Grades 9-12 - \$20.00
- Driver’s Education - \$30.00

## **LOCKERS**

Personal lockers are provided for storage of books, notebooks, and lunches. They are not intended to be strong boxes for money or other valuable items. Lockers are provided for student convenience, and **the student, not the school, is responsible for items lost or stolen from them**. Students must keep their lockers locked, not inform other students of their combinations, not make marks on locks to indicate the combination, and not allow other people to use their lockers. Broken or inoperative lockers are to be reported to the school bookkeeper. Lockers must be cleaned out **prior to the last day of final exams each year**. Any items left in lockers by the students will be disposed of. Only one student is allowed to use a locker. No stickers, decals, etc. may be placed on the exterior or interior of lockers. No items with adhesive or glue backing should be placed on lockers. Students will be responsible for paying for any damage they do to their locker or any other locker.

The cost of lockers is **\$10.00** per year. Fees are used to maintain lockers. **Lockers are subject to being searched when school officials have reasonable cause.**

## **LUNCHROOM INFORMATION**

Billingsley School serves a nutritious breakfast and lunch Monday through Friday. Every student will be provided free meals this school year. Our monthly menus are listed on our website. All students are automatically assigned a lunch pin number and account. Carbonated drinks are not allowed in the lunchroom. Federal guidelines state that competitive food items (including fast food) are not allowed during serving hours. Lunchroom visits with your child are limited to the lunch times only. During the school year, we will have a number of special lunch days. All guests need to sign in through the front office, and receive and wear a visible pass.

Meal Pricing:

Breakfast: Student – Free, Employee – 3.25, Visitor – 3.50

Lunch: Student – Free, Employee – 4.75, Visitor – 5.00