

**Marbury High School
2360 Highway 31 North
Deatsville, AL 36022**

**PARENT/STUDENT
HANDBOOK
2024 - 2025**

AUTAUGA COUNTY BOARD OF EDUCATION

Superintendent of Education

BOARD OF EDUCATION

Kim Crockett District 2
Kyle Glover District 5
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PRINCIPAL'S WELCOME

Welcome to Marbury High School! We are excited about the upcoming school year! Marbury High School has been, and will continue to be, a shining beacon for our community. Our school is blessed to have dedicated and committed teachers, administrators, and support staff that strives to help our students succeed both academically and in life. The community has always supported Marbury High School and your support is what makes Marbury High School a special place!

I welcome your input and I look forward to working with you during the school year. Please feel free to come visit our school! I look forward to working with each of you!

Jimmy Lansdell



Principal Jimmy Lansdell
Assistant Principal..... Kevin Palmer
Athletic Director..... Thomas Sowell
Bookkeeper.....Darcie Lindley
Counselor (9th-10th).....Jill Easterling
Counselor (11th-12th).....Amber Day
Secretary.....Megan Headley
Technology Coordinator.....Erin Skeen

SCHOOL COLORS: Blue and White

MASCOT: Bulldog

VISION STATEMENT: Motivation + Hard Work = Success

PBIS Vision: Respectful, Responsible, and Resourceful

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VISION STATEMENT FOR AUTAUGA COUNTY SCHOOL SYSTEM

Equip. Engage. Excel.



MISSION STATEMENT FOR AUTAUGA COUNTY SCHOOLS

"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."

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Autauga County Board of Education that no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, color, age, marital status, non-English speaking ability, homeless status, or migrant status and provides equal access to the Boy Scouts and other designated youth groups.

Tisha Scott-Addison, Coordinator of Section 504, Tisha.Addison@acboe.net
Julie Harrington, Coordinator of Title IX, Julie.Harrington@acboe.net

Autauga County Schools
153 West Fourth Street
Prattville, Alabama 36067
334-365-5706

MISSION STATEMENT OF MARBURY HIGH SCHOOL

"The mission of Marbury High School is to provide Excellent Educational Experiences for all students to be successful in life."

Compulsory School Attendance Law

Alabama State Law 16-28-3, Code of Alabama 1975 requires all children between the ages of six (6) and seventeen (17) to attend school regularly. Alabama State Law states that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance responsible for their children's regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance Law requires the Attendance Officer to file a complaint in the Autauga County Court System.

ARRIVAL TO SCHOOL

School Hours 7:50 A.M. -2:51 P.M.

The school day begins promptly at 7:50 A.M. Students who arrive after 7:50 A.M. should check in at the office to obtain a pass. School is dismissed at 2:51 P.M.

School doors will open at 7:15 a.m. No students will be allowed in the building prior to this time. If students arrive between 7:15 and 7:45, they will go to the cafeteria or front (main) hallway until the 7:45 bell rings.

Students who do not ride the bus should not arrive before 7:15 and remain no later than 3:15 p.m. according to School Board Policy.

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.

- Check-ins are excused for the same reasons as absences.
- Check-ins for any other reasons are unexcused and may result in disciplinary action.
- Make up work is not allowed for unexcused check-ins.

CHECK-OUTS

A student is not permitted to leave the school campus during regular school hours except in accordance with the following provisions:

1. A student shall be dismissed from school prior to the end of the school day only by one of the following methods:
 - a. The parent/guardian shall appear in person and request that the principal or his designee release the student; or
 - b. The parent/guardian shall make the request in writing, explaining the reason for requesting early dismissal and identifying and designating the person, if any, to pick up the student; or
 - c. The adult requesting the student's release shall be someone whom the student's parent/guardian has indicated on the student's registration form or emergency card as having permission to check out the student; or
 - d. If a student is placed under arrest or taken into protective custody by law enforcement, the Department of Human Resources or other governmental investigating agency, that student may be dismissed from school prior to the end of the school day.
2. The school reserves the right to require picture identification before releasing a student.
3. Students shall not leave the school grounds while school is in session without permission from the principal or his/her designee.
4. The principal or his/her designee may require verification of right of custody from anyone requesting early dismissal of a student.

Students must attend a minimum of one-half of the instructional day to be counted present and to participate in extracurricular activities. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence.

- Check-outs are excused for the same reasons as absences.
- Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

Check-ins, check-outs, and tardies for more than 50% of a class period will be considered an absence from the class period and will be treated as any other absence. In order to be excused, a written explanation for the time missed must be submitted and will follow the same guidelines for excused or unexcused absences as outlined.

Students are not permitted to check-out after 30 minutes prior to the end of the day unless required by the school nurse

Absences

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school.

Chronic Absenteeism

Chronic Absenteeism is habitually missing 10% (18) or more of school days due to absences for any reason - excused, unexcused or suspensions. Extreme and extenuating circumstances will be reviewed on a case by case basis.

Excused Absences

Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian must meet the following State guidelines:

1. Illness;
2. Death in the immediate family;
3. Inclement weather (as determined by the principal) which would be dangerous to the life and health of the child;
4. Legal quarantine;
5. Emergency conditions as determined by the principal; and
6. Prior permission of the principal and written consent by the parent or guardian.

*** The parent note or doctor's excuse must be sent to school **within three (3) days** of the student's return to school to be counted as an excused absence. Excuses will not be accepted after three (3) days.

A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding **seven (7) days during the school year**. (Example: If a student provides a parent note after missing a week of school, this will account for five (5) parent notes.) Further absences will require a written excuse from a medical doctor or court official.

*** Prior approval of a non-illness absence must be obtained using the Prior Approval Absence Form. The request must be submitted by the parent or legal guardian at least two weeks prior to the requested absence. A copy of the parent/guardian's valid photo ID must be submitted with the form. A response will be sent within one week to the parent from the principal or his/her designee.

WHEN TO KEEP YOUR CHILD HOME

Regular attendance at school is encouraged and is necessary for your child's progress. However, he/she should stay at home if he/she has any of the following conditions to prevent the spread of communicable disease to others.

- **Fever**-temperature of 100.4 or above. Child should remain home until fever free for 72 hours or Health Care Providers documentation to return to school.
- **Vomiting**- Your child should not attend school if he/she has vomited within the last 24 hours.
- **Diarrhea**- Your child should remain home if he/she has diarrhea within the last 24 hours.
- **Undiagnosed rash**-Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox, or some other contagious disease.
- **Pink Eye (conjunctivitis)** - Pink eye is contagious. Your child should be seen by your doctor and treated before returning to school.
- **Lice and/or nits (eggs)** - Your child should not return to school until no live lice are found and he/she has been treated with lice shampoo. You must accompany your child upon his/her return to school. Take your child to the office or school nurse to be checked.
- If your child has COVID-19 symptoms such as cough, fever, chills, shortness of breath, extreme fatigue, or sore throat, please keep him/her at home and contact your health care provider.

Unexcused Absences

Any absence not listed above in the Excused Absence section or otherwise excused by the superintendent, principal, or the superintendent's designee will be considered unexcused.

Examples of unexcused absences include, but are not to:

1. Missing the school bus;
2. Transportation issues / car trouble;
3. Birthdays or other celebrations not religiously observed; and/or
4. Any absence for which a written excuse was not provided within three (3) school days from return of absence.
 - Five (5) unexcused absences within a school year constitutes a student being truant.
 - Seven (7) unexcused absences can result in a complaint/petition filed against the child and/or parent.

Tardiness

Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. Any student arriving after that time should be accompanied to the office by a parent or guardian.

NOTE: Excessive tardiness, check-ins and check-outs, for any reason other than reasons for excused absences, will result in disciplinary action. Only an excused tardy permits class work to be made up. Students are required to remain at school for the entire day. *See Disciplinary section.

All tardies to school and to class start over at the beginning of each quarter

Make-up work (Excused Absences)

If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. For kindergarten through fifth grade students, the teacher shall be responsible for providing the student with a written list of missed assignments within three (3) days after the absence(s). The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two (2) weeks.

For sixth through twelfth grade students, the student shall be responsible for contacting the teacher or teachers immediately upon return to school to arrange a reasonable length of time, not to exceed one (1) week, to make up work and/or examinations. Teachers shall not be required to re-teach lessons, but students shall be given reasonable opportunity to learn lessons missed due to excused absences.

Make-Up Work (Unexcused Absences)

- Teachers are not obligated to reteach lessons for unexcused absences.
- Teachers are not obligated to provide make-up work for unexcused absences.
- Students may receive a zero on missed assignments for unexcused absences

School Participation Absences

Students who are away from school due to participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work.

Religious Absences

A student shall be excused for religious holidays when the student's parents/guardians come to the school in person and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absence shall be excused and shall not be counted toward the

excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences

ATTENDANCE AND DRIVER'S LICENSE

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

1. Is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained the certificate;
2. Is enrolled in a secondary school of this state or any state;
3. Is participating in a job training program approved by the State Superintendent of Education;
4. Is gainfully and substantially employed;
5. Is a parent with the care and custody of a minor or unborn child;
6. Has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or
7. Is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter." Ala. Code 16-28-40(1975)

TRUANCY DEFINITION/UNEXCUSED ABSENCES

Absences for reasons other than those defined above shall be considered as unexcused. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. Forged excuses will be coded as unexcused. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance law.

3rd Unexcused Absence	WARNING: Parents/guardians shall be notified by letter from the school principal or his/her designee of the third truancy/unexcused absence. 11
5th Unexcused Absence	CONFERENCE: Parents/guardians shall be required to attend a conference with the Truancy Officer after the fifth truancy/unexcused absence.
7th Unexcused Absence	PETITION FILED: A petition will be filed with the Court after the 7th unexcused absence within a school year and parents and students will be referred to the Early Warning Truancy Program. <u>EARLY WARNING TRUANCY PROGRAM</u>

Early Warning Truancy Program

Parents and students will be referred to the Early Warning Truancy Program on the seventh (7th) unexcused absence. Referral to the program includes the following steps:

- The parent will receive official notification by certified mail. The notice will require the parent to report to the Early Warning Truancy Meeting.
- The parent will meet with the Truancy Officer. The Truancy Officer will review the system's Attendance Policy, the State of Alabama Attendance Laws and consequences of breaking the law.
- If the parent fails to appear at the scheduled Early Warning Truancy Meeting, the parent will receive a legal notice and a court referral.
- Parents or guardians of any student having a chronic ailment, which may cause the child to miss school during the year, are required to provide the school with a doctor's statement verifying the child's condition. The statement shall reflect the nature of the child's illness, and state why the child may need to miss school from time to time due to this illness. Failure of parents/guardians to provide the school with a chronic ailment statement can result in unexcused absence accumulation and referral to the Court system.

PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE AND BEHAVIOR

It is the policy to the Board to comply with ACT93-672 as adopted by the Alabama Legislature. Parents/ guardians or persons in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with written policy on school behavior adopted by the local board of education.

The failure of a parent/guardian and person in charge of children to exercise this responsibility is a crime. If convicted, said persons shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

School principals and the superintendent of education or his/her designee are required to report suspected violation to the district attorney within ten (10) days. Any principal or superintendent or his/her designee intentionally failing to report inform parents of school children of their education responsibilities.

ATTENDANCE APPEAL PROCESS

Students or parents/guardians may appeal to the school's review committee decisions rendered as it pertains to excused/ unexcused or excessive absences. Suspensions shall count as a part of the number of excessive absences.

ILLNESS AND ACCIDENTS AT SCHOOL

If your child becomes ill at school, the nurse will telephone you to come for him or her. You should go to the office and request school personnel to notify the teacher that you have come. You should then sign your child out in the office.

If neither parent can be reached by phone, the nurse or secretary is authorized to call the persons named by you on the registration form to come and check your child out. It will be helpful if you can provide the teacher with several names of friends or relatives whom you trust to come for your child in these circumstances.

Parents are routinely notified of accidents at school, whether major or minor. If a child receives a serious injury, we will immediately call the fire medics making every attempt to notify the parents at the same time. **Parents are responsible for any charges made by the fire medics.**

SCHOOL INSURANCE

Information about school accident insurance is sent to parents early in the school year. The school is not liable for injuries received on campus and has no funds for the purpose of treatment. Unless families are adequately covered by other insurance plans, we strongly advise taking this coverage. However, it should be remembered that this is only a supplementary plan and may not cover all expenses.

MEDICATION

Occasionally a child will need to receive medications at school. When this is necessary, the parent is responsible for obtaining a medication consent form from the school office. This form may also be found on the school website. The doctor as well as the parent must sign the consent form. The form allows the physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. The first dose of any medication should be given at home where any reaction may be observed by the parent/guardian and reported to the physician.

All medicines must be in the original prescription bottle clearly labeled by the pharmacist with the student's name, name of medication, dosage, and time the medication should be given at school. Most pharmacists will be glad to give you an extra labeled bottle to keep at school if you ask. All controlled medications must be brought to school by the parent.

Parents are responsible for keeping their child's medicine refilled for school use and for getting an updated medication consent form signed by the physician when there is a medication and/or dosage change. There should never be more than one month's supply of medicine left at the school.

Parents are encouraged to schedule medication times before or after school, if at all possible. Securing and safeguarding medicine and children leaving the classroom for medication are both time consuming and disruptive. With the realization that at times medication during the

school day is necessary in order that the child is present at school, full cooperation will be given to the parents/guardians and cooperation is expected in return.

EMERGENCY CLOSING OF SCHOOL

If it becomes necessary to cancel a daily school session due to an emergency situation, every effort will be made to notify parents, students, and school personnel at the earliest possible time through local television and radio announcements. In the event of emergency conditions requiring the closing of a daily school session, every effort will be made to contact each parent by phone. Parents should stay tuned to the local radio and television stations for additional information.

RELEASE OF STUDENT INFORMATION

Academic information about students is not released to an individual or agency without the written permission of the parent. Information, such as phone numbers and addresses, is not released for any commercial purpose. However, directory information concerning a group of students, such as a homeroom, may be made available to parents for the purpose of organizing activities for that group. Directory information consists of names, parent's names, addresses, and phone numbers. This information may be provided by the teacher for school purpose only, but the office does not give out any information at all about our students. Primary rights of Parents under FERPA are available through the school.

VISITING THE SCHOOL

Friends and relatives that do not attend or work at the school will not be allowed to visit with friends or relatives during the school day. Upon entering the building, all visitors to the school, including parents/guardians and faculty family members, must report to the front office to obtain permission to visit. Persons who have not been authorized to visit in the school will be considered trespassers.

CONTACTING YOUR CHILD AT SCHOOL

If you need to contact your child during the school day, please come to the school office rather than going to the classroom. We will assist you in making the contact in the manner least disruptive to the classroom routine.

Please try to avoid calling by telephone and asking that a message be delivered to your child. This should be done **only in emergency situations.**

After-school arrangements must be made with children before they come to school. This will eliminate the need for many messages. Never call or text your child's cell phone during the school day.

PARENT-TEACHER CONFERENCES

Parents are urged to have conferences with the teachers whether or not problems are occurring. To arrange a conference, you should send the teacher a note stating the date you would like to come. The teacher will reply, setting up the time.

An appointment should always be made for a conference. **PARENTS SHOULD NOT DROP INTO CLASSROOMS AT THE BEGINNING OR END OF THE DAY EXPECTING THE TEACHER TO TALK WITH THEM.** These are extremely busy times for teachers, and unplanned visits are always disruptive. Teachers cannot stop their teaching to talk to anyone. Conferences should always be scheduled in advance and only when the teacher is free of other duties.

If a teacher feels that a conference is needed, he/she may contact the parents. Parents should always feel free to take the initiative in requesting a conference, if one is desired.

WITHDRAWALS AND TRANSFERS

The parents/guardians of students who plan to withdrawal from the Autauga County Schools should notify the student's principal of the withdrawal. The principal should be given the name and address of the school to which the student is transferring. The parents/guardians must give the school office written permission for the release of student records. All textbooks and other school-related material must be returned to the school before withdrawal can be completed.

Parents should call the school office or send a note to the teacher at least two days before a child is to be withdrawn from school to allow them reasonable time for preparation of records. The parents should then come to the school office at the time agreed upon to sign for the records and to take care of necessary financial matters. It is usually not possible for the records to be prepared at the same time the request is made

CHILD FIND

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code 3, to include the areas of Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment.

If you live in Autauga County and have a child or know of a child who is exceptional between the ages of 0-21, and not in school, call 361-3843 or write CHILD FIND, AUTAUGA COUNTY

SCHOOL FACILITIES

All school facilities will be used under the supervision of the principal and assistant principal. He/She will be responsible for school facilities and equipment at all times. The principal or his/her designee will be in charge when school facilities are used by out of school groups. The expense for this service will become a part of the expenses to be collected for the use of the facility.

GUN-FREE SCHOOL ZONE ACT

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing firearms to school and giving firearms in their possession in a school building, on school grounds, on school buses, or at school sponsored activities and functions. Possession of a gun in a school zone is a violation of federal law.

ANNUAL REPORT ON ASBESTOS

The Autauga County School System has completed the required asbestos inspections in accordance with the requirement of federal law. There are no major changes in the status reports as reflected in management plans. A copy of the asbestos management plan is on file in the office of the Superintendent of Education and is available for public review during regular working hours.

DELIVERIES OF COMMERCIAL PRODUCTS

To avoid unnecessary disruptions of instructional time, we do not allow commercial vendors to deliver items such as food, balloons, and flowers to students during the school day.

EMERGENCY DRILLS

Emergency drills are practiced periodically to assure orderly movement and placement in case of emergency. In case of fire, children are trained to follow a predetermined plan and move out of the building through the nearest and safest exit. The plans developed for these drills will be followed if need in any other type of emergency situation.

TORNADO AND SEVERE WEATHER

In the event severe weather conditions should develop while your child is at school, the office staff will keep the weather radio tuned to the local weather service for advice and direction. When weather conditions become threatening, all children are moved to the safest areas within the building.

When a tornado warning is issued, the students will go to a predetermined safe area, taking shelter in interior hallways, and will remain there until an all clear bulletin has been issued. All students who are having class in the gym will return to their classroom when weather becomes threatening. We encourage parents not to check-out children during a tornado warning due to the dangerous conditions.

When a tornado warning is still in effect, the children will not be released from school for regular bus transportation. However, buses will run as usual on a daily basis providing current weather conditions and forecasts in the area have received an all clear bulletin from the local weather service office.

CLUBS AND ORGANIZATIONS

Marbury High School recognizes the importance of enriching students' academic and social experience through clubs and organizations. Students have to meet the criteria as set forth by the faculty representative/organization to join any PRE-EXISTING club or organization. In order to form a NEW club or organization, the following must occur:

1. A certified teacher has to be the club sponsor/representative.
2. Signed permission forms from parents of prospective students must be turned in to school personnel.
3. Administrative approval must be attained.

This process must be completed by the 10th day of the 2022 - 2023 school year.

CELL PHONE OR OTHER ELECTRONIC DEVICES

Cell phones or other electronic devices including, but not limited to, digital cameras, camcorders, PDA's, MP3 players, Bluetooth headphones and other headphones, must not be visible during the school day and must be turned off completely -not "vibrate" mode. The use of camera cell phones for taking or disseminating pictures is strictly forbidden. Violations of this policy may be treated as intermediate or major offenses. Any telephone communication during the

instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for any emergency situation. The Autauga County School System shall not assume any responsibility for the theft, loss, or damage to cell phones or other electronic devices or for the *unauthorized* calls made on a cell phone.

DRESS CODE

A standardized dress code of Autauga County Schools has been adopted to ensure that all students are provided safe and appropriate educational opportunities which are free from unnecessary disruptions or outside influences and to instill in students the need to dress appropriately and have respect for each other and authority. For young people, especially teenagers who are beginning to find their true identities in the middle of peer-pressure and parent prodding, dress is an important issue. For the younger children, lifetime habits of taste and dress are greatly affected by their childhood dressing patterns. This dress code will be strictly enforced in all Autauga County Schools, kindergarten through high school.

We encourage you to familiarize yourself with the following explanation behind the choice of the standards.

The way a person dresses reflects the way he/she thinks. We want to prepare students for the world of work, and we believe a neat professional appearance is a good habit to develop in the childhood years. Just as students would dress one way for a picnic or ball game, there is an appropriate way to dress for school. A well-groomed student should come to school with an attitude that prepares him/her for neat, conscientious work. His/her attire should give him or her respect for self, fellow students, and teachers.

Students who have questionable or inappropriate dress will not be allowed to attend class. The following items will serve as a minimum guide to acceptable dress for Autauga County School students. Any school modifying the Autauga County School Dress Code must obtain Superintendent approval.

We expect parents to take an active role in supporting our dress code.

The administration of each school shall maintain absolute authority in making subjective judgment concerning a student's dress and personal appearance. Dress code violations will be subject to disciplinary action.

These guidelines serve as a minimum guide. The principal shall have the discretion to outline other appropriate guidelines for their campus for special occasions.

Students in the Autauga County School System shall wear the following:

1. Clothing conducive to learning and respectful of the learning environment;
2. Clothing which fully covers the shoulders, cleavage, abdomen, and back.
3. Clothing that is appropriate to the student's size.
4. Pants/slacks should fit at the natural waistline.

5. Shoes must be worn at all times and be appropriate for the activity and safety: class, gym, shop, etc.
6. Skirts and dresses no more than two inches above the knee.
7. Shorts that are mid-thigh.
8. Leggings may be worn with a shirt that is fingertip length.
 9. Ear piercings are allowed. Earrings, hairstyles, facial piercings and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process or pose a safety risk are also prohibited.
 10. Appropriate undergarments must be worn and not visible.

Students are prohibited from wearing the following:

1. See-through, cropped and/or revealing clothing or spandex.
2. Open or chain belts, belt buckles not buckled, electronic belts or buckles, or cap "fish hooks."
3. No hats, caps, head coverings, hair curlers, picks, chopsticks, bandanas, head scarves, head dressings, or sun glasses will be worn in school.
4. Pants/slacks with the appearance of sagging.
5. Bottoms including pants/slacks/jeans exposing skin more than two inches above the knee.
6. House shoes/slippers are inappropriate unless approved by the school administration.
7. Clothing depicting unacceptable and/or inappropriate decals, slogans, or pictures; profanity; language containing or referring to suggestive or immoral behavior; gang activity; alcohol, drugs, or tobacco.
8. Any clothing and/or headgear which directly or by innuendo disrespects (or is perceived to disrespect) a student's race, color, religion, gender, national origin, or disability and/or creates, supports, or promotes a hostile learning environment contrary to the anti-harassment policies of the Board of Education (including negative feelings, disharmony, racial or religious discord, intimidation, embarrassment and/or fear).
9. Trench coats or Matrix coats, pajamas, blankets or stuffed animals shall not be worn at school or brought to school.
10. Students are prohibited from wearing any sign, symbol, logo, color or garment, which has become synonymous with any gang, or unauthorized club or organizational activity.
11. Shoes with wheels are prohibited.
12. Students are prohibited from wearing any metal chains, metal spiked apparel or accessories that may pose a safety risk.
13. Tattoos, insignias, and buttons which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity or are demeaning to other persons may not be worn at school..

Exceptions may be made to any of the above when physical or other circumstances warrant or for certain groups during performances or special activities as authorized by the administration.

- **STUDENTS WHO ARE IN VIOLATION OF DRESS CODE** – Dress code violations will be treated as a minor disciplinary infraction. In accordance with MHS disciplinary practices, repeated minor infractions will result in

disciplinary action. If a student is found to be out of dress code, the student will remain in ISS until a set of clothes that is within dress code is brought to the student.

Refusal to change will be viewed as insubordination/defiance and the student will receive disciplinary action in accordance with the code of conduct for such an offense.

DRUG EDUCATION STATEMENT

The possession, sale, or use of alcohol, tobacco, or any illegal drugs is prohibited on school premises. The school continues to provide student with information about the effects regarding the use of alcohol, tobacco, and all illegal drugs.

All prescription and over-the-counter medication should be given to the school nurse by a parent. Any student's possession or distribution of these medications is subject severe consequences in accordance with Autauga County discipline procedures.

BREAK

Break is a **PRIVILEGE** and should be treated as such. If it is abused, it may be suspended or eliminated. Food and drink may be consumed **ONLY** in the designated break areas.

HALL PASS

Obtaining a hall pass during class is a privilege. It is expected that high school students are mature enough to remain in class for the entire period unless there is a qualified reason. Students should get water and go to the bathroom on the way to and from classes to minimize disturbance of academic time.

HOMEWORK ASSIGNMENTS

The following guidelines will be used when requesting homework assignments through the office:

1. The student has been or will be absent for a minimum of (5) days.
2. If office personnel are required to help, the student/parent must specify the classes and teachers from which assignments are needed.
3. Assignments cannot be picked up sooner than 24 hours after the request.

CAMPUS PARKING

All students must purchase a parking permit. Costs are \$10 per vehicle for students in grades 9-12. The Security Guard will be responsible for checking parking stickers. Disciplinary action may be assigned to students who do not have stickers or do not park correctly.

Students cannot go to their car for any reason during the school day unless granted permission.

Students will not park in such a way that visibility blocks or entrances & exits.

VEHICLE PARKING VIOLATIONS:

The parking lot will be monitored each block of the day. Assessment of parking violations may result if:

The vehicle is parked in an unauthorized parking space (e.g. handicapped space, cars not designated for student parking, reserved spaces, grass and fire lane). Excessive violations will result in the car being barred from campus. Additionally, the car may be towed at the owner's expense.

2. The vehicle is not properly registered or illegally parked;
3. Students (unauthorized to leave campus) returning to their automobiles during the school day will result in disciplinary action.
4. No student may park in the faculty parking lot or other reserved areas.
5. The use of one's vehicle to skip school and/or transport other students to skip school will result in disciplinary action.
6. Any items that cause a disruption or have the potential to cause disruption to the school day as determined by the administrator must be removed. Repeated violations may result in revocation of parking privileges.

ALL AUTOMOBILES ARE SUBJECT TO SEARCH UPON REASONABLE GROUNDS.

BUS TRANSPORTATION

Children are carefully supervised by teachers while arriving and departing by bus. They are expected to follow all directions given by the teacher in charge as well as by the bus driver.

Children are not permitted to ride any bus other than the one to which they are assigned and are not supposed to get off at any stop except their regular one. Exceptions to this rule cannot be made unless the parent sends a note to the Transportation Supervisor requesting the change. We will not be able to handle this by telephone request except in cases of extreme emergency. A note is necessary.

The same procedure should be followed if your child usually rides the bus, and you want him to walk home or ride with someone else. Again, please do not telephone these requests, but send a note. Accurate identification of persons on the phone is not always possible.

ACTIVITIES NOT PERMITTED ON BUS

The primary purpose of school buses is to transport students safely to and from school.

1. Eating
2. Chewing gum
3. Smoking or tobacco of any form
4. Scuffling or fighting
5. Playing radios, tape players, or band instruments
6. Yelling at anyone on the bus or outside the windows
7. Profane, indecent, or abusive language
8. Throwing paper or any other objects on the bus or outside the windows
9. Putting hands, arms, head or any part of body outside of the bus window
10. Tampering with any of the bus safety equipment or devices

11. Defacing any part of the bus

Students who violate bus rules will be disciplined in accordance with regular disciplinary procedures that can result in suspension from the bus.

STUDENT APPEALS OF DISCIPLINARY ACTIONS

It is the policy of the Board that positive student behavior be encouraged and maintained in the classrooms/schools of the school system. It is expected that student disciplinary problems be properly addressed by each classroom teacher.

When the teacher determines that assistance is needed with the enforcement of a student's good classrooms/school behavior, the problem/student may be referred to the principal or his/her designee for appropriate action as determined by Board Policy.

The principal has the ultimate responsibility with the assistance of those certified employees he/she supervised for the enforcement of school rules, regulations and the policies of the Board. The decision of the principal, after a fair and impartial investigation based on fact, will be supported by the Superintendent of Education and Board. However, it is recognized that some decisions will be appealed to the next highest level of education decision-making, which is the Superintendent of Education.

The Board, believing that undesirable behavior should be addressed swiftly through appropriate consequences, hereby delegates the responsibility and authority to the superintendent or his designee at the central office level to make final decisions, including student appeals, regarding student discipline in all areas except expulsions and the indefinite suspension of students. The superintendent of education, at his/her discretion, may take any student appeal regarding student discipline to the Board of Education for a final decision.

BREAKFAST and LUNCH

Breakfast is served daily from 7:15 until 7:45 a.m. and is free of charge for students during the 2024 - 2025 school year.

Lunches will be provided for free for students during the 2024 - 2025 school year.

Children who bring their lunch from home may purchase milk or bring it in a thermos. Carbonated drinks are not permitted.

CHARGED MEALS IN THE CAFETERIA

The Board of Education strongly discourages the charging of a reimbursable meal to a student's meal account. Uncollected Child Nutrition Program (CNP) charges constitute a bad debt which is unallowable. CNP is a federally funded self-sustaining program.

If a charged meal occurs, it shall only be charged in case of emergency as determined by the cafeteria manager or his/her designee. Parents will be notified of charged meals immediately. This shall be done from phone calls from the cafeteria manager's office, by letter and/or by automated caller. Cafeteria personnel may begin making phone calls for debts owed as early as 6:00 a.m. and as late as 8:30 p.m. Parents who fail to pay for charged meals may be turned over to the Department of Human Resources for child neglect or abuse. Also, the privilege to charge a meal may be denied if efforts are not made to pay the debt.

If charging privileges are denied, the Cafeteria Manager must ensure that no child in grades K-3 and/or a disabled child will be denied a meal. The Principal has the right to decide if an alternative meal may be served to a student owing money and this may be done grades K-12. Although an alternative meal is served, it shall meet federal guidelines for a reimbursable meal and there will be a charge to cover the cost of the meal.

The money that is owed may be for a student whose eligibility status is paid, reduced or free. All debt must be paid prior to a student progressing to the next grade. CNP debt not paid will remain on a student's account as that student progresses through the school system or if the student transfers to another school within the system. A student will not be allowed to participate in commencement activities or withdraw without paying uncollected CNP debt.

Meals will not be charged to adult employees or visiting adults. A la carte purchases will not be charged to a student or an adult at any time. If a student owes money, the student will not be allowed to purchase a la carte even if the student has cash in hand until the delinquent account is satisfied.

ACADEMICS

The basic program of instruction in Autauga County Schools will include reading, language arts, mathematics, science, social studies, computer literacy, music, health, and physical education. The schedule for each discipline area, as well as length of the class time, will adhere to State Board of Education rules and regulations. State certified personnel will be employed as teachers.

AUTAUGA COUNTY CREDIT RECOVERY PROGRAM

The Credit Recovery Program is a course-specific, skill-based extended learning opportunity for students who have been unsuccessful in mastering content or skills required to receive course credit or earn promotion. Credit Recovery study is based on deficiencies rather than a repeat of the entire course. This program is only offered to students who have not successfully passed a course as a result of earning

baseline score of a 40/F or higher in a course who do not want to repeat the entire course either in a summer school or the following school year. The following guidelines apply for admission and completion of recovery.

1. Application will be reviewed by an Administrator and the Credit Recovery Committee to determine admittance into the program.
2. They must have earned a baseline score of a 40/F for admission to the program, as well as have not more than 10 absences (includes both excused and unexcused absences) in the course requested for recovery.
3. May not recover credits lost due to absences.
4. May not have any major discipline infractions.
5. Credit recovery will not be available for 9th grade students unless the student has attained the age of 17 by September 2 of the year he/she enters 9th grade.
6. Applications for Credit Recovery must be submitted within 1 week of receiving failing grades.
7. Course(s) must have been failed within an Autauga County High School (**Out of School System Transfer will not be accepted**).
8. A NONREFUNDABLE fee of \$125 must be paid in full.
9. Availability of Courses and Space: If space is currently unavailable, students will be placed on a waiting list and will be admitted into the course once a seat is vacant. Not all courses will be offered through Credit Recovery.

504 Program

Students who have a physical or mental disability which substantially limits one or more major life activities may qualify for 504 services. The Autauga County School System provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting the school's 504 coordinator or the system's 504 director at 153 West Fourth Street, Prattville, AL 36067 or 334-365-5706.

GRADUATION REQUIREMENTS

Students will be required to earn 24 units for graduation. Students will choose one of the diploma options when receiving consultation about his/her 4-year plan of study. All students who successfully complete Algebra 1 in the 8th grade will receive credit for one completed math course toward high school graduation.

VALEDICTORIAN AND SALUTATORIAN CRITERIA

Valedictorian and Salutatorian will be selected according to the policy set forth by the Autauga County Board of Education. Only the Valedictorian and Salutatorian will be recognized at graduation. The following are the criteria for determining who may be eligible for Valedictorian and Salutatorian in the schools of the Autauga County School System:

1. The candidate must meet the requirements of an advanced academic diploma with Honors, except for those schools that offer only an advanced academic diploma.
2. All Carnegie Unit and half unit designated courses offered by a local high school shall be eligible for and figure into the calculations for determining the overall class standing or average, except that, any course designate with an "aide" descriptor (library aide, office aide, etc.) shall not be used in calculating the overall average of the candidates.
3. The candidates must have been enrolled at the local high school for one (1) full school year (four (4) academic courses each semester) prior to the date of their graduation.
4. Grades in all classes shall be computed at face value.
5. The standing of the candidates shall be computed using the GPA up to and including the third quarter of the second semester of the senior year.
6. If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. If such school will not or cannot submit numerical grade, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved for use by high schools of the School District.
7. In determining the overall GPA, all applicable final semester course grades shall be averaged. The student with the highest GPA for grades 9-12 shall be the Valedictorian, with the second highest being the Salutatorian. The determination for Valedictorian and Salutatorian shall be made by calculating the GPA as far as possible in place value until a discriminate value is determined that separates the first rank (Valedictorian) from the second rank (Salutatorian). Schools may have more than one Valedictorian and Salutatorian.

The local schools may establish appropriate criteria for determining eligibility standards for various honor classifications to be awarded at respective schools.

Students shall receive a quality point for successfully completing advanced placement classes and Dual Enrollment classes taken during the regular academic year.

PROMOTION and RETENTION POLICY

Regular education students in grades nine (9) and twelve (12) must complete the state's mandated graduation requirements. Special education students must complete the course of study and the specific objectives designed in the students Individual Education Program (IEP). Students need a minimum of 24 credits. In addition, each student must take a Core Curriculum consisting of one English, one Social Studies, one Science, and one Mathematics course each year in addition to certain specified electives to meet graduation requirements.

EXAM EXEMPTION POLICY

The final exam exemption policy approved by the Autauga County Board of Education will be as follows:

An "A" average in each class and not more than:

- Ten (10) absences (excused or unexcused) per year in a given class for a traditional scheduled course;
- Five (5) absences (excused or unexcused) per semester in a given class for a block scheduled course.

A "B" average in each class and not more

- Six (6) absences (excused or unexcused) per year in a given class for a traditional scheduled course;
- Three (3) absences (excused or unexcused) per semester in a given class for a block scheduled course.

In addition to the above criteria, students shall not be eligible for exemption if the student has been assigned in-school suspension more than two times, has been suspended from school, or assigned to the Alternative Program at any time during the academic year.

MID-TERM EXAMS, FINAL EXAMS, AND FINAL GRADES

Final exams are required in all subjects. The only exemption is described in the Exam Exemption Policy. There will be no open book exams and no take home exams for the mid-term and final exams.

The grading scale to be used is as follows:

A= 100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-0

(Grades of 0.5 or higher will round up)

TEXTBOOKS

All textbooks issued are the property of the public school system. Students are responsible for the proper care and will be charged for lost or damaged books. Personal copies of textbooks may be purchased by contacting (334-365-5706) the Autauga County Board of Education, 153 W. Fourth St., Prattville, AL 36067

Autauga County Schools 2024-2025 School Calendar

August 1 - 6	Institute/Teacher In-service Days
August 7	School Opens
September 2	Labor Day
October 11	Early Dismissal/Teacher workday
October 14	Fall Break
November 11	Veterans Day
November 25 - 29	Thanksgiving Holidays
December 18	Early Dismissal
Dec 19 - Jan 1	Christmas Holidays
January 2 - 3	Teacher In-service Day
January 6	School Resumes
January 20	Martin Luther King Day
February 17	Presidents' Day
March 7	Early Dismissal/Teacher workday
March 24 - 28	Spring Break
April 18	Teacher In-service
May 23	Early Dismissal/Students' Last Day

9wks Grade Periods

- 1st 9wks ends Oct 11, 2024**
- 2nd 9wks ends Dec 18, 2024**
- 3rd 9wks ends Mar 7, 2025**
- 4th 9wks ends May 23, 2025**

Report Card Issue Dates

- 1st 9wks Oct 21, 2024**
- 2nd 9wks Jan 10, 2025**
- 3rd 9wks Mar 14, 2025**
- 4th 9wks May 23, 2025**

2024 - 2025 Normal Bell Schedule

Time	Period	Minutes
7:50-9:15	1st	85
9:15-9:19	Transition	4
9:19-9:49	Bulldog/Study Hall	30
9:49-9:59	Break	10
9:59-10:03	Transition	4
10:03-11:28	2nd Period	85
11:28-11:32	Transition	4
11:32-1:22	3rd Period	85+25 for lunch
	1st Lunch 11:28 – 11:53	
	2nd Lunch 11:56 – 12:21	
	3rd Lunch 12:24 – 12:49	
	4th Lunch 12:52 – 1:17	
1:22-1:26	Transition	4
1:26-2:51	4th Period	85

2024 - 2025 Pep Rally/Activity Schedule

Time	Period	Minutes
7:50-9:07	1st Period	77
9:07-9:11	Transition	4
9:11-9:41	Bulldog/Study Hall	30
9:41-9:51	Break	10
9:51-9:55	Transition	4
9:55-11:13	2nd Period	78
11:13-11:17	Transition	4
11:17-12:59	3rd Period	77+24 for lunch
	1st Lunch 11:17 – 11:41	
	2nd Lunch 11:43 – 12:07	
	3rd Lunch 12:09 – 12:33	
	4th Lunch 12:35 – 12:59	
12:59-1:03	Transition	4
1:03-2:21	4th Period	78
2:21-2:51	Pep Rally	30