



CODE OF CONDUCT:

A PARENT & STUDENT HANDBOOK

Equip. Engage. Excel.

2024-2025

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.

SCHOOL CALENDAR 2024-2025

8/1-8/6	Teacher Inservice/ACS Symposium
8/7	First Day for Students
9/2	Labor Day
10/11	Early Dismissal/Teacher Inservice
10/14	Fall Break
11/11	Veterans Day
11/25-11/29	Thanksgiving Break
12/18	Early Dismissal
12/19-1/3	Winter Break
1/2-1/3	Teacher Inservice
1/6	School Resumes
1/20	MLK Day
2/17	President's Day
3/7	Early Dismissal/Teacher Inservice
3/24-3/28	Spring Break
4/18	Weather Day
5/23	Early Dismissal/Students Last Day

9wks Grade Periods

1st Quarter ends:	Oct 11, 2024
2nd Quarter ends:	Dec 18, 2024
3rd Quarter ends:	Mar 7, 2025
4th Quarter ends:	May 23, 2025

Report Card Issue Dates

1st Quarter:	Oct 21, 2024
2nd Quarter:	Jan 10, 2025
3rd Quarter:	Mar 14, 2025
4th Quarter:	May 23, 2025

Tentative Testing Dates

PreACT (Gr. 10)	Oct 16, 2024
ACT WorkKeys (Gr. 12)	Oct 16, 2024
ACCESS ELLs (Gr. K-12)	Jan 13 - Mar 14, 2025
ACT with Writing (Gr. 11)	Mar 11, 2025
ACAP Alternate (Gr. 2-8, 10, 11)	Mar 3 - Apr 4, 2025
ACAP Summative (Gr. 2-8)	Mar 17 - Apr 25, 2025

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Prattville Primary School (1-2)	Mr. Joseph Cochran, Principal	(334) 365-6277
Prattville Elementary School (3-4)	Mrs. Katie Lindsey, Principal	(334) 361-3885
Prattville Intermediate School (5-6)	Dr. Hosea Addison, Principal	(334) 361-3880
Daniel Pratt Elementary School (1-6)	Mr. Mitchell Thornton, Principal	(334) 361-6400
Prattville Junior High School (7-8)	Mrs. Jaclyn Taylor, Principal	(334) 365-6697
Prattville High School (9-12)	Dr. Daniel Farris, Principal	(334) 365-8804
Pine Level Elementary School (K-5)	Mrs. Christen Harry, Principal	(334) 358-2658
Marbury Middle School (6-8)	Mr. Bradley Mann, Principal	(334) 365-3522
Marbury High School (9-12)	Mr. Jimmy Lansdell, Principal	(334) 387-1910
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INTRODUCTION

The Parent/Student Code of Conduct handbook has been adopted and revised to provide students, parents/guardians, administrators, and faculties with policies which promote a suitable learning environment. The Autauga County Board of Education recognizes the constitutional rights of the students who are enrolled in the schools. At the same time, the Board recognizes its obligation to establish policies related to student discipline and behavior, which assure that a proper atmosphere of learning will be maintained in every school. Therefore, it is the policy of the Autauga County Board of Education to require principals, faculties, staff, students, and parents/guardians to adhere to and comply with this Parent/Student Code of Conduct handbook.

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

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

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

PARENT/GUARDIAN'S ACKNOWLEDGMENTS

RECEIPT OF THE STUDENT CODE OF CONDUCT

The school needs your help and cooperation. Your signature on the Acknowledgement of Receipt of Access to the Code of Conduct Form indicates that you have received or have access to the Student Code of Conduct and you will read and discuss it with your student.

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

Parents/guardians are responsible for the actions of their child/children and should be involved in the education of their child/children. The parent/guardian should take special notice of the information pertaining to weapons, controlled substance, suspensions and expulsion sections of the Student Code of Conduct.

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

Parental Responsibility for Student Attendance and Behavior

It is the policy of the Board to comply with Act 93-572 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 persons 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 violations to the district attorney within ten (10) days.

PARENT EXPECTATIONS

- Have high expectations for their children as individuals;
- Make sure their children attend school and are on time;
- Designate a place for homework and make sure the work is done;
- Help their children to resolve conflicts in positive ways;
- Communicate and work with teachers and school staff to support and challenge their children;
- Respect the school staff and the cultural differences of others;
- Attend parent-teacher conferences;
- Dress appropriately while on campus and/or attending school related events;
- Refrain from using vulgarity/profanity, including, but not limited to, making inappropriate gestures and lewd behavior; and
- Volunteer and participate in class activities when possible.

ATTENDANCE

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 and truancy laws of the state. Parents or guardians having control over school age children are 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.

Absences (ACBOE Policy 5.03)

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. Vacation;
6. Emergency conditions as determined by the principal; and
7. 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.

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.

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.

Examples of unexcused absences include, but are not limited 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.

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 semester.

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.

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.**

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.

Perfect Attendance

A student will not be eligible for a perfect attendance certificate if the student has an absence, check-in, or check-out.

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.
5th Unexcused Absence	CONFERENCE: Parents/guardians shall be referred to the Early Warning Truancy Program and 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.

Early Warning Truancy Program

Parents and students will be referred to the Early Warning Truancy Program on the fifth (5th) unexcused absence. Referral to the program includes the following steps:

- The parent will receive official notification by 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 certified letter.

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.

Student School Attendance Standards and Operation of a Motor Vehicle

(Pertaining to a 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)*

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.

TAYLOR'S LAW

Code of Alabama, Section 32-6-7.4.

Disciplinary point system - Age of student eligibility.

- (a) Notwithstanding any other provision of law, each student over the age of 12 years who is enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. The disciplinary points imposed for a disciplinary action shall be as follows:
- (1) One day in-school suspension - 1 point.
 - (2) One day out-of-school suspension - 2 points.
 - (3) Alternative school placement - 6 points.
 - (4) Expulsion - 20 points.
- (b)
- (1) The points shall accumulate on a yearly basis, beginning with the school year including summer school in which the student turns 13, and accumulate each year until the student is eligible to apply for a driver's license under the imposed point system. Each accumulated point shall add one additional week to the age at which the student is eligible to be issued a learner's permit, motor driven cycle operator's license, or driver's license.
 - (2) Notwithstanding subdivision (1), the age at which a student may apply for a license or permit shall not be extended by Act 2009-713 beyond one year from the date the student initially applies for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel.
- (c) The following subdivisions are contingent upon the technical capability of the student data management system to track, manage, and coordinate the data:
- (1) Points shall be accrued on a school-year basis.
 - (2) Points may not accrue for the first three days of in-school suspension in any school year; however, beginning with the fourth day of suspension in any school year, all days, including the first three, of in-school suspension shall be counted in determining the points.
 - (3) Points may not accrue for an initial out-of-school suspension of two days or less in any school year; however, the days of the initial suspension shall be used to determine the points after a second out-of-school suspension in any school year or all days will be used to determine points if the initial suspension exceeds two days.
 - (4) Accumulated points shall be reduced by one-half if the student has not received additional accumulated points for one school year. If no additional points are received for two years, all records of the accumulated points shall be removed from the student's records at the school. (Act 2009-713, p. 2095, §1.)

CONDUCT OF STUDENTS

Instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students, parents, and school personnel work cooperatively toward mutually recognized and accepted goals. As students increase in age and maturity, students will be expected to assume greater responsibility for their actions.

The conduct of a student which in any manner disrupts classwork or involves substantial disorder or infringement on the rights of others is a basis for disciplinary action. No student has the right to interfere with the educational experience of another student. Conduct and/or language which materially and substantially interferes with the educational process is prohibited on school property and may result in removal from the school setting.

The procedures described in this Code of Conduct shall apply to all students, parents and school personnel except those students with disabilities that are subject to relevant state and federal laws.

ACADEMIC HONESTY (ACBOE Policy 5.12)

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software or unauthorized use of hard copy or software to develop one's own software.

This includes but is not limited to:

- Cheating by receiving unauthorized aid or assistance.
- Giving or receiving unfair advantage on any form of academic work to include use of electronic device(s) to text/take pictures of/convey exams and/or answer sheets.
- Possessing materials that invalidate any academic course work either during or prior to the work being assigned (test or course work).
- Plagiarism
- The use of artificial intelligence

Any student completing any academic work dishonestly will receive a zero for that assignment with no opportunity to make it up and subject to further disciplinary actions.

CELL PHONES or OTHER ELECTRONIC DEVICES (ACBOE Policy 5.21)

Cell phones or other electronic devices including, but not limited to: smart watches, tablets, earbuds and headphones, must not be visible during the school day and must be turned off completely – not on “silent” or “vibrate” mode. Any telephone communication during the instructional day should take place on school telephones with permission from office personnel. Parents should call the school for any emergency situation.

The use of cell phone cameras for taking or disseminating pictures is strictly forbidden. Violations of this policy are subject to disciplinary action.

K-12: Smart watches must be powered off and put away during the school instructional day.

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.

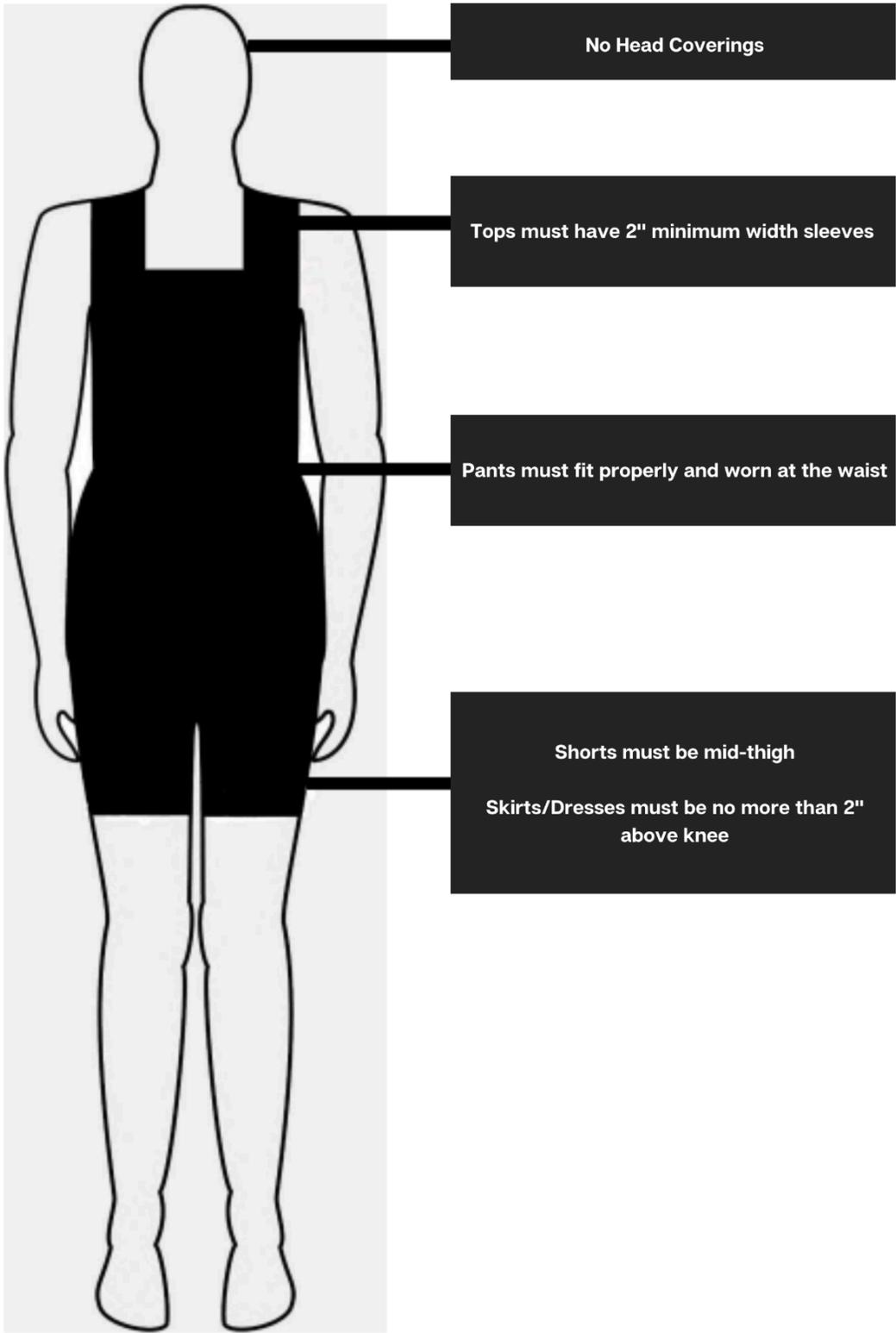
Students are prohibited from wearing the following:

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.

Kindergarten - 2nd Grade:

1. Students should not wear clothing that they can not maneuver themselves.
2. No dangling jewelry.
3. No slides or backless shoes.

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.



No Head Coverings

Tops must have 2" minimum width sleeves

Pants must fit properly and worn at the waist

Shorts must be mid-thigh

Skirts/Dresses must be no more than 2" above knee

BUS RULES & INFORMATION

Students transported by buses operated by the Autauga County School System are under the jurisdiction of school officials at all times. In addition, students in attendance at school-sponsored, off-campus events will be governed by school system rules and regulations and are subject to the authority of school officials. Students are only transported to and from the verified home address that is on file at the school. If a student's parents are divorced and/or separated and request the student to be transported to both parents' addresses, the school must have a copy of a legal divorce/separation document that states parents **share joint physical custody** of the student. Students may not ride home with another student on the bus. In cases of emergency, parents/guardians may request a Temporary Transportation Request form from their child's school office.

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

Students are under the authority of the principal of the school from the time they are on the bus in the morning until they leave the bus in the afternoon. The driver of the school bus is responsible to the principal for the behavior of the children while they are on the bus. The children must obey and respect the driver.

RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. LOSS OF BUS TRANSPORTATION MAY OCCUR IF THE BUS RULES ARE NOT FOLLOWED.

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

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

- Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver or other authorized school official;
- Refusing to depart the school bus on demand of the authorized school bus driver in charge of the bus, principal of a school the bus is assigned, or other duly authorized school system official;
- Intentionally destroying, defacing, burning or damaging any public school bus.

AUTAUGA COUNTY SCHOOLS WILL TAKE LEGAL ACTION TO THE FULLEST EXTENT OF THE LAW ON INDIVIDUALS WHO TRESPASS AN AUTAUGA COUNTY SCHOOLS' BUS.

Who Do I Call?

For questions regarding the transportation process please contact your child's school office. After your child is assigned to a bus you may contact the bus driver to inquire about bus stop locations and bus pick up and drop off times. If you are unable to reach the assigned bus driver, please call the Route Specialist at (334) 361-3897 extension 4005.

Direct all questions or concerns related to disciplinary actions to your child's school administrative staff. The bus driver will not have any information regarding the outcome of infractions submitted to the school office.

BUS RULES OF CONDUCT AND RESPONSIBILITIES OF PUPILS

1. Be ready in the morning ten (10) minutes prior to the scheduled time for the bus to arrive at your designated bus stop location.
2. Standing or playing in the street while awaiting the bus is prohibited.
3. Wait until the bus has come to a complete stop before attempting to get on or off.
4. Obey the bus driver promptly and cheerfully.
5. Leave the bus only at your assigned bus stop.
6. Enter or leave the bus only at the front door of the vehicle except in case of emergency.
7. Exchanging seats or moving from place to place while the bus is in motion is prohibited.
8. Remain seated facing forward until it is time to exit the bus.
9. Talk quietly to the seat partner(s) only - no shouting.
10. Make room for other students to get on or off the bus.
11. The possession of tobacco in any form, vape, matches, fireworks, any type of weapon (including knife) or replica is prohibited.
12. All parts of the student's body shall remain inside the bus at all times.
13. Indecent conduct or loud, disruptive or profane language is prohibited.
14. Passengers are not to behave in any manner, which infringes upon the rights of any other passenger. This includes any form or type of bullying.
15. Maintain school rules and orderly conduct while boarding, riding and exiting the bus.
16. Students are not to throw objects of any kind on the school bus or out the windows.
17. Any breakage, injury or damage to the bus caused by careless or willful act shall be paid for by the offending pupil or his/her parents. Transportation to and from school will cease until reimbursement is complete.
18. When necessary to cross a highway after getting off the school bus,
 - a. Make certain the bus is stationary, the front door still open, and the stop arm extended; then cross in front of the bus.
 - b. Look both ways and stay out of line of traffic until the path across the roadway is safe;
 - c. Then proceed across the highway when the driver or bus monitor signals for you to cross.
19. Keep the bus clean and sanitary.
20. Visitors are not permitted to ride a bus they are not assigned.
21. Do not block the aisle/emergency door with book bags, band instruments, or other items.
22. Do not bring any school related items larger than regular sized poster board and/or tri-folds on the school bus. Items considered oversized may present a safety hazard and will not be permitted.
23. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly.
24. The bus driver reserves the right to assign seating.
25. REMEMBER: Every rule or responsibility of all concerned is for YOUR safety!

TRANSPORTATION RESPONSIBILITIES OF PARENTS

If parents decide to use the school system transportation to transport their child(ren) to and from school daily, it is the parents' responsibility to ensure someone is home to receive the child in the afternoon if the parent desires. Communication needs to be expressed to the bus driver whether someone is requested to be at the bus stop to receive a child. When an adult is not present as requested by the parent, the bus driver has been instructed to return the child to his/her school of attendance. The school will contact a parent to pick up the child from school.

1. Parents are requested to study the Rules of Conduct and Responsibilities as set down by the Autauga County Schools. The Board of Education believes these rules are conducive to a safe and efficient transportation program. We want to provide the best and safest possible school bus service that we can, with the wise use of the funds available for such transportation.
2. Ensure that your children are ready in the morning at their designated bus stop location ten (10) minutes prior to the scheduled time for the bus to arrive. The bus operates on a schedule and cannot wait for tardy students.
3. Parents will be held responsible for careless and/or malicious damage to the school bus done by their children. Until the parent has fulfilled the payment obligation, the student will not be allowed to ride the bus to or from school.
4. Parents will encourage their children to know and obey all applicable rules and regulations, and to respect the rights of other students on the bus.
5. Parents should report to the Transportation Supervisor at (334) 361-3897 to report any incidents or evidence of carelessness or dangerous behavior on the bus, or on the highway, on the part of students or the driver.
6. Parents should impress upon their children the importance of getting on the correct bus in the afternoon. Drivers, teachers or principals cannot be responsible to see that each and every child is on the correct bus without the help of both parents and children.
7. Parents should notify the bus driver if a student does not require transportation for more than three (3) consecutive days. After three (3) pick-up attempts at the designated location, the stop will automatically be removed. The transportation department will have to be notified in order for pick-up to be reinstated.
8. In cases of emergency, parents should request a Temporary Transportation Request Form from the school if a student needs to be transported to or from an address other than the home address. The Transportation Supervisor or his designee and the school Principal must approve the Temporary Transportation Request Form. The Temporary Transportation Request Form must be presented to the bus driver by the student.

Reporting Incidents

Students who have difficulty with other students while riding the bus should report the problem to the bus driver as soon as possible. If the problem cannot be resolved by the driver, then the bus driver will report the incident via written referral to school administration.

Violation of Bus Rules

Bus drivers are expected to manage general bus disruptions and distractions. When action taken by the bus driver is ineffective, or the disruption is severe, the bus driver may write a bus referral related to the student's behavior. Suspension from bus transportation does not excuse the student from being in attendance at school. It is the parent/guardian's responsibility to ensure students are transported to and from school. Students must be responsible for their own conduct while on the bus, ensuring their actions do not put their safety or the safety of others at risk.

Violations of bus misconduct will be handled in the following manner:

For Class A offenses (refer to Class A Discipline), bus drivers will work through a three-step process before referring the student to the base school for repeated minor violations. On the first Class A offense, the driver will warn the student and document the discussion. On the second Class A offense, the bus driver will communicate with the parent of the child regarding the bus misconduct. On the third Class A offense, the bus driver will communicate with the parent of the child regarding the bus misconduct again. On the fourth Class A offense, the driver will refer the student to the school administration for habitually violating Class A offenses.

For habitual Class A and/or Class B offenses bus drivers will refer students to the school administration. Consequences for violating these offenses will be as follows:

K-2	3-6	7-12
1 st offense: 2-day bus suspension	1 st offense: 3-day bus suspension	1 st offense: 3-day bus suspension
2 nd offense: 3-day bus suspension	2 nd offense: 4-day bus suspension	2 nd offense: 5-day bus suspension
3 rd offense: 4-day bus suspension	3 rd offense: 5-day bus suspension	3 rd offense: 10-day bus suspension and pending administrative meeting
4 th offense: 5-day bus suspension	4 th offense: 10-day bus suspension and pending administrative meeting.	
5 th offense: 10-day bus suspension and pending administrative meeting		

For major or serious offenses (refer to Class C, D, and/or E Discipline), the student may face disciplinary action as described in the Code of Conduct.

Additional consequences for bus violations may include:

Infraction	K-2	3-6	7-12
Getting off the bus without permission	10-day bus suspension	10-day bus suspension and pending administrative meeting.	10-day bus suspension and pending administrative meeting.
Throwing items out of the window	10-day bus suspension	10-day bus suspension and pending administrative meeting.	10-day bus suspension and pending administrative meeting.
Tampering with emergency equipment/unauthorized use emergency doors or windows	10-day bus suspension	10-day bus suspension and pending administrative meeting.	10-day bus suspension and pending administrative meeting.
Vandalism to the bus (restitution will be made)	10-day bus suspension	10-day bus suspension and pending administrative meeting.	10-day bus suspension and pending administrative meeting.
Spitting out of the windows	10-day bus suspension	10-day bus suspension and pending administrative meeting.	10-day bus suspension and pending administrative meeting.

All special education students' bus discipline will be handled in accordance with established policies and procedures according to their IEP.

STUDENT DISCIPLINE

Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. Good discipline is extremely important to the total school program and is vital to the development of citizenship. It is anticipated that most discipline problems can be handled between teacher, child and parents/guardians in a calm, reasonable manner. Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making personal contact with the parents/guardians when feasible, and/or by scheduling conferences with the parents/guardians and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her assistant principal(s). Failure to bring notebook, pencil, books or required materials and equipment to class, failure to do homework, or failure to do work in class is not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents/guardians should be notified by the teachers of students who consistently exhibit poor work habits, and/or these students should be referred to a guidance counselor.

PRINCIPAL'S AUTHORITY - The principal is granted authority to modify the consequences for violating a rule indicated in the Student Conduct Manual by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors.

CLASSIFICATION OF VIOLATIONS

Students involved in school-sponsored on or off-campus programs or events shall be governed by school system rules and regulations, in addition to state and federal laws. Violations of the Code of Conduct are grouped into the five classifications: Class A, Class B, Class C, Class D, and Class E. Students recommended for Class C, D, and/or E, expulsions will be entitled to a hearing by the Autauga County Administrative Committee.

CLASS A

- 1. Excessive Distraction of Other Students** – any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or in any other school settings. (Examples: talking excessively, interrupting class functions, provoking other students, etc.)
- 2. Participation in gambling or games of chance for money** and/or other things of a value including, but not limited to, unauthorized playing cards, dice, or other gambling devices.
- 3. Profanity/Vulgarity** – the indirect use of inappropriate language that may be profane or obscene although not specifically directed or intended for a particular person or event
- 4. Unauthorized Selling** – the selling or the exchange of personal or commercial items of any kind on school premises or school board property by students or school personnel
- 5. Failure to Follow Instructions** – the failure to perform as instructed by a school board employee (Examples: failure to obey directions in hallways, assemblies, etc.)

6. **Unauthorized use of Communication/Electronic Devices** (other than use of instructional purposes) - while on school property (to include having cell phones out) electronic devices such as iPhones, iPads, Smartwatches, etc. are unacceptable. Administration will not be expected to spend time searching for personal items that are lost or stolen. Schools will not be responsible for items lost or stolen.
7. **Littering of School Property** - the intentional littering of school property with paper, trash, garbage, etc.
8. **Cheating** – willfully taking another student’s work and willfully providing another student with one’s work by way of copying, writing papers or projects for another student including plagiarism etc.
9. **Inappropriate Public Display of Affection** – the inappropriate display of physical intimacy including, but not limited to, embracing and kissing.
10. **Excessive Tardiness** – the repeated failure of student to be seated in his/her desk when a tardy bell rings.
11. **Non-Compliance with Dress Code** – the failure to adhere to the school district’s dress code policy
12. **Any Other Offense**, which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

**Class A – Administrative Disciplinary Actions for Students
(Grades K-12)**

- a. Teacher-student conference
- b. Parent notification
- c. Parent-teacher-administrator conference
- d. Referral to administration for repeated Class A infraction

CLASS B

1. **Habitual Class A Offenses** - repeated Class A infractions
2. **Defiance of Authority** – any verbal or non-verbal refusal to comply with reasonable directions or orders of school board employees or other persons having authority
3. **Vandalism** – the intentional act resulting in injury or damage of less than \$200 to public property or to the real or personal property of another. Law enforcement may be notified
4. **Stealing** – Larceny – Petty Theft – Possession of Stolen Property – the intentional, unlawful taking, carrying away, or possession of public, real, or personal property valued at less than \$100.00. Law enforcement may be notified
5. **Threat/Intimidation** – verbally or by written or printed communication, threatening an injury to the person, property, or reputation of another

6. **Extortion** – verbally or by written or printed communication, threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage
7. **Profanity/Vulgarity** - Direct use of obscene or profane language or gesture to a student
8. **Unauthorized Absence** – the unauthorized and unexcused departure from class or campus
9. **Disrespectful Language or Gestures**, either stated or implied, to or about school board employees and/or other school personnel
10. **Intentionally Providing False Information** to a school board employee including, but not limited to, student information data and the concealment of information directly related to school
11. **Inappropriate Use of Communication/Electronic Devices** – the misuse of cellular phone and/or communication electronic devices – students are not allowed to text without permission or take pictures, audio recordings, or videos using any electronic device (camera, smartphone, etc.) which violates the privacy rights of another individual – students will be disciplined for refusing to provide requested evidence (videos, audio recordings, images, etc.)
12. **Inappropriate Use of Computer** – the incidents of computer fraud and tampering which includes but is not limited to downloading games or music, attempting to access inappropriate material, etc.
13. **Inciting a Disturbance** – the actions by a student or students that cause a substantial or major disturbance of the learning environment or school operations
14. **Any Other Offense**, which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

**Class B – Administrative Disciplinary Actions for Students
(Grades K-12)**

- a. In-school conferences and/or suspensions
- b. Out-of-school suspension
- c. Referral to Alternative School for students in grades three (3) through twelve (12). (Disciplinary violations that result in a recommendation to the Second Chance program for 45 days or greater shall be referred to the Administrative Committee. The Administrative Committee shall conduct a hearing within 10 days of the student's placement in the program. Referral to Second Chance can include an assignment of 10 days pending Administrative Committee meeting.)

CLASS C

1. **Alcohol** – the possession, transfer, use of, and/or sale of alcohol intoxicating alcoholic beverages or substances represented as alcohol or substances with alcohol content; being under the influence of alcoholic beverages, substances represented as alcohol or substances with alcohol content.

2. **Assault** – the physical aggression towards or the intentional touching or striking of a school board employee or student/other person against their will or the intentional causing of bodily harm to a school board employee student/other person. Or, intentionally causing bodily harm, disability, or permanent disfigurement; use of a weapon or other instrument causing physical harm.
3. **Inappropriate Use, Possession, Sale or Transfer of Over the Counter Medication, Prescription Medication** (non-controlled substance) other than those prescribed for the student by a licensed practitioner.
4. **Possession of Weapons (Excluding Firearms)** – the possession of any instrument, or object to inflict harm on another person, or to intimidate any person, included in this category are all types of weapons including, but not limited to, knives, chains, pipes, razor blades, box cutters, brass knuckles, pepper spray or mace. If the weapon is used, attempted to be used, or threatened to be used, as a weapon, it will be treated as a Class D weapons offense.
5. **Criminal and/or Aggravated Mischief** – the willful and malicious injury or serious damage to public property, or to real or personal property belonging to another. Restitution may be required for ACBOE property. This includes major incidents of computer fraud, tampering, or changing grades.
6. **Profanity/Vulgarity** - Direct profane, obscene language or gesture to a school board employee and/or visitor.
7. **Sexual Offenses/Misconduct** – the acts of sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where student or person is capable of giving consent
8. **Harassment** - HARASSING OR BULLYING ON BASIS OF SEXUAL ORIENTATION, RELIGION, DISABILITY, SEX, OR OTHER – A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school sponsored function, that is perceived as being motivated by any characteristic of a student, or by association of a student with an individual who has a particular characteristic. Harassing behavior includes, but is not limited to, a threat to do bodily harm or violence to another student by word or act; a threat to kill, maim or inflict bodily harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which is capable of inflicting bodily harm.

Harassing Communication - the intentional communication anonymous or otherwise by mail, email, telephone or any other form of written or electronic communication in a manner likely to cause alarm or harassment.
9. **Inciting and/or Participating in a Major Student Disorder** – the leading, encouraging, or assisting in disruptions, which result in destruction or damage of private or public property; personal injury to participants or others during any school-sponsored activity. Restitution may be required.
10. **Unjustified Activation of Fire Alarm** and/or fire extinguishers, false electronic alert, making a false report to law enforcement/emergency responders, including, but not limited to, calling 911 or tampering with an emergency exit on a school bus.

- 11. Trespassing** – willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited. If an individual is in a closed building, the punishment will be moved to a Second Offense.
- 12. Gang Activity** – the significant evidence of gang involvement to include, but not limited to, recognized attire, use of hand signals, art work, tattoos, jewelry, etc.
- 13. Misuse of Electronic/Communication Devices** – the students are not allowed to take, show, share, and/or post pictures, audio recordings, or videos that include pornographic material, inappropriate pictures/video or could be determined as bullying another person using a cellular phone or any other electronic device (camera, smartphone, etc.) which violate the privacy rights of another individual – student, teacher, staff member, or visitor.
- 14. Possession and/or Use of Tobacco Products** – the unauthorized and/or use, distribute, sell, transfer of tobacco products on school ground, at school sponsored events or on bus transportation. Tobacco products include, but are not limited to, matches, lighters, and any other smoking equipment, which also includes hookah, electronic cigarettes, cigars, pipe tobacco, other novel tobacco products, and future products.
- 15. Possession, Use or Sale of Vape** – the possession, use or sale of a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance.

Unidentified substances intended to be used with electronic cigarettes and/or vapes may be classified as a drug and coded as a Serious Offense. (POSSESSION AND/OR USE OF TOBACCO OR CBD PRODUCTS, INCLUDING LIGHTERS, MATCHES, ELECTRONIC CIGARETTES, VAPES, AND OTHER SIMILAR/RELATED PRODUCTS)

- 16. Possession of any other substance** which might create a hazard to the user's health or safety or the health or safety of another, any hemp variant or by-product, cannabis-variant or by-product, or any mood-altering substance is prohibited.
- 17. Fighting** – a mutual participation and an act of physical violence between at least two participants. Law enforcement may be notified
- 18. Possession of Firearm Replica** - the possession of any firearm replica
- 19. Any Other Offense**, which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Class C – Administrative Disciplinary Actions for Students (Grades K-12)

- a. Out-of-school suspension (for infrequent cases) up to five (5) days.
- b. Referral to Alternative School for students in grades three (3) through twelve (12). (Disciplinary violations that result in a recommendation to the Second Chance program for 45 days or greater shall be referred to the Administrative Committee. The Administrative Committee shall conduct a hearing within 10 days of the student's placement in the program. Referral to Second Chance can include an assignment of 10 days pending Administrative Committee meeting.)
- c. Referral/recommendation to virtual learning
- d. Referral/Recommendation for expulsion

CLASS D

1. **Explosives** – the preparing, possessing, or igniting of explosives on school board property.
2. **Burglary of School Property** - the entering or remaining in a structure or conveyance with the intent to commit a crime or an offense therein during the hours the premises are closed to the public
3. **Disruptive/Bomb Threats** - any communication that places a person in fear of bodily harm by threat of explosives or other deadly weapons on school property or school function and causes a disruption of the educational environment whether or not the threat actually exists
4. **Drugs** - the possession of, transfer, use or sale of drugs, or drug paraphernalia (For the purpose of defining this offense, the term “drugs” includes any controlled substance listed in the Alabama Uniform Controlled Substances Act, Title 20, 20-2-20 through 20-2-32, Code of Alabama, 1975.)
5. **Any Other Offense**, which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Class D – Administrative Disciplinary Actions for Students (Grades K-12)

- a. Recommendation for virtual learning
- b. Recommendation for expulsion

CLASS E

1. **Possession of Firearm** – the possession of any firearm
2. **Arson** – the intentional burning of any part of school board property or putting a building or structure or puts at risk of damage by starting or maintaining a fire or causing an explosion
3. **Robbery** - the 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 or violence and/or by putting the victim in fear
4. **Sexual Battery** - the sexual acts or attempts against the person’s will or not forcibly or against the person’s will, where the student or person is incapable of giving consent because of his or her youth, or because of temporary or permanent mental incapacity, including, but not limited to, rape
5. **Any Other Offense**, which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Class E – Administrative Disciplinary Actions for Students (Grades K-12)

- a. Recommendation for expulsion

Formal Disciplinary Action (ACBOE Policy 5.28)

The following is a list of alternative methods for disciplinary action which may be administered to students enrolled in the Autauga County School System by the school principal or his/her designated person.

- A. **Administrative Disciplinary Probation** – Administrative disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on administrative disciplinary probation for a reasonable and specified period of time. The staff member involved in the action will assist in monitoring the student's adjustment to the school environment. Parents/guardians will be required to attend a conference with the principal or his/her designee to conclude probation requirements.
- B. **Detention (Before/After School)** – A student may be assigned to a specific room on the campus for detention before the opening of the school day or after the closing of the school day for violation of school rules for a reasonable and specified period of time. The parents/guardians are responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parents/guardians prior to the assignment of a student to detention. If the parents/guardians can be notified on the day of misbehavior, the student will be assigned on that day; if not, the student will be assigned the following day.
- C. **In-School Suspension** – In-School suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting nor counted as absent during the period of in-school suspension. The principal or his/her designated person(s) has the authority to assign students to in-school suspension for a reasonable and specified period of time, not to exceed five (5) consecutive days. The principal and his/her staff should determine the scope of in-school suspension in their schools. Students assigned to in-school suspension and/or other time-out areas must be supervised at all times by a professional educator. Parents/guardians will be notified of the disciplinary action. In-school suspension should not be considered under the out-of-school suspension guidelines.
- D. **Out of School Suspension** – In unusual and infrequent cases, a student may be placed on out-of-school suspension by the principal or by his/her designated person(s). This disciplinary measure is the removal of a student from a school for violation of school policies, rules, or regulations, or for otherwise causing interference with or disruption of the orderly operation of the school. Situations which might dictate out-of-school suspension include: (1) procedure for expulsion of student being exercised, (2) presence of student poses an immediate and continuing threat to himself/herself, others, and/or school property, (3) violation of school personnel, (4) capacity of Alternative School beyond normal limits. (NOTE: Procedures for out-of-school suspension will be enacted in accordance with Board Policy.)
- E. **School Bus Suspension** – A student may be denied the privilege of riding a school bus because of misconduct on the bus for a reasonable and specified period of time. The parents/guardians will be notified of the student's school bus suspension.
- F. **Second Chance Program - Alternative School (Short Term)** – The assignment of a student to the Second Chance Program at the Alternative School will remove the disruptive student from his/her normal school environment to a more restrictive setting. This program permits the student to continue in the education process in a temporary school setting. During the period of assignment, the student will be encouraged to

develop a positive attitude and appropriate behavior through counseling, evaluation, and a high level of discipline.

1. Assignment of Students to Second Chance Program – The board of education is committed to providing an orderly, well-disciplined environment in which students can attend school. The school administration is expected to implement this commitment.

The principal shall make an immediate effort (same day) to contact the student's parents/guardians about the assignment to the Second Chance Program. A student assigned to the Second Chance Program shall not be allowed to leave the school premises during the school day until the student's parents/guardians or the proper school authorities assume the responsibility for him/her. When a student's parents/guardians or other designated individual(s) cannot be notified, the student must remain on the school premises until the end of the school day, at which time he/she will return home via usual transportation methods.

2. Authority – The school principal or his/her designated assistant principal has the authority to refer a student to the Second Chance Program.
3. Notification – Prior to the assignment of a student to the Second Chance Program the student will be informed of the charges and given an opportunity to respond to the charges. Parents/guardians will be provided a written notice which states the reason(s) such action was taken. A reasonable effort will be made by the school to contact the parents/guardians either by telephone or by written notice delivered by the student or by the U.S. mail. The student is responsible for delivering all written communication from school to his/her parents/guardians. Failure to do so may result in further disciplinary action.
4. Length – The minimum length of time that a student will be assigned to the Second Chance Program is ten (10) days.
5. Students enrolled in the Second Chance Program will remain in the program until their assigned time, plus any additional time added by the Second Chance Program personnel, is completed.
6. Terms – The terms for assignment of students to the Second Chance Program are as follows:
 - a. Students assigned to Second Chance must be accompanied by their parents/guardians on the first day of the assigned period for an orientation with the Second Chance Program Administrator at 7:30 a.m.
 - b. Attendance to Second Chance is mandatory for students assigned to the program. Students who fail to report as assigned will be referred to the school system's attendance officer and to the juvenile court authorities if necessary.
 - c. Students assigned to Second Chance must arrive at the school between 7:45 a.m. and 7:55 a.m. The school will dismiss at 3:10 p.m., and the students must be off the campus by 3:15 p.m.
 - d. Parents/guardians are responsible for transporting their child to and from Second Chance. Permission for an adult other than the parents/guardians to provide transportation must be approved by the Second Chance Program Administrator.

- e. Students assigned to Second Chance must satisfactorily complete all work assignments. Students will not be dismissed from the program until all work is satisfactorily completed.
 - f. Students assigned to Second Chance are not allowed to participate in any extracurricular activities or practices on days assigned to the program.
7. Readmission – When a student returns to the base school after completing his/her assignment to the Second Chance Program, the readmission must be preceded by a conference with the principal or his/her designated person(s). The conference must include the student’s parents/guardians unless otherwise approved by the principal. The student must present a readmission form from the Second Chance Program before the principal or his/her designee(s) issues a readmission slip for class.
 8. Notice – The Second Chance Program Administrator will make decisions that are in the best interest of the student and the program.
- H. **Second Chance Program - Alternative School (Long Term) (ACBOE Policy 6.40)** – The assignment of a student to the long term Second Chance Program at the Alternative School is made to continue the education process of the disruptive student for an indefinite period of time from the normal school environment to a more restrictive setting. This will reduce the number of school days lost by suspension to both the student and the school system; as well as preventing a student from having “free days” during frequent suspension. The student will be encouraged to develop a positive attitude and appropriate behavior through counseling, evaluation, and a high level of discipline. The student will have an opportunity to maximize his/her educational potential while under adequate supervision of staff experienced in working with behavior disordered students.
1. Assignment of Students to the Second Chance Program – Students for the long term Second Chance Program will be drawn from grades 3-12. Eligible students will be repeat discipline offenders. The principal (when appropriate) will refer the student after all normal and available disciplinary measures have been taken to correct the student and all actions have failed. In rare instances, exceptions may be made for admittance due to the seriousness of the offense at the discretion of the administrative committee. Admission to the Second Chance Program’s long term unit must be approved by the administrative committee.
 2. Length – This will be based on the student’s progress as shown by his/her leveling records that must indicate a behavior pattern of compliance with his/her educational and social goals.
 3. Early Transition – Students who have completed a minimum of 22 days of a 45-day assignment may be considered for early transition back to their base school if the following criteria is met:
 - a. No absences; to include no late sign in or early sign out
 - b. No office referrals or behavioral issues
 - c. Follow Second Chance policies, rules, and dress code
 - d. All assignments are completed and submitted on time; this includes base school and second chance assignments
 - e. Meet with counselors at assigned time and assigned groups
 - f. Parent must attend a meeting with the counselor to review agency and community resources available
 - g. Attend conflict resolution

- h. Parent and student must meet with administration to participate in transition meeting

Only students who have met all of the above requirements will be considered for early transition. Any student who is determined by the Second Chance Board Review Committee for early release will have a transition plan completed and shared with the base school. Students will return understanding the following:

- a. Student will be on a 30-school day probationary status
- b. Any behavioral infraction within 30 school days of return to base school will result in an automatic Administrative Hearing.
- c. The student will be required to complete the remaining number of days from the original assignment in addition to any other assigned days determined at the Administrative Hearing. Example: 23 days left from original assignment + 45 days from new infraction = 68 days assigned.
- d. Student will not be given the opportunity for early transition for the second infraction.

4. Leveling Process – The leveling process consists of 4 levels:

Level 1 - Restrictive intake

Level 2 - Open classroom

Level 3 - Open classroom - rewards determined by staff

Level 4 - Return to base school on a 30-day probationary period designated by the administrative committee. If the student is unable to conform at the base school with the educational and social objectives he/she will return and re-enter Level 1.

- I. Virtual Learning - Students referred to Virtual Learning due to disciplinary issues can continue their education without interruption while addressing their behavior or other concerns. During this referral period, students recommended for Virtual Learning cannot participate in extracurricular activities or practices but will participate in state assessments at their base school campus. After transitioning from Virtual Learning, students may return to their base school under strict probation once completing the 45-day Step Program at the Second Chance Alternative School.
- J. Student Expulsion (ACBOE Policy 5.30) – If a student is suspended and recommended for expulsion, the principal shall notify, in writing, with a copy to the Superintendent, the student and parent or legal guardian of the action taken and the proposed disciplinary action recommended and the cause or causes for such recommendation. Prior to the recommendation for expulsion the principal will consider whether the affected student is an appropriate candidate for assignment to an alternative education program.

If the Superintendent accepts the principal's recommendation to expel the student, the Superintendent or his/her designee shall schedule a due process hearing before an Expulsion Review Committee (comprised of the Superintendent and two certified Administrative Council members.) Every effort shall be made to schedule the hearing before the Expulsion Review Committee within ten days of the suspension. If the Expulsion Review Committee is not scheduled within this time, the student shall be assigned to the Second Chance Program or virtual school until such time as hearing is held. The hearing, as well as all preliminary steps concerning said hearing, shall fully comply with the applicable due process criteria. The Superintendent shall notify the student's parents or guardians, in writing, of the Expulsion Review Committee's decision within five (5) days of the proceedings. If the parents or guardians do not agree with the decision, they must appeal to the Board within five (5) days of their receipt of the

Expulsion Review Committee's decision. The notice of appeal may be in writing to the Superintendent.

If an appeal is filed, a hearing before the Board shall be scheduled. The Board shall render a decision within a reasonable time. The hearing, as well as all preliminary steps concerning said hearing, shall fully comply with the applicable due process criteria.

The Board, upon the recommendation of the Superintendent, has the final authority to expel a student from school. The Superintendent shall notify, in writing, the parent or legal guardian of action taken by the Board.

Expulsion from school excludes the student from regular attendance until readmitted by the Board of Education. Expelled students are not eligible for readmittance to an alternative program.

The expelled student must apply to the Board of Education for reinstatement. In the event that a student was expelled for bringing a gun to school, a request for readmission will not be considered until the required minimum suspension for one year has been served.

504 AND SPECIAL EDUCATION STUDENT EXPULSION

Expulsion of 504 and special education students shall be in accordance with Section 504 of the *Rehabilitation Act and the Individuals with Disabilities Education Improvement Act*.

SUPERVISION OF LOW RISK JUVENILE SEX OFFENDERS

Annalyn's Law

The Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities. [\(ACBOE Policy 5.52\)](#)

Section 1. Definitions

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

"Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.

- (a) "School" refers to "all school property and school sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school of record.
- (b) "Student" refers to "the low risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.
- (c) "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor, and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or

general contact with the Student shall not be privy to information regarding the Student's status.

- (d) "Victim" refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

Section 2. Notification

(a) Current Students

In the event a currently enrolled Student is adjudicated delinquent and designated "low risk" by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

(b) Newly Enrolled Students

In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

(c) Students That Change Schools Within the District

In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances. Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student's parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student's circumstances.

(d) School Staff Changes

In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan.

The Student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

Section 3. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Section 4. Supervision

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan.

Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee.

The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

Section 5. Students with Disabilities

Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations.

Section 6. Violations of the Plan

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

Section 7. Challenges to the Plan

In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.

Section 8. Confidentiality

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

Section 9. Retaliation

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has

been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

Section 10. Procedures

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

DUE PROCESS

The policy of the Autauga County Board of Education is to adhere to due process when carrying out the procedures contained within the Parent / Student Code of Conduct. Due process is the course of legal proceedings that have been established according to the rules and principles of law for the enforcement and protection of private rights. The school board and educational staff employed by the school board will comply with the essential elements of due process.

It is the responsibility of the school principal to familiarize his/her staff with due process procedures and to provide each staff member with a copy of this handbook in written or digital format.

Students are entitled to and will receive due process in all areas covered in the Parent / Student Code of Conduct handbook.

STUDENT APPEALS OF DISCIPLINARY ACTION

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 classroom/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 certificated employees he/she supervises 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 the 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. [\(ACBOE Policy 5.31\)](#)

SEARCH AND SEIZURE

Teachers and school officials who have reasonable belief that a student is in possession of weapons, illegal drugs, stolen property, or other items which are harmful to the welfare of the student or to other students have the authority to search the person and/or possessions of the student. If permission is granted by the student, the student's person may be searched. Such searches, if conducted, will be made by persons of the same sex. Searches will be conducted in the principal's office under the supervision of the principal and in the presence of at least one additional witness

who is a member of the school faculty or law enforcement upon the Principal's request. If the student refuses permission for search of his/her person, the student will be detained under surveillance until proper authorities are notified and summoned to the school. At the principal's discretion, the parents/guardians of the student may be included as proper authorities in conducting a search.

School officials reserve the right to inspect school property, including lockers, to ensure the safety and security of the students and of the premises. Lockers remain the property of the school at all times. Although a student may exercise exclusive use of his/her locker in regard to access by fellow students, the use is not exclusive against school authorities. When there is a reasonable belief that a violation of school board policy has been committed, school officials may inspect lockers at any time to ensure school safety and student welfare. Lockers will be opened in the student's presence when administratively feasible. If the student is not present, he/she will be informed of the search. Items which are specifically prohibited by law, board policy, or school regulations may be impounded. School administrators will give the students a receipt for impounded items and will notify parents/guardians of impounded items. Impounded items will be returned to parents/guardians only.

School authorities have the right to seek the search of selected vehicles on school grounds when there is reasonable belief that a vehicle contains items in violation of school policy. If a student refuses permission for search of his/her vehicle, the student and/or vehicle will be detained under surveillance until the proper authorities are notified and summoned to the school to make the vehicle search. The school board respects the civil rights of all persons in the schools and will uphold those rights. At the same time, school property is not to be regarded as a sanctuary from enforcement of law. **(ACBOE Policy 5.24)**

COMPLAINT PROCEDURE

It is inevitable that problems and concerns regarding school issues will arise. In order to respond efficiently and effectively to complaints and grievances, all parties involved should be reasonable, prompt, and courteous in handling such matters. Furthermore, the parties must understand rules and regulations and must follow prescribed procedures.

The proper chain of command for complaints is as follows:

- 1. Teacher
- 2. Assistant Principal
- 3. Principal
- 4. Central Office
- 5. Superintendent or his/her designated person
- 6. Your District Board Member

Failure to follow this procedure will only hinder the process of resolving problems and concerns in a proper and timely manner.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Board that no student shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity in the District on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status, non-English speaking ability, homeless status, or migrant status.

CHILD FIND

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, to include the areas of autism, deaf-blindness, developmental delay, emotional disability, hearing impairment, intellectual disability, 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 (334) 361-3843 or write Child Find, Autauga County School System, Special Education Department, Dr. Rose Tarantino, 127 West Fourth Street, Prattville, Alabama 36067.

504 PROGRAM

Students who have a physical or mental disability which substantially limits one or more major life activities may qualify for 504 services. Autauga County School System provides these services at each LEA school for all students who meet the eligibility requirements. For further information, contact the school’s 504 Coordinator or the system’s 504 Coordinator, Tisha Addison, (334) 365-5706, Autauga County Board of Education, 153 West Fourth Street, Prattville, Alabama 36067.

For more information:

District 504 Coordinator:	Mrs. Tisha Addison	(334) 365-5706
Homeless Liaison:	Dr. Jacob Holloway	(334) 361-3840
Special Education Coordinator		
Elementary:	Dr. Rose Tarantino	(334) 361-3843
Special Education Coordinator		
Secondary:	Mr. Malcolm Dailey	(334) 361-3843

GIFTED EDUCATION

Gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student’s abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of aptitude, characteristics and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

The Autauga County School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

The program for gifted education shall be in compliance with the Alabama Administrative Code 290-8-9-14.

For additional information concerning the gifted program, contact the Autauga County Special Education Department, Dr. Rose Tarantino, (334) 361-3843.

SECLUSION AND RESTRAINT POLICY

Autauga County Schools shall prohibit the use of **Seclusion** - a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. **(ACBOE Policy 5.48)**

Seclusion *does not include*, and Autauga County Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; in-school suspension; alternative school; detention; or a student requested break in a different location in the room or in a separate room.

Time-Out A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

1. The nonlocking 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.

Autauga County Schools shall prohibit the use of **Chemical Restraint** - 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.

Autauga County Schools shall prohibit the use of **Mechanical Restraint** - 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 Autauga County Schools 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 seatbelts and other safety equipment when used to secure students during transportation.

Autauga County Schools shall prohibit the use of **Physical Restraint that restricts the flow of air to the student(s) lungs** - 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.

Autauga County Schools shall prohibit the use of **Physical Restraint** - direct physical contact from an adult that prevents or significantly restricts a student(s) movement except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other deescalation techniques.

Physical restraint shall not be used as a form of discipline or punishment.

Physical Restraint *does not include*, and Autauga County Schools 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.

Autauga County Schools 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 Autauga County Schools Seclusion and Restraint Policy.
4. Maintain written or electronic documentation on training provided and a list of participants for each training.
5. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint.
6. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
7. Annual report submitted to the Alabama Department of Education regarding the use and documentation of restraint and any prohibited use of seclusion, chemical, mechanical or physical restraint.

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

1. Use of any other classroom management techniques or approaches, including a student(s) removal from the classroom that is not specifically addressed in this policy.
2. The right of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, '16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, '16-28-12.
3. Reasonable actions to diffuse or break up a student fight or altercation.
4. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student.
5. Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Autauga County Schools, or program, 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.

EMERGENCIES

District Closures

In the event of a system-wide delay, early release, or closure, all parents/guardians registered in the district's communication platform will be notified. Parents should make the necessary arrangements for their children based on the information contained in the closure announcement. This announcement will also be shared on the district's social media pages and communicated to local media outlets as appropriate.

Specific School Closure

In the event of a school-specific delay, early release, or closure, all parents/guardians, with children on the identified campus, registered in the district's communication platform will be notified. Parents should make the necessary arrangements for their children based on the information contained in the closure announcement. This announcement will also be shared on the school's social media pages and communicated to local media outlets as appropriate.

These closures shall be at the discretion of the Superintendent or their designee. Please be reminded that the decision to alter the district's schedule may differ from that of other area schools and/or districts. Closures may include, but are not limited to, the following situations.

- Fire
- Severe Weather
- Safety Lockdown
- Contamination

Please note! Students shall not be released from school during an active drill, shelter-in-place situation, or weather event. This safety protocol allows for the most protection of everyone during an emergency situation. During these rare situations, school administrators will take the necessary precautions to ensure the safety and well-being of students until they are released to parents/guardians. ([ACBOE Policy 2.22](#))

EXTRACURRICULAR ACTIVITY ELIGIBILITY

The Autauga County Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Board also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each athletic and extracurricular student's progress toward graduating from high school on schedule with his/her class. Determination of eligibility will be made in accordance with rules of the Alabama High School Athletic Association and can be found in the Board's policy book. ([ACBOE Policy 5.17](#))

INTERNET USE AND SAFETY POLICY

Autauga County Schools (hereinafter referred to as ACS) seeks to provide a safe environment when accessing the Internet/network by (1) preventing user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (2) preventing unauthorized access and other unlawful online activity; (3) preventing unauthorized online disclosure, use or dissemination of personal identification information of minors; and (4) comply with the Children's Internet Protection Act (*CIPA*). ([ACBOE Policy 2.23](#))

The provisions of this policy apply to ACS employees (administrative, certified, support staff, and contractors), students, and visitors. All students, employees, and visitors must take responsibility for appropriate and lawful use of this Internet access. Students and employees of ACS must understand that one user's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While ACS's teachers and other employees will make every effort to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students and employees are reminded that computer network and Internet access is a privilege, not a right.

This policy applies to any device used on school property, whether school/district owned devices or personal devices; whether connected to a school/district network/Internet connection or a personal account. This policy also applies to any school/district owned devices used on or off school property.

Attached to this policy is an Internet Acceptable Use Agreement. By reviewing, signing, and returning this Agreement as directed, each student or employee agrees to follow the policy.

Listed below are the provisions of the Agreement regarding computer network and Internet use. Students should direct any questions about the provisions of the policy or Agreement to the school principal. Employees should direct their questions to the Coordinator of Operations. If any user violates this policy, the student's or employee's access may be denied or withdrawn and he or she may be subject to additional disciplinary action.

PERSONAL RESPONSIBILITY

By signing the Agreement, the Internet user agrees not only to follow the guidelines of the policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violation of the policy or any other use that is not included in the policy but has the effect of harming another or their property. Unless otherwise directed, students should report misuse of the network to the classroom teacher or principal of their school. Employees should report misuse to the building principal or Coordinator of Operations.

TERM OF THE PERMITTED USE

A student who submits to the school, as directed, a properly signed Agreement and follows the policy to which they have agreed will have computer network and Internet access during the school year only. Students will be asked to sign a new Agreement each year during the time they are students attending ACS before they are given an access account. ACS, in its discretion, may withdraw or revoke Internet access at any time and for any reason.

An employee who submits to the school, as directed, a properly signed Agreement and follows the policy to which he has agreed will have available computer network and Internet access. Employees will be asked to sign a new Agreement each year while employed by ACS before being given an access account. ACS, in its discretion, may withdraw or revoke Internet access at any time and for any reason.

A visitor, defined as a person who visits ACS for academic purposes (i.e.. guest speaker, military recruiter, and/or college recruiter) and who must use Internet to fulfill their purpose on campus, who submits to the school, as directed, a properly signed Agreement and follows the policy to which they have agreed will have available computer network and Internet access. Visitors will be asked to sign an Agreement form by ACS during the time they are on a school campus before being given an access account. ACS, in its discretion, may withdraw or revoke Internet access at any time and for any reason.

NOTIFICATION OF BLOCKING, FILTERING, AND MONITORING OF TECHNOLOGY

The Electronic Communications Privacy Act of 1986 allows for schools to utilize a blocking/filtering system where it relates to review of communications once they are stored in a school or district's system, monitoring for legitimate purposes where one (1) party has previously consented to such monitoring (Acceptable Use Agreement), and monitoring by personnel performing duties necessary to maintaining the computer systems or to protecting the rights or property of Autauga County Schools.

The Children’s Internet Protection Act (PL 106-554) requires that schools implement technology measures to protect minors from visual depictions that are obscene, pornographic, or “harmful to minors”. Students and staff of ACS are subject to the provisions of the Alabama Digital Crime Act (2012)

ACCEPTABLE/UNACCEPTABLE USES

A. Educational Purposes Only

ACS provides access to its computer networks and the Internet for educational purposes only. Students, parents, or guardians may consult with a classroom teacher, librarian and/or school principal or assistant principal and/or the Coordinator of Operations to determine if a use is appropriate as to whether a contemplated activity is educational.

B. Unacceptable Uses of Network

Among the uses that are considered unacceptable, and which constitute a violation of this policy are the following:

- a. Uses that violate the law or encourage others to violate the law. Examples of such use include, but are not limited to: transmission of offensive or harassing messages; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials; and plagiarizing academic work. Even if materials on the network are not marked with the copyright symbol, students and employees should assume that all materials are protected unless there is explicit permission on the materials to use them.
- b. Uses that cause harm to others or damage to their property. Examples of such use include but are not limited to: defamation; the creation and/or uploading of “worms,” “viruses,” “Trojan horses,” “time bombs” or any other harmful form of programming or vandalism; and participation in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
- c. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. Examples of such include the use of proxies to get around network filters. Students and employees should not disclose or share their password with others or use another password.
- d. Buying and selling. Students may not sell or buy anything over ACS’s Internet. Employees may not sell or buy anything over ACS’s Internet without prior approval. Students and employees should not publish or share confidential information about themselves or others, including credit card numbers and social security numbers. In its discretion, ACS may approve the limited use of the Internet and email for ACS related commercial activities, such as fund-raising activities related to education and/or employment.

C. Digital Citizenship

All users must abide by Digital Citizenship rules, which include, but are not limited to the following:

- a. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- b. Avoid language and other uses such as graphic images, which may be offensive to other users. Do not make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

- c. Do not assume that a sender of electronic mail is giving their permission to forward or redistribute the message to third parties or to give their electronic mail address to third parties. This should only be done with the sender's permission.
- d. Be considerate when sending attachments with electronic mail. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

INTERNET SAFETY

A. Individual Responsibility of Parents and Internet Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for their use of the computer network and Internet and avoid those sites. If a user finds that other users are visiting offensive or harmful sites, they should report such use to the classroom teacher, school principal and/or the superintendent's designee.

B. Personal Safety

In using the computer network and Internet, users must not reveal personal information such as their home address or telephone number. Students should not use last names or any other information that might reveal their identity or location without the permission of a supervising teacher. Students must not arrange a face-to-face meeting with someone they "meet" on the computer network or Internet without their parent/guardians' permission. No user should ever agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities

It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Users of ACS owned devices are prohibited from accessing or changing its system settings without prior permission from the Information Technology department. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A system administrator may authorize the release of directory information, as defined by Alabama law and the Family Educational Right to Privacy Act (FERPA), for internal administrative purposes or approved educational projects and activities. Public notice of any such release of information shall be given, and parents shall be allowed a reasonable time to object to the release of information.

E. Active Restriction Measures

ACS utilizes filtering software to protect against access to visual depictions that are obscene, display child pornography, or are otherwise harmful to minors. The school and/or ACS will also, periodically and to the fullest extent practical, monitor the online activities of students and employees, through direct observation and/or technological means, to attempt to prevent students from accessing such depictions or any other

material which is inappropriate for minors. While the school and/or ACS will use their best efforts to prevent such access by students, it is impossible to guarantee that students will be prevented from accessing such materials, by evading or defeating the filters or this policy. The school and ACS rely on the cooperation and assistance of all users to report unauthorized access or other violations of the policy. Further, filtering may be disabled for the purpose of bona fide research or other lawful purposes, in the discretion of any administrator, supervisor, or other person authorized by ACS.

PRIVACY

Computer network and Internet access is provided as a tool for the education and employment-related activities of ACS's students and employees. ACS reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of the computer network and Internet access to any and all information transmitted or received in connection with ACS and no user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW POLICY

Students' and employees' use of the computer network and Internet is a privilege, not a right. A user who violates this policy, or any other applicable Board policy, or any federal or state law, shall, at a minimum, have their access to the computer network and Internet terminated. The user may also be subject to other disciplinary actions, up to and including, termination of enrollment or employment. A user violates this policy by their own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he permits another to use their account or password to access the computer network and Internet. ACS may also take other disciplinary and/or legal action.

WARRANTIES/INDEMNIFICATION

ACS makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or their parent/guardian(s) arising out of the use of its computer networks or the Internet under this policy. By signing this policy, users have full responsibility for their use, if the user is 18 years of age or older, or, in the case of a user under 18 years of age, the parent/guardian(s) are agreeing to indemnify and hold the school, ACS, and all of its administrators, teachers, and employees harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/guardian(s) agree(s) to cooperate with the school in the event of the school's initiating an investigation of a user's access to the computer network and Internet, whether that use is on a school computer or on another computer outside ACS's network. ACS is not responsible for the cost of data usage incurred if a student, employee, or visitor uses their own cellular data plan on any device, personal or ACS owned.

BRING YOUR OWN DEVICE (BYOD)/TECHNOLOGY

ACS discourages the use of BYOD devices on its network. Any connection of BYOD devices to the network will be evaluated on a case-by-case basis with the school administrator's or Coordinator of Technology's approval. When approved, the following agreement will be in place:

1. ACS or its employees will not be responsible for theft or damage of the device or the content of the device. Each student or employee should label their device with their name and should use proper discretion in keeping their device in a secure location when not

being used, this includes having the proper protection for the device such as a cover. It is also the student's responsibility to have their device fully charged at the beginning of each day.

2. ACS or its employees will not be responsible for any fees incurred by the devices for texting or Internet access; it is the sole responsibility of the student. Each teacher will decide when devices should be used for instruction or learning purposes. Devices should be silent unless otherwise directed by the teacher for classroom instruction/learning purposes.
3. Video or audio recording or picture taking is not permitted without proper permission of the instructor and people involved.
4. Use of the device other than that instructed by the teacher and/or which causes disruption in the classroom and impedes the learning of other students will result in disciplinary action, including the device being taken from the student until the parent/guardian comes to the school for a conference with the teacher or administrator.

BYOD STUDENT AGREEMENT POLICY

1. The student is responsible for keeping their device in their possession and properly securing it. ACS personnel are not responsible for the security, or condition of student's personal devices.
2. The student or parent is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device. This includes having the device fully charged before coming to school.
3. ACS reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate ACS or school policies, administrative procedures, or for general misconduct.
4. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
5. The student must comply with ACS personnel's request to refrain from using a device, verify/display the authentication login screen, or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or videos of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of an ACS faculty member.
7. The student should only use personal technology devices with consent and under the direct supervision of an ACS faculty member.
8. All users are required to have approved antivirus installed on their devices.

UPDATES

Users and the user's parent/guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new Agreement to reflect developments in the law or technology. Such new or additional registration and account information must be provided by the user or their parent/guardian(s) and a new Agreement must be signed if the user wishes to continue to receive service. Students and employees must notify the person designated by the school if some or all the information they have provided on the Agreement changes.

Legal Ref: Children's Internet Protection Act of 2000

STUDENT & PARENT SOCIAL MEDIA POLICY

Autauga County Schools recognizes that social media is a tool that promotes and enhances communication by providing opportunities for district and school administrators to share information and knowledge with key stakeholders. It also provides a platform by which to engage in conversations, respond to feedback directly, and maintain an active dialogue with parents, guardians, teachers, administrators, and community members. For purposes of this policy, social media includes websites that incorporate one or more of the following:

- Blogs. Web logs or journals where authors and users can post textual, audio, or video content, and permit others to post comments. Some websites allow individuals to create free standing blogs or use blog tools and message forums to engage users.
- Microblogs: Websites and spaces that allow users to post short blog entries such as Twitter, and sites that invite users to post short status and location updates such as Facebook, Snapchat, etc.
- Social Networks: Websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Websites are oriented toward personal social contact among “friends” such as Facebook, Instagram, LinkedIn, Snapchat, etc.
- Media Sharing: Websites where users post and share videos, audio files, and photos as well as tag them to enable searchability such as YouTube, Flickr, Google Video, etc.
- Wikis. Resources or documents edited collaboratively by a community or users with the varying levels of editorial control by the website publisher such as Wikipedia.
- Virtual Worlds: Web or software-based platforms that allow users to create representations of themselves to meet, socialize, and transact with other users such as Minecraft, Second Life, VRChat, etc.

Autauga County Schools currently has official district accounts with Facebook, Instagram, Twitter, and YouTube which are managed in the district’s Communications Office. Individual school pages and groups on Facebook, Instagram, and YouTube are also available and managed by school administrators in coordination with the district’s Communications Office.

General Best Practices

- Carefully consider any reactions, comments, or posts and how it may be perceived before posting. Once published, content can be accessible indefinitely regardless of whether or not it has been deleted. Privacy settings may not always provide the intended level of privacy and anonymous posts can not be guaranteed to remain anonymous as well.
- Treat social media sites with the same respect and professionalism as a public place or business. Conduct or language that would be unacceptable in a physical forum should also be considered unacceptable for social media use. Remember! Tone and personality traits may be lost in digital translation.
- Do not share passwords or give other people access to your social media accounts, including allowing third-party entities to link to your accounts.
- Review privacy settings regularly. Consider only allowing your network to view and interact with what you post as well as turning on “tagging review” so you are able to preview all posts and pictures before they appear on your page.

ACS Guidelines

- The use of social media is designed to promote the mission and goals of Autauga County Schools. While user-generated content on official district or school pages and groups is allowed and encouraged, it does not create an open public forum for speech.
- Social media is not intended to be used for policy decisions or items of legal and fiscal significance that have not been previously released to the public.
- No social media accounts branded with district or school names, wording, logos, mascots, etc., giving the audience any reason to believe the account is acting in coordination with district or school administration, is allowed. Anyone interested in creating a social media account must complete the district's digital Social Media Account Request Form (<https://bit.ly/3PzNpE8>) and await approval and further instructions.
- Posting content via social media platforms does not constitute giving official notice to the school district or individual schools. All such inquiries should be directed to the appropriate program.
- Administrators reserve the right to remove inappropriate user-generated content or comments posted on social media pages managed by the district or school that are not in keeping with the following guidelines. Other permissible comments based on viewpoint will not be removed.
 - Contains obscene language
 - Contains sexual content
 - Contains information that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation
 - Threatens or defames any person or organization
 - Violates legal ownership interest of another party
 - Supports or opposes political candidates
 - Promotes illegal activity, commercial services or products
 - Isn't topically related to the particular posting

Administrator Guidelines

Currently, there are social media pages and groups that are managed by stakeholders not employed by the Autauga County Board of Education. The following guidelines should be practiced as it relates to posting to these sites.

- Be responsible. The key to social media success is honesty, thoughtfulness, and awareness of the audience. Above all, exercise good judgment and common sense. Remember, there is no such thing as a private social media site.
- Be accurate. Make sure all the facts have been gathered prior to posting on the page or in the group. If an error is made, correct it quickly and visibly.
- Respect copyrights and fair use. Always give the proper credit for other people's work. Make sure permissions are granted to use something prior to publishing it.
- Protect confidential information. Never post confidential or proprietary information about the district, schools, students, parents, etc.
- Endorsements. Do not use the district or school name to promote or endorse any event, activity, product, etc. before receiving the proper approvals. Also, linking to other sites is generally a good thing but it's important to consider the associations prior to posting.
- Monitoring Comments. Continually review pages or groups for comments and messages as it builds credibility and community.

- Adhere to the ACS Guidelines above with respect to user-generated material. Delete all content or comments containing the following violations once the offense has been recorded and submitted to the district's Communications Coordinator.
 - Contains obscene language
 - Contains sexual content
 - Contains information that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation
 - Threatens or defames any person or organization
 - Violates legal ownership interest of another party
 - Supports or opposes political candidates
 - Promotes illegal activity, commercial services or products
 - Isn't topically related to the particular posting

Violation of any of the conditions outlined in this policy could result in disciplinary action, including, but not limited to, removal from social media pages, suspension, expulsion, or legal action based on offense. To report an offense, contact the district's Communications Coordinator.

MEDICATION AT SCHOOL

The Board shall endeavor to provide necessary health services for all students in the District. The Board shall cooperate with all local and state health agencies to provide the most comprehensive student health services possible. The nurses employed by the Board are members of the school staff. In this capacity, they contribute to the overall educational program of the school. School nurses work closely with parents, teachers, administrators, school guidance personnel, doctors, dentists and other agencies in helping students get appropriate attention for health problems. **(ACBOE Policy 5.41)**

Administration of Medication

Students may need to take medication while at school. For the safety of the student(s), it is highly recommended that medication be administered before and/or after school hours under the direct supervision of the student's parent/guardian. If school attendance is dependent on taking a prescribed medication or the provider specifically writes for the medication to be given at a time during the school day, the first dose of medication should be given at home where any reaction may be observed by the parent or guardian and reported to the student's physician. For medication to be administered to a student at school the following procedures must be followed.

1. The student's parent/guardian must submit a completed Prescriber/Parent Authorization form or a valid order from a licensed prescriber to the school nurse. A Prescriber Parent Authorization form or valid order must include:
 - a. Physician or Provider signature
 - b. Signed Parent Authorization
 - c. Name of the student and name of the medication
 - d. Specific dosage and route of administration
 - e. Frequency and time medication is to be given
 - f. Beginning and ending dates
 - g. Any known drug allergies or reactions

2. Prescription medication must be submitted to the school nurse in a pharmacy-labeled container by the parent. It is not permissible for the student to carry and submit their own medication to the school.
 - a. The prescription label must be attached to the container with the student's name and prescriber's name. The label must be printed to match the Parent Provider Authorization Form or valid order.
3. Nonprescription "PRN" (as needed) medications and/or supplements may be given while attending school or school sponsored functions when the following requirements are met:
 - a. A completed Parent/Provider Authorization form is submitted to the school nurse.
 - b. The prescriber must indicate on the Parent Provider Authorization form the specific condition/complaints that the nonprescription should be provided.
 - c. The nonprescription medication must be presented to the school nurse in the original unopened and sealed container.
 - d. The school nurse must approve all nonprescription medications to be given in the school setting.
4. Students may self-carry and self-administer medication(s) for chronic health conditions provided that the following requirements are met:
 - a. Parent/Guardian has submitted documentation from a licensed healthcare provider that the student has a chronic condition that results in limitations in daily living.
 - b. A completed Parent/Provider Authorization form is completed with authorization signatures from prescriber and parent. In addition, the parent/guardian must sign consent for the student to self-carry and self-administer the medication in the designated area on the Parent Provider Authorization form.
 - c. The prescriber must check designated boxes on the Parent/Provider Authorization form that the student may self-carry and self-administer the medication.
 - d. The student signs the Medication Self-Administration Documentation Agreement form.
 - e. The school nurse has approved and determined that self-carry and self-administration of the medication to be safe and appropriate.
5. A new Parent Provider Authorization form or valid order must be submitted to the school nurse for any changes in the medication regimen.
6. All medications not picked up by the end of the school year will be discarded in a manner consistent with federal guidelines set by the Office of National Drug Control Policy.

WHEN TO KEEP YOUR CHILD AT 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 in order to prevent the spread of communicable diseases to others. The table below includes conditions that are frequently seen in the school setting. Please follow the instructions for exclusion before returning your child to school if you suspect your child has a communicable disease. If you have questions regarding these instructions, you may contact your child's school.

Illness/Condition	Signs/Symptoms	Instructions for Exclusion
Conjunctivitis (pink eye)	Pink or red conjunctiva with white or yellow eye discharge	Your child should be seen by your doctor and treated before returning to school. Proof of treatment by a physician may be required.
Rash	Any type of flat or raised area of redness with or without drainage on any area of the skin	Your child should not attend school until the rash has been diagnosed and treated. Keep home until a health care provider determines that these symptoms do not indicate a communicable disease. Impetigo – exclude until 24 hours after treatment Chickenpox – exclude until all sores have dried and crusted Shingles – exclude if the rash cannot be covered up Ringworm (scalp) – exclude until proof of treatment by physician Ringworm (body) – exclude until proof of treatment
Diarrhea	Watery stools or blood in stools that is not associated with a change in diet	Your child should remain home if they have had diarrhea within the last 24 hours. If diarrhea is caused by salmonella, shigella, or e-coli, the student may return with health care provider approval.
Fever of unknown origin	Above 100.4° F	Your student should stay home from school until fever free for 24 hours without fever-reducing medication or on antibiotics for 24 hours or Health Care Providers documentation to return to school.
Lice	Includes live bugs and nits	Your child should not return to school until he/she has been treated with a lice shampoo and removed as many nits as possible. You must accompany your child upon his/her return to school and bring proof of treatment (i.e. receipt of treatment products). Take your child to the office to see the school nurse before returning to class.
Vomiting	One episode of vomiting within 24 hours	Your child should stay home from school once vomiting stops for 24 hours, or until a health care provider determines that the cause of vomiting is not contagious nor in danger of dehydration with a physician statement provided to the school.

PROMOTION AND RETENTION POLICY

Promotion and retention policies and guidelines have been developed to ensure that minimum academic expectations will be mastered by students at a given grade level prior to their advancing to the next grade level. Such policies also ensure that minimum educational standards are enforced by the schools. It is acknowledged that students learn at different rates by different means. Therefore, it will occasionally be beneficial to students to be retained in or at a specific grade level to receive additional instructional assistance which should enable them to master the academic skills which are necessary for them to experience success in school. **(ACBOE Policy 6.19)**

It is recommended that a student be retained a maximum of two (2) non-consecutive years in grade kindergarten through grade six (6) — preferably once in grade kindergarten through grade three (3) and once in grade four (4) through grade six (6) — if not performing according to the

promotion and retention policy. An administrative decision substantiated by a teacher's recommendation for promotion or retention may be exercised based on (1) history of attendance, (2) age of student and (3) failure to complete grade level requirements, regardless of the number of previous failures.

Kindergarten

As stated in section 290-3-1-04 of the Alabama Administrative Code, students being enrolled in or promoted to first grade must demonstrate first grade readiness by the successful completion of kindergarten or otherwise demonstrating first grade entry readiness on an assessment of essential academic, developmental and physical skills.

Grades 1 - 3

Students in grades one (1) through three (3) will be retained if they do not pass English Language Arts **and** Math in a given school year. A yearly numerical average of 60% or above constitutes a passing grade.

Alabama Literacy Act (Alabama Act 2019-523) - 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
- Qualification under the Good Cause Exemption according to the Alabama Literacy Act.

Grades 4-5

Students in grades four (4) through five (5) will be retained if they do not pass English Language Arts, Reading and Math in a given school year. A yearly numerical average of 60% or above constitutes a passing grade.

Grades 6-8

Students in grades six (6) through eight (8) must pass a total of five courses, of which English Language Arts, Math, and one other core content area course (Science or Social Studies) must be included in the five to promote to the next grade level. A yearly numerical average of 60% or above constitutes a passing grade.

When English Language Arts standards are divided between periods, students must pass both English Language Arts and Reading.

Special Education (Grades 1 - 8)

Special education students, who are receiving all instruction in a regular classroom for a particular subject, will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individual Education Program (IEP).

If a student is receiving instruction in the special education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the Individualized Education Program (IEP) developed by the IEP committee will govern promotion.

Grades 9 - 12

Regular education students in grades nine (9) through twelve (12) must complete the state mandated graduation requirements. Special education students must complete the course of study and the specific objectives designated in the student's Individualized Education Program (IEP). Students will need a minimum of twenty-four (24) specified units of credit to graduate from high school. In addition, each student must take a Core Curriculum equivalent to a minimum of one English, one Social Studies, one Science, and one Mathematics course each year in addition to certain specified electives to meet graduation requirements.

Procedure for Notification for Retention for All Grades

Parents/guardians will be notified of possible retention by way of District form letters. The letters will be sent to parents/guardians of students who meet the retention guidelines of this policy. In grades K-12, three letters will be sent at specified times which are (1) at the end of the first semester (second nine weeks grading period), (2) at the end of the third nine weeks grading period, and (3) at the end of the school year. This may or may not apply to grades seven through eight in Autaugaville, Billingsley and Marbury. Schools with block schedules will issue retention letters at mid-point of the semester and at the end of the semester. The letters will inform parents/guardians of their children's potential or definite retention. A copy of each letter sent, as well as letters returned to the school, will be filed in each student's permanent record folder. The letters of notification regarding retention will serve to bring principals and teachers together in a team effort, to inform parents/guardians and involve them as much as possible before the end of the school year, and to satisfy documentation requirements for the school. **TEACHERS AND PRINCIPALS WILL MAKE THE FINAL DECISION CONCERNING PROMOTION AND RETENTION OF A STUDENT. PARENTS/GUARDIANS WILL NOT BE ALLOWED TO REVERSE THE DECISION.**

Honor Roll

- "A" Honor Roll is students who earn an "A" in ALL courses/classes.
- "A/B" Honor Roll is students who earn ALL "A's" and "B's" in ALL courses/classes.

High School Diplomas

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. The requirements for each diploma are listed below.

The Autauga County School System will recognize the following Alabama High School Diplomas:

- 1) Alabama High School STANDARD Diploma
- 2) Alabama High School Diploma with HONORS Endorsement (the highest endorsement for Autauga County)

Graduation Requirements

Credits Required for Promotion to 10th Grade	Credits Required for Promotion to 11th Grade	Credits Required for Promotion to 12 Grade	Credits Required to Graduate
5 (At least 3 of the 5 credits must be earned in core content areas.)	12 (At least 7 of the 12 credits must be earned in core content areas.)	17	24

Additional Grade Weighting

Honors, Advanced and AP courses all carry additional grade weights that affect a student's cumulative grade point average.

Grade weights are listed below:

- Honors + 0.5 Quality Point
- Advanced Placement (AP) + 1.0 Quality Point
- Dual Enrollment + 1.0 Quality Point

EXAMPLE: "B" average in an AP course affects a student's grade point average the same as an "A" in a regular course.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2024 GRADUATING CLASS OF 2025

COURSE REQUIREMENTS		
English Language Arts	Four credits to include:	Credits
	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
English Language Arts Total Credits		4
Mathematics	Three credits to include:	Credits
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	One credit from:	
Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		1
Mathematics Total Credits		4
Science	Two credits to include:	Credits
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Two credits from:	
Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		2
Science Total Credits		4
Social Studies	Four credits to include:	Credits
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the <i>Civics Exam</i>	
Social Studies Total Credits		4
Physical Education	Beginning Kinesiology <u>or</u> Junior Reserve Officers' Training Corps (JROTC)	1
Career Preparedness		1
Health Education		0.5
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		3
Electives		2.5
Total Credits		24
<p>* Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.</p> <p>** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.</p>		

March 1, 2024

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2026 GRADUATING CLASS OF 2027

COURSE REQUIREMENTS		
English Language Arts	Four credits to include:	Credits
	English 9	1
	English 10	1
	English 11	1
	English 12	1
English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
English Language Arts Total Credits		4
Mathematics	Three credits to include:	Credits
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	One credit from:	
<i>Alabama Course of Study: Mathematics</i> or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		1
Mathematics Total Credits		4
Science	Two credits to include:	Credits
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Two credits from:	
<i>Alabama Course of Study: Science</i> or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		2
Science Total Credits		4
Social Studies	Four credits to include:	Credits
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
Civics Exam Requirement	Students are required to earn a passing score on the <i>Civics Exam</i>	
Social Studies Total Credits		4
Physical Education	Beginning Kinesiology <u>or</u> Junior Reserve Officers' Training Corps (JROTC)	1
Career Preparedness		1
Health Education		0.5
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		3
Electives		2.5
Total Credits		24
<p>* <i>Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.</i></p> <p>** <i>Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.</i></p> <p>***<i>Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.</i></p>		

March 1, 2024

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2028 AND BEYOND

COURSE REQUIREMENTS		
English Language Arts	Four credits to include:	Credits
	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts credit-eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
English Language Arts Total Credits		4
Mathematics	Three credits to include:	Credits
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	One credit from:	
	Alabama Course of Study: Mathematics or mathematics credit-eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	1
Mathematics Total Credits		4
Science	Two credits to include:	Credits
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Two credits from:	
	Alabama Course of Study: Science or science credit-eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	2
Science Total Credits		4
Social Studies	Four credits to include:	Credits
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	Social Studies credit-eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the <i>Civics Exam</i>	
Social Studies Total Credits		4
Physical Education	Beginning Kinesiology <u>or</u> Junior Reserve Officers' Training Corps (JROTC)	1
Career Preparedness	Students are required to complete an accompanying financial literacy examination as part of this course.	1
Health Education		0.5
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		3
Electives		2.5
Total Credits		24
<p>* Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.</p> <p>** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.</p> <p>***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.</p>		

March 1, 2024

Autauga County Schools Diploma Options

Alabama High School Diploma with HONORS Endorsement (the highest endorsement for ACS)

Diploma with HONORS Endorsement
English: 4 credits w/ Honors, AP or Dual Enrollment
History: 4 credits w/ Honors, AP or Dual Enrollment
Science: 4 credits w/ Honors, AP or Dual Enrollment
Math: 4 credits w/ Honors, AP or Dual Enrollment
Health: ½ credit
Career Prep: 1 credit
Beginning Kinesiology: 1 credit
World (Foreign) Language: 2 credits of same language
Fine Arts/Career Tech/ Foreign Language or 3rd of World (Foreign Language): 1 unit
Electives: 2½ credits
24 Credits for Graduation

ESSENTIALS PATHWAY

This graduation option is for students on an Individualized Education Program. Students who take four (4) or more Essentials courses must complete the career/technical education component.

REQUIRED COURSES	ESSENTIALS / LIFE SKILLS REQUIREMENTS
Essentials English	4 credits
Essentials Science	4 credits
Essentials Math / Algebraic Explorations	4 credits
Essentials History / US Gov / Econ	4 credits
Health Education	0.5 credit
Physical Education (Beginning Kinesiology)	1 credit
Career Preparedness Course	1 credit
Career / Technical Education / Coop. Education	3 credits
Electives	2.5 credits
TOTAL :	24 credits

ALTERNATIVE ACHIEVEMENT PATHWAY

This is available to students with disabilities as defined by IDEA. This diploma will be awarded to any student who completes the courses on the Alternative Achievement Pathway, who are working toward extended standards and take the Alabama Alternate Assessment.

Alternative Achievement Standards:

1. Available to students with disabilities as defined under IDEA
2. Students with disabilities who have not earned a regular high school diploma are entitled to services until age 21.
3. The core content area courses are based on the Alabama Alternate Achievement Standards for English/Language Arts, Mathematics, Science and Social Studies.

NOTE: Students with Disabilities

Students with disabilities entering the 9th grade and subsequent school years have options concerning a program of study. Diploma options are typically determined by the IEP team during the IEP meeting at the end of the school year. These options are:

1. General Education Pathway
2. Essentials Pathway
3. Alternate Achievement Pathway

MID-TERM AND FINAL EXAMINATIONS REQUIREMENTS

Mid-term and final examinations shall be used to evaluate student achievement and conducted in a way to estimate effectively the achievement of the goals and objectives on which learning activities have been based. [\(ACBOE Policy 6.16\)](#)

All students in grades seven through twelve shall take semester and final examinations for each course in which they are enrolled. All such examinations will be administered according to the schedule outlined in the annual school calendar. No teacher shall schedule a final examination other than in accordance with the schedule outlined in the annual school calendar.

An exception to this policy for students in grades seven through twelve will be under the following guidelines:

Mid-Term Grades and Exams

Mid-term / mid-block averages will be determined as follows:

Class grades for the term's grading period, plus a mid-term exam grade. The mid-term exam will count as part of the first semester grade with a weight of 20%. Teachers must adhere to the following guidelines in arriving at mid-term grades.

- Mid-term exams are required for students in grades seven through twelve.
- Mid-term exams are required in all subject areas.
- The mid-term exam will count as part of the semester grade.
- There will be no open book or take-home mid-term exams.
- No exemption will be allowed for mid-term exams.

The grades for the first semester:

Quarter 1 = 40% Quarter 2 = 40% Mid-term Exam = 20%

Final Exams and Final Grades

Final averages will be determined as follows:

Class grades for the term's grading period, plus a final exam grade. The final exam will count as part of the second semester grade with a weight of 20%. Teachers must adhere to the following guidelines in arriving at final grades.

- Final exams are required for students in grades seven through twelve.
- Final exams are required in all subject areas.
- Final exams are comprehensive.
- The final exam will count as part of semester grade.
- There will be no open book or take-home final exams.

The grades for the second semester:

Quarter 3 = 40% Quarter 4 = 40% Final Exam = 20%

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

- five (5) 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.

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)

VIRTUAL SCHOOL OPTION

The Autauga County Board of Education provides a virtual school option for grades K-12 that includes, but is not limited to, all courses that are needed to obtain a high school diploma.

Such courses will be delivered through the virtual learning program provided by the Alabama State Department of Education, and/or other online instructional programs approved by the school district.

The Superintendent or his designee is authorized to develop procedures as he deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the virtual program’s requirements and rules as well as the process for making determinations regarding a student’s continued eligibility. **(ACBOE Policy 6.44)**

STUDENT ELIGIBILITY CRITERIA

Students who meet the following requirements are eligible to participate in the virtual school program:

1. Must meet all enrollment guidelines for attending Autauga County Schools and remain in good standing during the enrollment period.
2. Must meet any eligibility requirements set forth by the virtual school, if applicable. In addition, students must meet school system enrollment requirements for the school in question

including, but not limited to, those contained in the school system's policy manual student handbook or a similar document.

3. Meet and follow the Autauga County Schools Guidelines and Procedures as well as expectations outlined in the Virtual School Option packet given to parents and students participating in the Virtual School Option.
4. Have consistent and daily access to the Internet.
5. Demonstrate proficiency in reading/comprehension, math, writing and computer navigation.

MONITORING PERFORMANCE AND TESTING REQUIREMENTS

Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements. Students will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public school students enrolled in traditional public schools.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. The school system reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

The Superintendent is hereby also authorized to take whatever action may be necessary to facilitate the integrity of classroom assessments. The school system reserves the right to require students utilizing the virtual education option to complete specified assessment activities on campus at a date and time selected by the school system.

ATTENDANCE

Students participating in the virtual school option will be considered as being in attendance if the student is successfully progressing in the virtual learning program coursework.

The school system reserves the right to set specific attendance requirements for each virtual course. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or referred for truancy if appropriate action is necessary.

REMOVAL

Students may be transitioned back to a traditional day program if:

1. The student's participation in the virtual learning program is impeding the student's academic progress;
2. The student fails to meet virtual course attendance requirements; or
3. The student repeatedly violates the school system policies, procedures, rules or regulations, including, but not limited to, the school system's rules governing the use of its technology resources.

EXTRACURRICULAR ACTIVITIES

Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association (AHSAA) requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232G; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have been transferred are "eligible students". These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4606

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Autauga County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with School procedures. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C., 1232h, requires the Autauga County School System to notify you of our intent to administer surveys during the school year and to allow you an opportunity to opt your child out of participating in certain school surveys. In the spring, surveys may be administered that ask questions about behaviors such as drug and alcohol use, violence and other at risk behaviors. The surveys also may ask questions of a demographic nature concerning family makeup and communication. These surveys are anonymous and do not ask information that identifies any individual student.

APPENDICES

- Digital Equity & Learning Form
- Suicide Prevention Information
- Bullying Complaint Form
- Acknowledgement of Receipt of Access to Code of Conduct
- ALSDE Health Assessment Record
- Student Photo/Video Publication Permission Form
- Internet Use and Safety Policy Agreement
- Textbook Form



DIGITAL EQUITY & LEARNING PREFERENCES 2024-2025

Student's Full Name: _____

Effective Date: First Day of School

Please check one for each of the following:

- Internet In Residence:
- Yes - Internet Access in Residence
- No - Not Available No - Not Affordable
- No - Other

Internet Access:

- Residential Broadband (e.g., DSL, Cable, Fiber)
- Cellular Network
- School Provided Hotspot
- Satellite Dial-up
- Other
- None

Internet Performance:

- Yes - No Issues
- Yes - But not consistent
- No

Device Access:

- Personal - Dedicated (one person per machine)
- Personal - Shared (sharing among others in household)
- School Provided - Dedicated
- School Provided - Shared
- None

Device Type:

- Desktop / Laptop Tablet
- Chromebook
- Smartphone
- Other
- None

SUICIDE PREVENTION INFORMATION

Suicide is the **second** leading cause of death for middle and high school youth (ages 12-18), and is the **second** leading cause of death for youth ages 10-24. Studies reveal that **four** out of **five** teens who consider suicide give clear warning signs either verbally or behaviorally.

Warning Signs of suicidal ideation include, but are not limited, to the following:

Talking about suicide	Engaging in risky or self-destructive behavior
Being preoccupied with death	Behaving in a manner out-of-character
Expressing feelings of hopelessness, helplessness, or worthlessness	Losing interest in pleasurable activities
Withdrawing from family and friends	Increasing drug/alcohol use
Making arrangements; setting one's affairs	Giving away prized possessions
Sudden increase/decrease in appetite	Neglecting physical appearance or personal hygiene
	Dwindling academic performance

References: Center for Disease Control, 2020; The Jason Foundation, www.jasonfoundation.com

Along with these warning signs, there are certain Risk Factors that can elevate the possibility of suicidal ideation.

Perfectionist personalities	Previous suicide attempts
Sexual identity issues	Family history of suicidal behavior or completion
Youth with low self- esteem/Loners	Alcohol and substance abuse
Depression, anxiety, and other mental health disorders	Stressful life event or recent loss
Aggression and fighting	Being bullied (including cyberbullying)
Abused, Molested or Neglected Youth	Failing in school and/or having a learning disability
Genetic predisposition	Exposure to community violence
Parental history of violence, substance abuse, or divorce	Self-injury behaviors

References: Center for Disease Control, 2020; The Jason Foundation, www.jasonfoundation.com; SAMHSA, 2021;

Talking with a student that may be suicidal can be difficult. Use the “Do’s and Don’ts” listed below to help when responding to a student in crisis.

DO:

- Listen (not lecture). Listening will decrease the probability of going through with suicide.
 - Ask questions to assess suicide potential:
 - Do you have a plan? Are the means available?
 - Have you attempted suicide in the past? How? What happened?
 - How do you see yourself in the future? (Shows hope)
- Talk openly and honestly about any statements the student has made.
- Be supportive. Let the student know you care and want to provide help.
- Get help from people or agencies specializing in crisis intervention and suicide prevention.

DON'T:

- Ignore the problem (it won't just "go away")
- Keep the information secret. Verbal threats and plans are signals for help.
- Act shocked. This will put distance between you and the student.
- Believe that if suicide is talked about, the threat won't be carried out. Suicide is often talked about before it is committed.
 - Be judgmental
 - Laugh it off and not take it seriously

References: The Jason Foundation, www.jasonfoundation.com; National Suicide Prevention Lifeline, <https://suicidepreventionlifeline.org/>

GET HELP:

- If you or someone you know are experiencing a crisis, call 911.
- Call the [National Suicide Prevention Lifeline](https://suicidepreventionlifeline.org/) at 1-800-273-TALK (8255), a free, 24-hour hotline available to anyone in suicidal crisis or emotional distress.
- Text "**Jason**" to 741741 to speak with a compassionate, trained Crisis Counselor. Confidential support 24/7, for free.
- Call or text 988 for the 988 Suicide & Crisis Lifeline. Available 24 hours/day.

References: The Jason Foundation, www.jasonfoundation.com; National Suicide Prevention Lifeline, <https://suicidepreventionlifeline.org/>; SAMHSA, 2023;

Dear Parents and Guardians,

We are looking forward to a wonderful school year. Our teachers are well prepared to provide your children with the best education possible. The expectations have been set high for students to learn in a safe and orderly environment.

The Autauga County School System's **Code of Conduct** has been designed with these goals in mind. As in previous years, this document is available online at www.acboe.net. Is this supposed to be a direct link? You should notify your school if you do not have Internet access, and a hard copy of the **Code of Conduct** will be provided. Please read the manual in its entirety. Understanding all guidelines provided will ensure a successful school year.

Sincerely,

Lyman Woodfin
Superintendent

ACKNOWLEDGEMENT OF RECEIPT OF ACCESS TO THE CODE OF CONDUCT

I, _____, am enrolled at _____.

- My parent(s)/guardian(s) and I hereby acknowledge by our signatures that we have received the above notice and understand that we can access, read, and review the **Code of Conduct** at www.acboe.net.
- We further acknowledge and agree to be bound by the provisions in the **Code of Conduct**.

Signature of Student

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Note: The student is to sign the above statement. If the student lives with both parents/guardians, both are to sign the statement with the student. If the student lives with only one parent/guardian, only one is to sign the statement with the student.



ALABAMA STATE DEPARTMENT OF EDUCATION



HEALTH ASSESSMENT RECORD

School Year: _____ - _____

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

This information will be kept confidential.

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

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

Address (Street)

Home Telephone Number: | Cell Phone Number: | Additional Phone Number: | Grade | Teacher/Homeroom

Name of Parent/Guardian (Last, First Middle) | Work Phone Number:

Transportation
 Bus Rider Bus Number: Car Rider Special Needs Bus After School

Part I - Health Information

Place your child receives health care:

Physician's Name: _____

Address: _____

Phone: _____

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

Your child's Insurance Information:

- ALL KIDS
 Medicaid
 No Insurance
 Other _____
 Private Insurance

Place your child receives dental care:

Dentist's Name: _____

Address: _____

Phone: _____

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

Preferred Hospital: _____

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

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

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

Please Complete Back of Form (Signature Required)





ALABAMA STATE DEPARTMENT OF EDUCATION



HEALTH ASSESSMENT RECORD

School Year: _____

Name of Student _____

Part III – Medical History

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

Required Signatures

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

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

**PARENT/GUARDIAN PERMISSION
FOR PUBLICATION OF STUDENT PHOTO/VIDEO**

Dear Parents and Guardians,

Autauga County School System is including on our website photographs and/or video recordings of students and teachers in classroom settings. These photographs/recordings will be utilized for professional development activities and for publications related to the **Autauga County School System**. It is our practice to seek parent permission before including a student's photograph or video clip. We must have your signed permission in order to include your student in the media publications.

Please review, sign, and return the consent form below.

The Autauga County School System has my permission to take photographs and/or video recordings of my child, _____ (please print child's name). These photographs and/or video recordings may be used on the district website and in district publications for the 2024-2025 school term.

School: _____ Student's Grade: _____

Homeroom Teacher: _____

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Date: _____

INTERNET USE AND SAFETY POLICY STUDENT AGREEMENT FORM

Every student, regardless of age, must read and sign below.

I have read, understand, and agree to abide by the terms of the foregoing Internet Use and Safety Policy. Should I commit any violation or in any way misuse my access to the Autauga County School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

To be read and signed by the parent(s) or guardian(s) of students who are under the age of eighteen.

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the Autauga County School District's Internet Use and Safety Policy for the student's access to the District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the school, the District, teachers, and other staff against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his/her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building approved account to access the Autauga County School District's network and the Internet.

Student Name:

Parent/Guardian Name:

Parent/Guardian Signature:

Student Signature:

Date:

Student is 18 or older.

Student is under 18.

TEXTBOOK FORM

TO: Parent or Guardian

FROM: Autauga County Board of Education

SUBJECT: Pupil/Parent Responsibilities for Care of Textbooks in Accordance with Section of the Free Textbook Law, Act 221, Special Session 1965

All textbooks issued are the property of the Autauga County Board of Education and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected.

Textbooks issued to pupils may be used in the same manner and to the same extent as though such books were owned by the pupil; except that the pupils must recognize their responsibility for the proper care of books checked out to them by observing the following practices:

- A) Keeping the book clean outside and inside.
- B) Refraining from marking the book with pen or pencil.
- C) Keeping the pages free of fingerprints.
- D) Avoiding turning down, tearing, or otherwise damaging pages.
- E) Refraining from placing the book where it may become soiled or damaged by the weather.
- F) Keeping the book protected with a book cover (optional)

The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbooks. If the parent, guardian, or person having custody of the child to whom the textbook was issued fails to pay the assessed damages within 30 days after notification, the student shall not be entitled to further use of the textbooks until remittance of the amount of loss or damage has been made. (House Bill 230)

- A) For such loss or damage, the pupil will be assessed a variable of:
 - 1) Full price if new when issued.
 - 2) Seventy-five percent of full price for books two years old.
 - 3) Fifty percent for books three years old or older.
- B) No textbook will be issued to any pupil until all charges for lost or damaged textbooks have been paid.

All textbooks must be returned to the issuing school by the pupil when they are promoted or transferred and when they terminate their attendance for any other reason.

The textbook form issued to students must be **signed** by student and parent/guardian and **returned to the school prior to issuance of books.**

I certify that I have read and understand the above regulations and agree to comply with them.

Signature of Student

Date

Signature of Parent/Guardian

Date

Student's Teacher

School