



Angie McLean, Principal  
Randall Shepherd , Assistant Principal

***Billingsley School***  
***Student Handbook***  
***2021-2022***

A Supplement to the Autauga County Public Schools  
Parent-Student Code of Conduct

# Alma Mater

On Autauga's northern border  
Reared against the sky  
Proudly stands our Alma Mater  
As the years go by.

Forward ever be our watchword  
Honor and prevail  
Hail to thee our Alma Mater  
Billingsley High all hail.

## **Billingsley Fight Song**

**Oh, when those BHS Bears fall in line,  
We're gonna win this game another time!  
We're gonna teach those Bulldogs to behave,  
And then we'll send those Eagles to an early grave!  
We were the state champs first in ninety-two,  
We have the heart to win, we know it's true!  
So we will put our spirit to the test,  
We're the best, B H S!**

# AUTAUGA COUNTY SCHOOL SYSTEM

## VISION STATEMENT

*“Learning Today...Leading Tomorrow”*

## MISSION STATEMENT

*The mission of Autauga County Schools is to provide excellent educational experience for all students to be successful in life.*

## CORE VALUES



# **BILLINGSLEY SCHOOL**

## **MISSION STATEMENT**

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

Billingsley School Website  
<http://www.bsk12.net>

## Disclosure Statements

### **EQUAL EDUCATION OPPORTUNITY STATEMENT**

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.

### **ANNUAL REPORT ON ASBESTOS**

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

### **DRUG EDUCATION STATEMENT**

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

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

### **GUN-FREE SCHOOL ZONE ACT**

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing firearms (or replicas) to school and having firearms (or replicas) in their possession in a school building, on school grounds, on school buses or at school-sponsored activities and functions. Any student who violates this policy shall be expelled for a period of one year.

## **EDUCATIONAL PHILOSOPHY**

The Board recognizes the basic purpose for the existence of the school system is to meet the unique needs of each student enrolled in our schools. Given this premise as a base from which to operate, it then follows that the curriculum of each school must be developed and implemented to meet the needs of the students in our schools.

The Board believes that these objectives can best be met through the development of a school program that will meet the intellectual, emotional, physical, civic, social, and aesthetic needs of students in a democratic society. The Board believes in the basic worth and dignity of the individual and deems that it is necessary that schools be organized and operate to foster and build upon positive self -concepts of students, faculties, and staff. The Board believes further that a humane atmosphere should exist at all times and this should be reflected specifically in the teaching-learning process and the broader curriculum as a whole.

The Board believes further that the quality and kind of education that students may be expected to receive depends upon three premises that follow:

1. The extent to which people are willing to pay for education.
2. The dedication, loyalty, and ability of the professional staff in exercising its obligation to boys and girls.
3. The concept in the minds of citizens of what comprises a good school program.

It is the conviction of the Board that every student is entitled to the best education opportunity that can be provided. It is to this end that the members of this Board, individually and collectively, dedicate their service

# Billingsley School Parent and Family Engagement Plan 2021-2022



Mrs. Angie McLean, Principal  
2446 County Road 77  
Billingsley, AL 36006  
205-755-1629

**Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents to be involved.**

Billingsley School will conduct a Title I meeting to inform parents of the requirements of the Every Student Succeeds Act (ESSA). Information will be given to parents that explain the requirements of Title I in regards to our school's participation, parents will have an opportunity to learn about Billingsley being a School Wide Title I school, highly effective teachers and how to request those qualifications in writing, School-Parent Compact, the LEA Parent and Family Engagement Plan, the Title I Plan, and specific discussion about the Continuous Improvement Plan (aCIP) and how it relates to Billingsley School.

**Describe: 1) How there will be a flexible number and format of parent meetings offered; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school.**

Parental Involvement meetings will be held at various times and days throughout the school year. The school will schedule the annual meeting to inform parents of our Title I participation. Three meetings during the year will include subjects that were brought to the school's attention from the Parent Survey at the end of last year. These items will include but are not limited to; diploma options, CCRS, and getting to know the parents/families of the children in my child's class. With the goal being to increase participation we try to offer a variety of reasons to come to the school. Some of these activities will include the entire school and are flexible as to day and night functions. Parents are asked to serve on a Parent Advisory Committee. Parents will have an opportunity for input on the allocated funds by survey. They will meet three times a year to discuss the plans in the aCIP and how the school is reaching the goals stated. The funds allocated for Parental Involvement will be used to increase parental involvement at Billingsley School. Consideration will be given to the Parent Advisory Committee and The Leadership Team.

**Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.**

Parents receive information concerning student progress and school programs through regular progress reports, report cards, school messenger, parent conferences, newsletters, parent days, PTO meetings, and other parent meetings. In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent possible, in a language parents understand.

**Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated).**

The School-Parent Compact is reviewed and /or revised as needed. The compact is signed by parents, teachers, and students. The purpose of this School-Parent Compact is to develop a partnership between school and home in order to help all children achieve high standards in their education. All three parties of this compact have specific responsibilities that they agree to carry out to the best of their ability. The school agrees to provide a high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's academic achievement standards, hold the parent-teacher conferences (at least annually) to discuss how this compact relates to the individual child's achievement, provide parents with frequent reports on their child's progress, provide parents reasonable access to staff, and to provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities. The student agrees to do their homework, read at least 20 minutes a day, and give parents or adult who is responsible for their wellness all notices and information received from school. The parent agrees to monitor attendance, make sure homework is completed, monitor the amount of television/screen time their children view, volunteer in the classroom, participate in decisions relating to their child's education, and promote positive use of their child's extracurricular time.

**Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.**

Parental dissatisfaction with the aCIP should be addressed by submitting a letter to the principal including the parents' name, address, telephone numbers, child's name, and stating the specific nature of their concern. The principal, upon receipt of the letter and within an acceptable time period, will discuss the issues with the parent by telephone, letter, or conference. If there are still concerns, they may contact the Federal Programs Director of the Autauga County Board of Education. The school

district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education. Parental concerns will be treated with respect and genuine interest.

**Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Section 1116, requirements for building capacity in parent and family engagement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

(1) Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (Describe)

Materials purchased will be located in the Billingsley School Parent and Family Engagement Room. Computers are available for parent use in the library and the Parent and Family Engagement Room. Faculty and staff are prepared to assist parents at flexible times to ensure training in the use of technology. Parents will be encouraged to utilize the resources available to them by: announcements made at local sporting events, school messenger, school newsletters, Parental Involvement Facebook page, calendars, report cards, progress reports, weekly folders, teacher web pages, parent booth at local functions, and school websites. Parents are invited to attend Parent Meetings that address the Title I requirements, diploma options, and state-mandated testing. Parent conferences are flexible; teachers and faculty are available upon request to assist parents in the understanding of individual student results.

(2) Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (Describe)

Professional Development will be implemented to encourage school personnel with new ideas on how to reach out to parents as equal partners. Teachers are encouraged to attend all school functions and to be available to parents at various times. Every possible effort is made to keep communication between parents and the school open.

(3) Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (Describe)

Parents, grandparents, and family members are encouraged to visit throughout the school year. During the first week of school parents are welcomed to the school and encouraged to assist in the transition period from home to school. Parents are encouraged to attend meetings related to diploma options for students entering 9<sup>th</sup> grade the following year.

(4) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (Describe)

Many methods are used to keep parents informed of upcoming events; school messenger, school newsletters, calendars, report cards, progress reports, weekly folders, teacher web pages and school websites. Announcements are made at local sporting events, and parent conferences. The Elementary students have a planner in which they write daily assignments and upcoming events. This contains everything from homework to parental meetings. A monthly calendar is created (with input from the school personnel) by the counselor. This is sent home at the beginning of each month.

(5) Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe)

Parents who express a need from the school will receive full support from the staff. Every effort is made to either assist the parent in the manner needed or to refer the parent to the correct person or agency. The counselors, bookkeeper, secretary, nurse, lunchroom staff, custodians, teachers and administrators all work diligently to ensure that all needed support is given in a timely manner. Three computers are housed in the Parent and Family Engagement Room for parent use.

**Describe how the school will ensure the provision for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students; including providing information and school reports in a format and, to the extent practicable, in a language that parents can understand.**

When the Home Language Survey indicates that the home language is other than English, our EL coordinator follows a set of written procedures. EL services are provided to enable limited English proficiency (LEP) students to become competent in the comprehension, speaking, reading, and writing of the English language. Information will be given to parents in their own language when possible. Parents will be provided with a translator for parent/teacher conferences if requested. The same provisions are available for parents with disabilities and parents of migratory students. Every effort will be made to provide information in a format that all parents can understand.



**Autauga County Board of Education**  
**153 West 4<sup>th</sup> Street**  
**Prattville, AL 36067**

**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.

- Fever – temperature of 100.4 or above. Child should remain home until fever free for 72 hours or Health Care Providers documentation to return to school.
- Vomiting – your child should not attend school if they have vomited within the last 24 hours.
- Diarrhea – Your child should remain home if they have had diarrhea within the last 24 hours.
- Undiagnosed rash – Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chickenpox or some other contagious disease.
- Pink Eye (conjunctivitis) – Pink eye is contagious. Your child should be seen by your doctor and treated before returning to school.
- Lice and/or nits (eggs) – Your child should not return to school until 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 a receipt for lice shampoo. Take your child to the office to see the school nurse.
- If your child has COVID-19 symptoms such as cough, fever, chills, shortness of breath, extreme fatigue, or sore throat, please keep him/her home and contact your health care provider.

There are times when your child looks and feels like he/she is too ill to study or learn in school. If so, there is no point in being at school. He/she will not be able to learn.

## HIGH SCHOOL STUDENT HANDBOOK 2021-2022

### REGISTRATION

Before a student can be officially enrolled in Billingsley School, the following items must be on file:

1. Completed registration form
2. Verification of residence in Billingsley School zone (requires at least 2 of the following documents)
  - a. one utility bill
  - b. residential lease/mortgage/rental agreement
  - c. W-2
  - d. property tax receipt
3. Copy of Social Security card (optional)
4. Copy of Birth Certificate
5. Current Immunization record
6. Copy of parent/guardian driver's license or photo I.D.

### WITHDRAWALS AND TRANSFERS

The parents/guardians of students who are to withdraw should notify the principal of the withdrawal. The principal should be given the name and address of the school to which the student is transferring. The parents/guardians must give the school officials written permission for the release of student records. This procedure will expedite the transfer of records. The individual who enrolled the student must be the individual who comes to withdraw the student. All textbooks and school-owned materials must be returned to the school before withdrawal can be completed. **ALL FEES AND DEBTS (pictures, lost/damaged textbooks, etc.) MUST BE CLEARED BEFORE A STUDENT CAN BE OFFICIALLY WITHDRAWN.**

### PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE AND BEHAVIOR

It is the policy of the Board to comply with Act 93-672 as adopted by the Alabama Legislature. Parents/guardians or persons in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with written policy on school behavior adopted by the local board of education. The failure of a parent/guardian and persons in charge of children to exercise this responsibility is a crime. If convicted said persons shall be fined not more than \$100.00 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.

Alabama State Law 16-29-3, 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

### ATTENDANCE REGULATIONS

Regular attendance is important not only to the individual student in order to keep him abreast of his work but is also important to the school. Our teacher allotment is based primarily on ADM (Average Daily Membership). It is expected of every parent to encourage regular attendance. However, students should not come to school when they are ill. Not only is it bad for the sick child, but it is possible that he/she may infect other children or teachers while at school.

### ABSENCES

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any absence of the child no later than **three (3) days** following return to school. The parent note will enable the child to make-up any work missed or prevent charges from being filed against the parent, guardian or legal custodian when a child is absent. **Five (5) unexcused absences** within a school year constitute a student being truant (parent/guardian will meet with truancy officer) and on the **seventh (7) unexcused absence** a complaint/petition may be filed against the child and/or parent.

**NOTE: Any student submitting fraudulent/forged absentee excuses to the office will be disciplined.**

- Any time 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 meets the following State guidelines:
  1. Illness;
  2. Death in the immediate family;

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

The 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. Please note that teachers are not obligated to provide make-up work for unexcused absences.

- A **written note from parents/guardians**, as described above, will excuse absences for up to but **not exceeding ten (10) absences during the school year**. **Further absences will require a written excuse from a medical doctor or court official.** All excuses must be presented within (3) days of the return to school.

### **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/guardian. **Excessive tardiness**, for any reason other than reasons for excused absences, **will result in disciplinary action**. This includes student tardiness to class. Only an excused tardy permits class work to be made up.

### **CHECK OUTS**

Students who leave school for any reason must check-out through the school office. A note from the parent or guardian must be sent stating the time of check-out and the reason for the check-out. A contact number should be included on the note. Notes will be collected in homeroom and sent to the front office each morning to be verified prior to checkout. Only persons whose names appear on the school's registration form/card may check-out students.. Written permission is to be given by the parent/guardian or "emergency person" shown on the school's registration form/card before each check-out. **Valid picture identification is required. NO PHONE CHECKOUTS PERMITTED. CHECKOUTS WILL NOT BE ALLOWED AFTER 2:30 PM.**

Students must attend a minimum of one-half of the instructional day to be counted present. 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**

Students are required to report to school no later than the official beginning of school day and to be on time for all classes during the day. Students must report to the office to sign in and get a remittance slip from the front office. Check-ins are excused for the same reasons as absences. Check-ins for any other reasons is unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins. **NOTE: Any student submitting fraudulent/forged check in notes to the office will be disciplined. Late students must be checked in by their parents.**

### **PERFECT ATTENDANCE**

A student will not be eligible for perfect attendance recognition 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 determined truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance law. Parent/guardian shall be notified by the school principal or his/her designee of the first truancy/unexcused absence (warning) and fifth truancy/unexcused absence (conference – mandatory except in case of an emergency or prior arrangement). Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

### **EARLY WARNING TRUANCY PROGRAM**

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

- The parent will receive official notification by certified mail. The notice will require the parent to report to the Early Warning Meeting.

- The parent will meet with the Truancy Officer. The Truancy Officer will review Autauga County Schools' 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 Meeting, the parent will receive a legal notice and a court referral.
- Parents/guardians of any student having a chronic ailment, which may cause the child to miss school during the year, are required to provide the school with a doctor's statement verifying the child's condition. The statement shall reflect the nature of the child's illness, and state why the child may need to miss school from time to time due to illness. Failure of parents/guardians to provide the school with a chronic ailment statement can result in unexcused absence accumulation and referral to the Court system.

#### **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 sixth 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 seventh 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 two (2) weeks, 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.

#### **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.

#### **HIGH SCHOOL CREDITS AS RELATED TO ATTENDANCE**

Parents and students should be aware of the following:

- Students in grades 9-12 must earn credit for promotion from grade to grade and to meet graduation requirements.
- Each class period represents one unit or one-half credit that may be earned by the student.
- In order to earn each class credit, the student must attend the class for the specific number of clock hours, established by the State, **and** pass the assigned course work.
- A written note from the parent/guardian, as described above, will excuse absences for up to but not exceeding the (10) absences for any full credit course per term and not exceeding five (5) absences for any half credit course term. Further absences will require a note from a doctor or court official in order to be considered excused.
- **Combined (excused and unexcused) absences from a class period more than ten (10) times may result in a loss of credit.**
- Students over the age of seventeen (17) who accumulate more than ten (10) days of unexcused absences during a single semester may be withdrawn from school. Parents will be notified of pending withdrawal and given one (1) week to appear before the principal or attendance officer to show cause as to why the student should not be withdrawn from school. The Attendance/Truancy Department working in cooperation with the Special Education Department must approve all withdrawals for special education students.
- In cases of prolonged absence due to illness, the parent/guardian should seek assistance from the Homebound Program.

### 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.

### SCHOOL ATTENDANCE AND DRIVER'S LICENSES

"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 education development certificate (GED) from a state-approved institution or organization, or has obtained a 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)*

### ARRIVAL AND DEPARTURE

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

Students who are not transported by school bus should not arrive before 7:20 A.M. nor remain later than 3:15 P.M. For arrival in the mornings, parents/guardians of these students should use the designated student drop off area behind the school. For departure in the afternoons, parents/guardians are asked to wait in the back parking lot for students to exit at dismissal. Car riders (K-6) will be held in the elementary gym until vehicle comes to designated area. Car riders in grade 7-12 will exit the building after the bell at 3:02.

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

### VEHICLE AND PARKING REGULATIONS

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

### BUS RULES AND REGULATIONS

Students riding school buses are subject to rules and regulations established by the Autauga County Board of Education. Any student who fails to abide by the established rules and regulations will be prohibited from riding the bus. **STUDENTS WHO NEED TO RIDE A BUS OTHER THAN THEIR REGULAR BUS SHOULD BRING A WRITTEN NOTE FROM THEIR PARENT/GUARDIAN STATING WHICH BUS THE STUDENT IS TO RIDE. Teachers of elementary students will turn notes in to the office and high school students will turn in notes following the same procedure for excuses. A written permission form from the principal or designee will be given to the student during the day before loading the bus, provided space is available. IF BUS CHANGES MUST BE MADE DURING THE DAY, NOTIFICATION MUST BE BEFORE 2:00 P.M.**

**Rules specific to bus conduct are online in the Autauga County Schools Student Code of Conduct.**

### **CELL PHONES OR OTHER ELECTRONIC DEVICES**

Students are to use the office telephone only in case of emergency, or with the approval of the administration. Parents should call the school for any emergency.

Students may have a cell phone on campus. **However, the phone should be turned completely off (not on “silent” or “vibrate” mode) during school hours. It should be stored in a secure location (vehicle or locker).** The use of cell phone cameras for taking or disseminating photos and/or videos is strictly prohibited. Students may not use SmartWatches as messaging devices during school hours. Refer to the Autauga County School System Code of Conduct for additional regulations regarding cellular phones and electronic communication devices.

Regarding the use of digital devices during the administration of a secure test, the Alabama State Department of Education has set the following policy:

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student’s test will be invalidated.

### **SCHOOL DRESS**

The policy of the Autauga County Board of Education is that good grooming and personal appearance are critical elements in the teaching and learning process. It is expected that administrators, teachers, and students will dress in such a manner that will provide quality learning experiences and will ensure the health and safety of those involved. Students in grades K-12 must dress in a manner that will ensure health and safety, will not be distracting to others and is non-disruptive of the program. Shoes must be worn at all times. **Rules specific to dress code are online in the Autauga County Schools Student Code of Conduct.** In addition to the guidelines set by the Board, Billingsley School has set these guidelines regarding appropriate school dress.

- Grades 5-12, shorts should be no shorter than six (6) inches above the knee or mid-thigh (ALL students)
- Pants must not have holes, rips or worn places above the knee
- Slides are prohibited
- 

### **BULLYING/HAZING/HARASSMENT**

It is a violation of school regulations for any student to engage in any of these activities at any time and at any place on school property. This behavior is defined as any repeated and pervasive verbal, written, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to or recklessly causes distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events, whether on or off school property. This prohibited behavior includes, but is not limited to, intimidation or menacing acts of a student which may, but need not be, based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. This prohibited conduct further includes, but is not limited to, any willful action taken in connection with initiation into or affiliation with any organization. This prohibited conduct could include annoying, teasing, or belittling behavior that causes a student to be alarmed or terrorized. This prohibited conduct also includes, but is not limited to, sexually graphic gestures, jokes, writings, or comments. Incidents should be reported to counselors and administration.

### **PROHIBITION OF CERTAIN ITEMS/ACTIVITIES**

The Autauga County Schools Code of Conduct provides information related to alcohol and drug use, explosives, firearms and weapons, gambling, interference with school authorities, refusal to identify self, and smoking and use of tobacco products. Billingsley School has the following in addition to what is in the Code of Conduct:

- Students may have bottled water; it must be in the original container. No cups, insulated mugs, Yeti type containers, etc. are permitted.
- Students need to bring jackets for classrooms that may be too cool for them. Blankets and throws are not permitted on campus or on buses.
- Chewing gum and bubble gum are not permitted on campus.
- The use of vape products and possession of vaping paraphernalia is prohibited.

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

- A. Students entering Grades 10, 11, & 12 must have passed during the last two 18 week terms in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
1. 4 core curriculum courses must be included in those units passed and averaged (English, math, science, and social studies are core curriculum subjects).
  2. Any student that accumulates more than 4 units of core courses per year may earn less than the required 4 core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

- B. Students entering Grades 8 & 9 must have passed during the last two 18 week terms in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
- C. Students entering Grade 7 for the first time are eligible.

### **ELIGIBILITY GUIDELINES**

1. Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first term (18 weeks) by meeting the academic requirements listed above during the last two terms (18 weeks) in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second term (18 weeks).
3. Only one unit (or subject) of physical education per year may be counted.
4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
5. An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.
6. For eligibility purposes, no special recitation, extra work, make up work, tests, review, etc., may be given for the purpose of making the student eligible.
7. To be eligible, all students, including repeaters and hold-backs, must be enrolled in a specified number of new units at the school they represent.
  - a. Students in Grades 9, 10, 11 must be carrying at least six new units.
  - b. Seniors that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year.
  - c. Students in Grades 7 & 8 must be carrying at least five new units per year.
8. A transcript from that school must establish the eligibility of a student that has attended another school during the preceding year before the student is permitted to participate at the new school.

### **ADDITIONAL REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES**

- A. Sports
  1. Football – All students who participate in junior high and varsity football practices are allowed to remain on the team.
  2. Volleyball- Tryouts are held for all volleyball teams. The evaluation criteria for all teams is based on serving, blocking, passing, hitting and attitude.
  3. Basketball – Tryouts are held for all basketball teams. The evaluation criteria for all teams are attitude, passing, dribbling, and shooting.
  4. Baseball – Tryouts are held and all candidates will be evaluated in the following areas: arm strength, running speed, attitude and hustle, hitting, and fielding.
  5. Softball – Tryouts are held following the same criteria as baseball.
  6. Track – All students who participate in track practice are included on the team.
  7. Cheerleaders/Mascot – Tryouts are held in the spring of the preceding year. Candidates are evaluated in the following areas: judges' evaluation, coach's evaluation, and teachers' evaluation.
- B. Clubs
  1. FFA – FFA membership is open to anyone enrolled in agriscience classes. All members of FFA are required to pay annual dues of **\$15.00**.
  2. Yearbook Staff – In the spring of each year, interested students in Grades 9 have the opportunity to complete a yearbook staff application. The yearbook sponsor determines the number of students named to the yearbook staff.
  3. Beta Club – Membership is open to students in Grades 9, 10, 11, and 12 who were on AB Honor Roll for the previous term.
  4. Junior Beta Club – Membership is open to students in Grade 7 and 8 who were on the AB Honor Roll the previous term. Students must remain on the AB Honor Roll to retain membership in the Junior Beta Club.
  5. Fellowship of Christian Athletes – Membership is open to all students who are members of an athletic team.
  6. Students Against Destructive Decisions (SADD) – Students in Grades 7 – 12 are eligible for membership. All members must agree not to partake of or participate in activities involving tobacco use, alcohol consumption, use of illegal drugs, premarital sex, gang membership, or violence. Annual dues are \$15.00.
  7. Math and Science Club – Open to students in grades 10-12. Students must maintain a “B” average in math and science courses.
  8. Robotics – Open to students in grades 7-12. Students must have a recommendation from teachers, participate in interviews and maintain extracurricular eligibility. Annual dues are \$35.00.

9. Future Business Leaders of America (FBLA) – Open to students in grades 9-12 who have an interest in understanding American business enterprise system. Annual dues are **\$15.00**.

C. Music Organizations

1. Competition Choir – Admission to the competition choir is by audition in the spring for the upcoming academic year. There will be one audition in the fall for transfer students who express an interest in the choir. This audition will be available to transfer students only.

### **SECTION 504 SERVICES**

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

### **CHILD FIND**

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

If you live in Autauga County and have a child or know of a child who is exceptional between the ages of 0 – 21, and not in school, call 361-3843 or write.....CHILD FIND, AUTAUGA COUNTY SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 127 WEST FOURTH STREET, PRATTVILLE, ALABAMA 36067.

### **GIFTED EDUCATION**

Gifted students are those who perform at or who 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.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. 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.

For additional information, contact the Autauga County Board of Education Special Education Director, 334-361-3843.

### **ACADEMICS**

The basic program of instruction at Billingsley School will adhere to State Board of Education rules and regulations. Sequential, thorough preparation for standardized tests such as the Performance Series and ACT are emphasized at all grade levels. Parents are encouraged to call the school to seek help in interpreting test scores if necessary. Careful attention should be afforded to academic deficiencies to assure a greater opportunity for later success.

### **PowerSchool PARENT PORTAL**

All attendance, grades, discipline, etc. can be accessed via Internet through the PowerSchool Parent Portal.

### **K-6 GRADING AND REPORTING**

Elementary grades will be computed every nine weeks and calculated to determine the yearly average. Progress reports will be sent home to parents at least one time during the nine weeks.

All teachers, with the exception of Kindergarten, will use the following scale in grading: 90 - 100 A, 80 - 89 B, 70 - 79 C, 60 - 69 D, 59 and below F (this includes P.E.). Letter grades are mandatory in Kindergarten classes, based on the following scale: E-Excellent, S- Satisfactory, P- Progressing, and N- Needs Improvement.

Parents need to be aware of their children's academic performance and monitor that performance at 4 1/2 week progress reports and 9 week report cards. See the County Code of Conduct and website for specific dates.



## **7-12 GRADING AND REPORTING**

Grades will be reported on a 9-week basis for grades 7 - 12. All students in grades 7 - 12 will earn appropriate credit upon the satisfactory completion of any one subject.

All teachers will use the following scale in grading: 90 - 100 A, 80 - 89 B, 70 - 79 C, 60 - 69 D, 59 and below F (This includes P.E.)

Report cards will be given to students on the reporting date, not sooner or later than the reporting date. Progress reports will be sent home at least once during each 9-week grading period.

Parents need to be aware of their children's academic performance and monitor that performance at 4 1/2 week progress reports and 9 week report cards. See the County Code of Conduct and website for specific dates.

### **Progress Report Issue Dates**

1<sup>st</sup> 9 weeks September 7, 2021

2<sup>nd</sup> 9 weeks November 8, 2021

3<sup>rd</sup> 9 weeks February 7, 2022

4<sup>th</sup> 9 weeks April 25, 2022

## **HONOR ROLL RECOGNITION**

Students in grades 1-6 with A's for the nine weeks grades are eligible for A Honor Roll and students with A's and B's for the nine weeks grades are eligible for AB Honor Roll. Kindergarten students must have all E's to be eligible for A Honor Roll and E's and S's for AB Honor Roll eligibility.

## **HOMEWORK**

Students are expected to complete all homework as a portion of the requirements for each class.

Homework has been mandated by the State Department of Education as a means for students to practice necessary skills. Homework will be an integral part of grade averages for each grading period.

## **FINAL EXAM EXEMPTION POLICY**

Students in Grades 7-12 can be eligible to exempt final exams if they meet the criteria established by the Autauga County Board of Education.

## **COURSES**

In addition to courses offered at Billingsley School, students in grades 9-12 may also enroll in Career Technology courses, ROTC, distance-learning courses, and dual enrollment college courses. Some of these courses may be housed at another campus and may require personal transportation.

## **GRADUATION REQUIREMENTS**

The Autauga County School System and Billingsley School will recognize the following Alabama High School Diplomas (AHSD):

1. AHSD Standard Diploma
2. AHSD with Honors

Students are required to earn a minimum number of 24 credits. Students will choose one of the diploma options listed above when receiving consultation about his/her 4-year plan of study. The requirements for each diploma are listed in the Autauga County Schools Code of Conduct.

## **RIGHT TO PARTICIPATE IN GRADUATION ACTIVITIES**

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

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

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

## **SAFETY GUIDELINES**

Guidelines and procedures have been established to ensure the safety of all students and personnel in crisis situations. Students are expected to remain in classrooms, seated calmly with desks cleared. They are expected to follow all instructions given by teachers and administration.

## **VIDEO SURVEILLANCE**

Video surveillance is used in all public areas, interior and exterior, of Billingsley School to assure the safety and security of students, staff, and faculty.

## **VISITORS**

All visitors, including parents/guardians, are required to **report to the office** to obtain permission to visit the school. Students may not bring friends or relatives to visit during school hours. Parents are invited and encouraged to visit classrooms frequently. If eating in the lunchroom, the cost of breakfast is \$1.75 and lunch is \$3.50.

## **MEDICATION**

Occasionally a child will need to receive medications at school. When this is necessary the parent is responsible for obtaining a Medication Authorization Form from the school nurse or school office. **The doctor as well as the parent must sign the authorization form for ANY medication to be given at school including over the counter meds.** Certain medications (i.e. inhalers) can be self-administered, therefore, that part of the medication authorization form must be signed also. The form allows the physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. Medication cannot be given until both the physician and the parent have signed the Medication Authorization Form. The first dose of any medication should be given at home where any reaction may be observed by the parent/guardian and reported to the physician.

All medicines must be in the original prescription bottle clearly labeled by the pharmacist with the student's name, name of the medication, dosage and time the medication should be given at school. Most pharmacists will be glad to give you an extra labeled bottle to keep at school if you ask. All controlled medications including, but not limited to ADHD meds and pain meds must be brought to school by a parent. The student is not allowed to transport such medications.

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

Parents/guardians are encouraged to schedule medication times before or after school, if at all possible. Securing and safeguarding medicine and children leaving the classroom for medication are both time consuming and disruptive. With the realization that at times medication during the school day is necessary in order that the child be present at school, full cooperation will be given to the parents/guardians and full cooperation is expected in return.

## **WHEN TO KEEP THE STUDENT HOME**

Regular attendance at school is encouraged and is necessary for the student'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.

1. Fever – temperature of 100.4 or above. Student should remain home until fever free for 72 hours or health care providers documentation to return to school.
2. Vomiting – Student should not attend school if they have vomited within the last 24 hours.
3. Diarrhea – Student should remain home if they have had diarrhea within the last 24 hours.
4. Undiagnosed Rash – Student should not attend school until the rash has been diagnosed and treated. It could be measles, chickenpox or some other contagious disease.
5. Pink Eye (conjunctivitis) – Pink eye is contagious. Student should be seen by a doctor and treated before returning to school.
6. Lice and/or nits (eggs) – Student 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 a receipt for lice shampoo. Take your child to the office to see the school nurse.
7. If your child has COVID-19 symptoms such as cough, fever, chills, shortness of breath, extreme fatigue, or sore throat, please keep him/her home and contact your health care provider.

## **CHRONIC ILLNESS**

Any student suffering from a chronic illness, such as asthma, heart problems, cancer, etc., may need special attention by the school faculty and staff. The parent should notify the school of such an illness and any treatment routinely or occasionally needed by the student on the health assessment form given out by the teacher.

**SMOKING/DRUGS**

Smoking on school premises by all students, parents, school personnel and visitors is prohibited and can result in a loss of federal funds. The use and possession of drugs and tobacco are strictly prohibited. All prescription medication should be submitted to the school nurse with proper documentation for disbursement. **No vapor or electronic cigarettes are allowed on campus or any school function.**

**FIELD TRIPS**

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

**PARENT – TEACHER CONFERENCES**

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

**PARENT-TEACHER ORGANIZATION**

Parents and guardians of all students are encouraged to become active members of the PTO. This organization supports the educational efforts of the entire school and is therefore very important. Meetings will be held quarterly in the school cafeteria. The schedule for meetings in the 2019-2020 school year will be announced through school messenger and school calendars.

**CHECK POLICY AND FINANCIAL PROCEDURES**

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

**TEXTBOOK PAYMENT SCHEDULE**

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

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

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

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

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

**FEE SCHEDULE FOR ELECTIVE COURSES**

Fees for elective courses are as follows:

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

## **LOCKERS**

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

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

## **LUNCHROOM REGULATIONS**

Billingsley School serves a nutritious breakfast and lunch Monday through Friday. Every student will be provided a Free/Reduced Price Meal Application Form. If the family income falls within the pre-set amount, students will receive free meals. All other students may pay on their lunch account in the lunchroom or on [www.paypams.com](http://www.paypams.com). Money will be collected in the cafeteria before school. Cash will be accepted in the lunch line only during the first week of school; after that time, all students must have a meal account.

A lunch schedule has been arranged to allow a maximum number of students to be served in the time available for lunch. All students will accompany their teacher to lunch, regardless of whether or not they eat. Students will remain in the lunchroom until the teacher returns with them to the classroom. Students will be allowed to wash hands, use the restroom, etc. on the way to or from the lunchroom, and will only be allowed to leave the lunchroom for emergencies.

Students are expected to display proper table manners and control noise in the lunchroom. Each student is expected to remove his/her tray and drink container from the table and place them in the proper receptacle before leaving the lunchroom. Trash should be removed from the floor area and disposed of appropriately. Food items are not to be taken from the lunchroom.

**Regulations of the Child Nutrition Program prohibit carbonated drinks such as Coca-Cola, Pepsi, etc. from being consumed in the lunchroom.**

## **CHARGED MEALS IN THE CAFETERIA (When Applicable)**

The Board of Education strongly discourages the charging of a reimbursable meal to a student's meal account. Uncollected Child Nutrition Program (CNP) charges constitute a bad debt which is unallowable. CNP is a federally funded self-sustaining program. If a charged meal occurs, it shall only be charged in case of emergency as determined by the cafeteria manager or his/her designee. Parents will be notified of charged meals immediately. This shall be done from phone calls from the cafeteria manager's office, by letter and/or by automated caller. Cafeteria personnel may begin making phone calls for debts owed as early as 6:00 a.m. and as late as 8:30 p.m. Parents who fail to pay for charged meals may be turned over to the Department of Human Resources for child neglect or abuse. Also, the privilege to charge a meal may be denied if efforts are not made to pay the debt.

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

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

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

## **HEALTH/NUTRITION GUIDELINES**

Billingsley School has implemented a School Health and Wellness Plan to address the needs stated in the *Child Nutrition and WIC Reauthorization Act of 2004* and the *Statewide Health Committee with Emphasis on Alabama's Youth Report*. This plan called for changes in the cafeteria, snack/break store, and classrooms. Teachers have been instructed to remove candy jars from classrooms and no longer use candy as a reward or motivator. Parents are asked to follow nutritional guidelines when providing items for school or classroom parties. No food item, which lists sugar or high fructose syrup as the first ingredient, should be served on campus. Recommended snack ideas for school and classroom parties include: low fat milk, 100% juice, water, fresh fruit, fruit and cheese kabobs, fruit with whipped topping, 100% fruit snacks, vegetable trays, cheese cubes, pretzels, low fat popcorn, graham crackers, fig bars, animal crackers, angel food cake (plain or topped with fruit), pizza with low fat toppings (veggie, Canadian bacon, lean ham), pizza dippers (pizza toppings and bread with marinara dip), ham, cheese, or turkey sandwiches (with low fat condiments), low fat pudding, low fat yogurt, yogurt smoothies, yogurt parfaits/ banana splits,

quesadillas with salsa, low fat breakfast or cereal bars, trail or cereal mixes, and nuts or seeds. Parents are encouraged to talk with the teachers prior to providing snacks or food items for parties.

### **MARRIED STUDENTS**

Married students may attend school and may participate in regular school programs. Married students must advise the principal of their married status so that school records can be kept current and accurate. The conduct of married students will be expected to be the same as for all other students.

### **STUDENT PREGNANCY**

A pregnant student may attend school and may participate in regular school programs until the time as the student's physician recommends termination of school activities. The student will be expected to:

1. Notify the school principal or counselor after the pregnancy is confirmed.
2. Provide the principal with a written statement from a physician, which confirms the expected date of delivery and includes the physician's recommendation concerning attendance.

### **BREAK**

Break is scheduled to provide students a few minutes for restroom privileges, time to stretch and get materials ready for next class. Faculty members will supervise breaks. Snacks (chewing gum included) will not be permitted in the halls, classrooms or restrooms. Students are expected to abide by school and board policies during breaks. High school students are not permitted to use elementary restrooms at any time including break and before and after school.

### **CARE OF BUILDINGS AND GROUNDS**

Every student should have a deep feeling of interest and pride in taking care of the building and school grounds. Student cooperation is needed and expected to keep the school neat, clean, and attractive. Students should not make any marks on furniture, equipment, or walls. Parents of students who deface or destroy school property will be notified and payment for damages shall be required.

### **HALL PASSES**

Students do not need to be out of class unless absolutely necessary. If necessary, students are required to have a hall pass if he/she is to be in the hall during class time. This pass must have the student and teacher's name, date, time and destination on it.

### **GUIDANCE/COUNSELING SERVICES**

To afford Billingsley students a positive educational, social, and emotional experience, the guidance office personnel provides services on a continuous basis throughout the school year. These services may be offered both in the classroom and in one-on-one situations. Parents may call for an appointment at any time.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. 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 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.

4. 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, requires that Billingsley School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Billingsley School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow Billingsley School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing the weight and height of team members.

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 (LEAs) 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.<sup>(1)</sup>

If you do not want Billingsley School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing by September 2. Billingsley School had designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

# STUDENT HARASSMENT AND BULLYING COMPLAINT FORM

Harassment and bullying are serious offenses and will not be tolerated. Bullying includes, but is not limited to, harassment, intimidation, hazing, menacing acts of a student. If you wish to report an incident of alleged harassment and/or bullying occurring during this school year, complete this form and return it to the principal at the student's school. All school employees are required to report alleged violations.

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year

PERSON REPORTING INCIDENT

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Place an X in the appropriate blank: \_\_\_ School Staff \_\_\_ Parent/Guardian \_\_\_ Student \_\_\_ Other (\_\_\_\_\_)

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_

2. Name(s) of alleged offender(s) (if known): (Please print.) Age School Is he/she a student?  
\_\_\_\_\_ Yes \_\_\_ No  
\_\_\_\_\_ Yes \_\_\_ No

3. On what date(s) did the incident happen?  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year      Month Day Year      Month Day Year

4. Where did the incident happen? (Choose all that apply)  
\_\_\_ On school property      \_\_\_ At a school-sponsored activity or event off school property  
\_\_\_ On a school bus      \_\_\_ On the way to/from school

5. Place a check next to the statement(s) that best describe(s) what happened (Choose all that apply):

\_\_\_ Hitting, kicking, shoving, spitting, hair pulling, or throwing something

\_\_\_ Getting another person to hit or harm the student

\_\_\_ Teasing, name-calling, making critical remarks, or threatening, in person or by other means

\_\_\_ Demeaning and making the victim of jokes

\_\_\_ Making rude and/or threatening gestures

\_\_\_ Intimidating (bullying), extorting, or exploiting

\_\_\_ Spreading harmful rumors or gossip

\_\_\_ Cyberbullying

\_\_\_ Hazing

\_\_\_ Other (Specify.) \_\_\_\_\_

6. What did the alleged offender(s) say or do? \_\_\_\_\_

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(Attach a separate sheet, if necessary)

Signature \_\_\_\_\_ Date: \_\_\_\_\_



**THIS PAGE MUST BE SIGNED AND RETURNED IMMEDIATELY**

**ACKNOWLEDGEMENT OF RECEIPT OF HIGH SCHOOL PARENT/STUDENT HANDBOOK**

I, \_\_\_\_\_ enrolled in  
*Student*

Billingsley School, and my parents/ guardians hereby acknowledge by our signatures that we have received and read, or had read to us, and do understand the Billingsley School High School Parent/Student Handbook.

(Signed) \_\_\_\_\_  
*Student*

(Signed) \_\_\_\_\_  
*Parent/Guardian*

(Signed) \_\_\_\_\_  
*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.*

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**Internet Acceptable Use Policy**

**I acknowledge that I have read, understand, and agree to all terms outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file for the academic year in which it was signed.**

\_\_\_\_\_ My child may use e-mail and the Internet while at school, according to the rules outlined in the Autauga County Schools Code of Conduct booklet.

\_\_\_\_\_ I would prefer that my child not use e-mail and the Internet while at school.

(Signed) \_\_\_\_\_  
**Parents/Guardians**

(Date) \_\_\_\_\_

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

Do you have a home computer?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Do you have Internet access at home?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

**THIS PAGE MUST BE SIGNED AND RETURNED  
IMMEDIATELY**

**AUTAUGA COUNTY SCHOOL SYSTEM  
BILLINGSLEY SCHOOL**

**Parent Permission for Publication of Student Photo/Video**

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August 2021

Dear Parent,

Autauga County Schools and Billingsley School are including on our websites photographs and/or video recordings of students and teachers in classroom settings and extracurricular activities. These photographs/recordings will be utilized for professional development activities exclusively for Autauga County teachers and for showcasing Billingsley School and its students. It is our practice to seek permission before including your child's photograph or video clip. We must have your signed permission in order to include the media publication. Please review, sign, and return the consent form below.

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Autauga County Schools and Billingsley School have 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 and/or school website for the 2021-2022 school term.

School: \_\_\_\_\_

Child's Grade: \_\_\_\_\_ Child's Teacher: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_