

Andalusia Junior High School

2021-2022

Student Handbook

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**ANDALUSIA JUNIOR HIGH SCHOOL
408 Fourth Avenue
Andalusia, Alabama 36420**

Telephone: 222-7569

FOR YOUR INFORMATION

Dear Parents,

The material included in the following pages is to provide you with information about Andalusia Junior High School. The policies, procedures, practices, and general information stated here are for the benefit of your child(ren) and are sent to you so that you may be informed. We encourage you to abide by the policies stated in this handbook. **If at any time you have a problem, concern, or suggestion, please feel free to contact the teacher or call us at the school.**

MISSION STATEMENT

We, the Faculty and Staff of Andalusia Junior High School, believe:

The mission of Andalusia Junior High School is to provide a safe, nurturing, environment, which promotes maximum success for each student during the transition from childhood to adolescence.

2021-2022 SCHOOL CALENDAR

First Day of School	August 16
Labor Day Holiday	September 6
Columbus Day	October 11
Veteran's Day	November 11
Thanksgiving Holidays	November 22-26
Christmas Holidays	December 20 - January 2
Students Return to School	January 4
King/Lee Holiday	January 17
President's Day	February 21
Spring Break	March 28-April 11
Last Day for Students	May 26

**Andalusia Junior High School
2021-2022 Football Schedule**

Date	Opponent	Home/Away	Time
August 31	Hillcrest	Home	6 p.m.
September 7	Straughn	Home	6 p.m.
September 14	Hillcrest	Away	6 p.m.
September 21	T.R. Miller	Home	6 p.m.
September 27	Enterprise	Away	6 p.m.
October 5	Straughn	Away	6 p.m.

PARENTS RIGHT TO KNOW NOTICE

In accordance with Title I of the No Child Left Behind Act (NCLB) of 2001, parents are being notified that Andalusia Junior High School is a Title I school and by Federal law, may request within the first four weeks of school information regarding the professional qualifications of their child's classroom teacher to include:

- Whether the Alabama State Department of Education has licensed or qualified the teacher for the grades and subjects he or she provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which Alabama State Department of Education qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether their child is provided services by paraprofessionals and, if so, their qualifications.

Upon receipt of the request, a response will be mailed to parents. Andalusia City Schools will provide information to parents in their native language either through written translation or through the services of an interpreter for parents of English Language Learners (ELL). Home visits will be made when necessary to explain educational decisions that impact their child(ren).

Andalusia Junior High School

This handbook is designed to acquaint students and parents with the policies and procedures of Andalusia Junior High School. Study it carefully and abide by its regulations.

Academic Intentions

Andalusia Junior High School has made great strides towards the improvement of student academic success through intervention. The premise behind this intervention plan is based upon the following beliefs:

1. If students genuinely attempt their school work and if zeros for not attempting work can be eliminated, the likelihood of failure in a class is greatly reduced
2. Electives (i.e. art, theater, band etc.) are essential to the well-rounded student but are of little use in society when the basic core subjects (math, science, social studies, and English) are not successfully completed.
3. Systematic, ongoing, job embedded, teacher collaboration regarding student successes and failures along with a systematic and an ongoing plan for student intervention must be in place to catch all students who are falling through the academic cracks.
4. Teacher, student, and parent communication must be ongoing if successes or failures are to be monitored.
5. **FAILURE IS NOT AN OPTION!!!!**

Given the basic standards mentioned above, we believe that we can systematically catch students who are struggling in a core subject. Whether the struggle stems from subject difficulty or lack of effort, our plan makes provisions to enter that student into an intervention program. In addition, your student's current grades in his or her classes will be forwarded home on a regular basis.

A tremendous amount of thought and effort by the AJHS staff and faculty have gone into making Andalusia Junior High School a failure free zone; however, it is imperative that students and parents do their part to ensure student success. If you have questions regarding the implementation of this plan, please feel free to discuss the details with an AJHS staff member.

Arrival/Dismissal

Morning Arrivals:

The drive around the teacher's parking lot will be open for morning arrivals at 7:15 a.m. Students who are riders or walkers should enter the building through the parking lot entrance only and report to the multipurpose room. At 7:30 all students will report directly to homeroom, where breakfast will be served. The tardy bell will ring at 7:45 to begin first period.

***NOTE: THERE IS NO ADULT SUPERVISION OF STUDENTS WHO ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:15 A.M. PARENTS WHO DROP OFF OR SEND THEIR CHILD(REN) TO THE SCHOOL PRIOR TO 7:15 A.M. SHOULD BE AWARE THAT BEHAVIOR PROBLEMS DEVELOP WHEN STUDENTS ARE UNSUPERVISED AND THE POTENTIAL FOR THESE TYPES OF PROBLEMS ARE GREATEST AT THIS TIME OF DAY. IT IS STRONGLY SUGGESTED THAT PARENTS DO NOT SEND OR DROP OFF THEIR CHILDREN PRIOR TO 7:15 A.M. EACH MORNING.**

While under supervision in the multipurpose room, students are expected to conduct themselves in an orderly manner and cooperate with school staff members. Regular classroom and cafeteria rules apply during this time.

Students will not be allowed to go to classrooms or other areas of the building from 7:15 to 7:30 a.m. Students are not to be in the halls, lockers, or restroom before homeroom. **STUDENTS MUST BE IN THEIR FIRST PERIOD CLASS BY THE TIME THE 7:45 A.M. BELL SOUNDS TO AVOID BEING COUNTED AS TARDY.**

AFTERNOON DISMISSALS:

School dismissal is at 3:03 p.m. Bus riders should exit the building and remain on the front sidewalk until their bus arrives. Car riders and walkers will exit the building from the door located next to the multipurpose room.

The FRONT CIRCULAR DRIVE IS OFF LIMITS TO CAR RIDERS, AS BUSES WILL BE LOADING IN THIS AREA!

Students are to cross the street only at designated crosswalk locations. Teachers will be on-duty to supervise dismissal until 3:20 p.m. Students are expected to leave the campus area when dismissed from school. **Students are not to cross the street unless they are walking home. Walkers must go directly home. Loitering will not be permitted.** For student safety, car riders are expected to remain on the sidewalk by the parking lot under the awning while waiting for their ride.

For the safety of our students, it is imperative that drivers use caution. Parents and other drivers should be very mindful of the school zone and use extreme caution while driving in this area. Parents are not to load or unload students in any area other than the carpool line.

HOW TO MINIMIZE THE TIME IT TAKES TO LOAD AND UNLOAD YOUR STUDENTS!!!!

To promote courteousness to all, see the following rules for loading and unloading:

DO NOT

- Board the car from the driver's side.
- Exit the car to help load items in (a staff member will help get items into the car).
- Leave your car unattended in the loading zone.
- Attempt to load students from any area other than the designated loading zone.

DO

- Pull all the way up to the end of the loading zone or as far up as you can go.
- Exit your vehicle and walk to the entrance on the sidewalk.
- Face the driveway and look for your ride.
- Remain in the car.
- Be mindful of directions of the crossing guard.
- Pull around waiting cars to the left when loaded

Student Drop Off and Pick Up Loading and Unloading Zones

For the safety of your student, we ask that all car rider drop-offs and pick-ups be done using the parking lot drive. This keeps students from crossing in front of traffic in order to get to rides.

Patience is a virtue here as we try to provide a safe, structured environment for student entry and exit from school grounds.

Students are to obey the following rules:

1. Students are not to walk or run into the street at any time.
2. Students are to unload/load only in the proper zone.
3. Students are not to horseplay, push, or play on the campus in a manner which could result in fighting or injury.
4. Students are to obey and cooperate with the teacher-on-duty at all times.

Misconduct on campus or failure to follow these rules could result in disciplinary action taken against the student. If a parent or student has any questions concerning these policies, please see the principal or assistant principal.

IF A STUDENT IS ON CAMPUS BEFORE OR AFTER THE SUPERVISION PERIOD, PROPER AUTHORITIES MAY BE CONTACTED.

Absences/Tardies

Andalusia Junior High School operates under the Alabama Compulsory School Attendance Laws (Act 93-672). School attendance is important to the level of success achieved by students. Punctual and regular attendance is a must if students are to maximize their academic potential.

When a student is unable to attend school, he/she must bring a note to the office within three days explaining the absence. The office personnel shall determine if the absence from school is excused or unexcused and issue an "admit to class" slip for the student to use each period of the day. The student will leave his or her slip with his final period teacher who will keep the note for documentation. If an absence is coded as unexcused, work missed by the student may not be made up, and a grade of zero will be used for any tests or graded work missed. **Students who miss school for any reason will be required to stay after school within three days of returning to school to complete any missed assignments and receive make-up work.**

Make-up Work Related to Absences

Any student with an excused absence shall be afforded the opportunity to make up all graded work. **Students are required to stay after school within three days of returning after any absence to complete missed work/tests.** If a student has **three consecutive excused absences**, a parent may call the school office to request assignments to be completed at home.

Family vacations are unexcused, and the student will have to attend Saturday School in order to make up missed work.

Tardy Policy

The following is the school-wide tardy policy that shall be uniformly adhered to by all students and teachers. A student shall be considered tardy to class if he/she is not inside the appropriate classroom when the tardy bell begins to ring. All teachers should enforce this policy Penalties for unexcused tardies are as follows:

1 st Tardy	Warning
2 nd Tardy	15 minutes stay in time for teacher
3 rd Tardy	30 minutes stay in time for teacher with parent contact
4 th Tardy	Office Referral – 1-hour detention hall
5 th Tardy	Office Referral – 2-hour detention hall
6 th Tardy	Saturday School
7 th Tardy	Office Referral – Suspended until parent conference

Truancy

Truancy is defined as an unexcused absence without the knowledge or consent of the parents/guardians and the school. "Skipping" class is truancy. In addition to some form of discipline, the student will receive a ZERO grade for any graded work missed on the day or days of the truancy. Andalusia Junior High School is in compliance with the Covington County District Attorney's "**Early Warning Program**" for school truancy. Students may be referred to the District Attorney's Office when:

1. A student has **5** or more absences coded **unexcused**.
2. A student has **10** or more **questionable absences** coded **excused**.
3. A student has **8** or more **tardies** to school coded **unexcused**.
4. A student is suspended due to misconduct.

AR Grades

Accelerated Reader (AR) grades will be given based on points earned. Students enrolled in honors English classes will be required to earn 15 points per nine weeks; students enrolled in core English classes will be required to earn 10 points per nine weeks. The percentage of points earned each 9 weeks will be entered as a test grade in the student's English class for each grading period (1st-4th 9 weeks).

Visitors

Parents are welcome at Andalusia Junior High School any time. When visiting the school, all visitors are required to report to the school office, obtain a Visitor's Pass, and sign in. When leaving the school, visitors should report to the office to let them know that they are leaving. **Students may not bring**

visitors to school under any circumstances unless prior approval has been given by the principal. All unauthorized persons in the building or on school grounds not granted visitor status shall be considered trespassing and are subject to arrest and prosecution under applicable state and local laws.

Volunteers

Parents and other volunteers are welcomed and encouraged at Andalusia Junior High School. Guests are asked to sign in at the office. That gives us a record of your visit and provides documentation of parent and community involvement for various accreditation programs.

Telephones

Telephones are located in the administrative offices of Andalusia Junior High School and are intended as business telephones. Students are not allowed to use school phones unless a staff member grants permission and the student has signed the telephone use log.

Electronic Communication Device Use by Students

Use of electronic devices by students during the instructional day is strictly prohibited unless specifically requested by the classroom teacher. "Instructional day" includes but is not limited to class instructional time, study halls, lunch periods, class changes and other structured or non-structured activities that occur during the normal school day. **Storage of electronic communication devices while at school is limited to school lockers. STUDENTS WILL NOT BE ALLOWED TO HAVE ELECTRONIC COMMUNICATION DEVICES IN THEIR POSSESSION DURING THE INSTRUCTIONAL DAY AS DEFINED ABOVE.**

Exceptions to this policy for health or other extraordinary needs must be approved by the school principal and board of education. A student who possesses an electronic communication device shall assume responsibility for its care. At no time shall the school system be responsible for preventing theft, loss or damage to such devices brought onto school property.

Alabama State Department of Education Policy Cell Phone/Digital Device in a Testing Setting Cell Phone/Digital Device in a Testing Setting by Students

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) **is strictly prohibited** in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room.

If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated.

Additional disciplinary action may be taken by the LEA.

Cell Phone/Digital Device in a Testing Setting By School Personnel

School personnel involved in administration of state testing may not use digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA.

Textbooks

All AJHS students will be issued state-owned textbooks. Upon issuance, these books become the responsibility of the student/parent. Andalusia City Schools Board of Education policy IC states "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 textbook. 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." **Students who withdraw from school must turn in or pay for textbooks before records and transcripts will be forwarded to other schools.**

Library

All students are encouraged to use the AJHS library. The library will be open to students throughout the day for checking out/in books. Students who come to the library must bring a pass from their teacher or be accompanied by their teacher. Misconduct in the library could result in removal and/or suspension from use. Specific library rules are posted in the library, and students are expected to follow all rules.

Guidance Services

The school counselor is available to assist students in academic or social situations as needed. Students wishing to see the counselor are asked to secure a hall pass from their teacher prior to coming to the counselor's office. If the counselor needs to see a student, the counselor will send/call for the

student. Students and parents are encouraged to contact the counselor if any questions arise concerning academic progress at school. All permanent student records, transcripts, withdrawals and entries will be completed through the guidance office.

Change of Classes/Lockers

Students will be permitted to go to their lockers only during designated times of the school day. Teachers may issue hall passes to students who need to go to lockers at any other time if the teacher feels the need of the student is such to justify a pass. This policy is intended to reduce congestion in the halls and unnecessary noise during the change of classes.

Lockers and Locks

All students are required to use a locker for books and supplies. **Backpacks and book bags will not be allowed in classrooms.** Lockers are provided by the school. Students will be assigned a locker at the beginning of the school year. Lock rentals are \$10.00 per year. Locks must be rented from the school. No other locks may be used on a locker. All locks must be returned at the end of the school year or at the time of early withdrawal. A fine of an additional \$10.00 will be assessed if the lock is not returned. If a lock is lost, stolen, broken or otherwise damaged (beyond normal use), a replacement will be issued for a charge of \$10.00.

The school reserves the right to search or inspect any locker in the school with or without the presence of the student as provided by state or local law. Police dogs may also be used to check lockers. Students are reminded that they are not to share lockers with any other students, allow others to keep items in their locker, give their combination to other students or leave locks unlocked or set to open. Failure to comply with locker guidelines could result in the forfeiture of top locker privileges. All lockers at AJHS will be locked at all times, including those not rented to students.

Break

Andalusia Junior High School will offer break for all students. The break will last for ten (10) minutes and each grade will have its own designated break area. Break is a privilege to be enjoyed by all but must be carefully guarded by students. It is the responsibility of the students to leave their area in better

shape than it was before the break occurred! Guard against losing your break time by keeping your area clean!

As a convenience to our parents, Andalusia Junior High School will offer a drink and snack which meets the Alabama healthy snack requirements. The snack will vary and students will be able to choose from the menu offered. The fruit drink and snack cost is \$.50. The cost of water is \$1.00. Either snack (drink or food) may be bought separately if desired. **Please make checks for snacks payable to Andalusia Junior High School. Cafeteria checks should be made payable to Andalusia High School Cafeteria.**

Snacks may be brought from home and should be nutritious. Fruits, crackers, pretzels, etc... are allowed. Please do not send candy or other sugary snacks. **Open container drinks (i.e. cans, bottles etc.) are not allowed. Drinks such as boxed fruit drinks, Capri Suns, and fruit drinks are acceptable.**

Lunchroom Procedure

All AJHS students are encouraged to participate in the school lunch program. The cafeteria staff works hard to provide well-balanced meals and foods which students enjoy. Classes will be assigned a specific serving time in the lunchroom. All students (except those in ISS) must accompany their class to the lunchroom at the assigned time. The following student rules apply in the lunchroom area:

1. Students are to talk softly to their neighbors during lunch.
2. Students are not to bring cokes, candy or vending machine items in the lunchroom. Only soft drinks in a "thermos" type container are allowed. No bottles are permitted in the lunchroom.
3. Students may bring a lunch from home in a lunch box or bag, but **food may not be delivered from fast-food businesses** to a student during lunch by a parent or vendor.
4. Special provisions for medical reasons may be made with the approval of the principal.
5. Students may not sell, trade or give away any foods bought into lunchroom or brought from home.
6. Students may not leave the lunchroom without permission from the supervising teacher.
7. Students are not to misuse lunch accounts in any way.

Lunches in ISS: Students assigned to ISS will not eat with their peers. The ISS supervisor may order their lunches.

Extra-Curricular Activities/Clubs/Organizations

Students of all races are encouraged to participate in all extra-curricular activities at Andalusia Junior High School. Parents, please encourage your student to participate in one or more activities. You may contact the sponsor at 222-7569 for additional information. Announcements regarding extra-curricular activities will be made over the public address system and posted at Andalusia Junior High School. The following activities are available:

<u>Club/Organization</u>	<u>Membership Criteria</u>	<u>Current Sponsor</u>
Band	Enrollment in the Class	Sheffer
Basketball (Boys)	Try-Outs and Training	Jackson
Basketball(Girls)	Try-Outs and Training	White-Parker
Cheerleading	Try-Outs	Akridge
Football	Training	
Volleyball	Try-Outs and Training	Kelley
Peer Helper		Thorn

Eligibility for Sports

All students are encouraged to participate in sports and other extracurricular activities. Students entering the seventh grade for the first time are eligible. A student must have passed a minimum of five subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade during the last year in attendance in order to be eligible during the current school year. A student is ineligible to participate in junior high school interscholastic athletics if he/she reaches his/her 15th birthday prior to September 1 of the current school year. A student is ineligible to participate on a team, or in a game, composed only of seventh grade students if he/she reaches his/her 14th birthday prior to September 1 of the current school year.

PROGRESS REPORTS

The monitoring of student progress is vital to the success of your student. In an attempt to keep parents up to date regarding student scores, progress reports will be issued every two weeks. Parents are encouraged to look at and study these reports carefully. The progress report should be signed and returned to the issuing teacher within two (2) days of issue. Parents are encouraged to contact the teacher(s) regarding any questions about their student's progress report. Parents may call the school office (222-7569) to contact the teacher and/or schedule a conference.

The dates for progress reports to be sent home are as follows:

First Semester	Second Semester
September 8, 2021	January 26, 2022
September 29, 2021	February 16, 2022
November 3, 2021	April 13, 2022
December 1, 2021	May 4, 2022

REPORT CARDS

Report cards will be sent home at the end of each nine-week grading period. The dates report cards will be sent home are:

Oct 20, 2021

Mar 16, 2022

Jan 5, 2022

Mailed

STUDENT CONDUCT

A well-behaved student body is required if meaningful, effective instruction is to take place in the classroom. Students are expected to conduct themselves in an acceptable manner at all times, and are required to conform to classroom, school, and school system policies and regulations. As students progress in our schools, it is reasonable to expect that an increase in age and maturity will result in the students' assumption of greater responsibility and accountability for their actions. Recognizing these differences in age and maturity, the Board of Education realizes that different types of disciplinary procedures may be dictated by the various school settings. However, the expectations of student behavior as identified below shall apply to all students in the Andalusia City School System.

Jurisdiction of the School Board

Students enrolled in the Andalusia City Schools are subject to the policies of the Andalusia City Board of Education and to the rules and regulations of the school. This authority applies to all school-sponsored activities, including, but not necessarily limited to: regular school activities; transportation on school vehicles; field trips; athletic functions and extracurricular activities. School regulations and prohibitions pertain to automobiles driven or parked on school property. In addition, the school may exercise jurisdiction over student conduct in the immediate vicinity of the school.

Student's Education/Conduct Responsibilities The Right to Learn

Student rights are:

- to be informed of laws and local board of education and individual school rules and policies regarding the right to learn.
- to be provided a safe school environment free of illegal drugs, alcohol, or weapons.
- to be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn.
- to be provided with the opportunity to express concerns regarding the operation of the school.

The Student will:

- abide by laws and local board of education and individual school rules and policies regarding the right to learn.
- take advantage of appropriate opportunities provided for learning.
- avoid hindering the teaching process.
- seek assistance, if needed, to aid learning.
- obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities.
- come to class with appropriate working materials.
- do his/her own school work and be responsible for earning his/her own grades.
- maintain standards of academic performance equal to ability, and make every effort to improve performance upon receipt of notification of unsatisfactory progress.
- promptly deliver all written or oral school communications and reports to parents or guardians.
- abide by the Acceptable Use Policy concerning use of network and Internet access.

Attendance

Student rights are:

- to be informed of local board of education and individual school rules and policies regarding school attendance, including policies and rules regarding absences, tardies, truancies and related programs, checkouts, make-up work, and school-sponsored activities;
- to be provided with make-up assignments for excused absences and tardies.

The Student will:

- abide by laws, board of education policy and individual school policies regarding attendance.
- attend all scheduled classes daily and be punctual in attendance.
- request and complete make-up assignments for excused absences or tardies and arrange to stay after school to receive tests, work, or assignments within three days of returning to school after an absence.
- provide the school with an honest explanation and appropriate documentation for absences.
- remain on the assigned campus and in designated and/or appropriate areas of that campus during the entire school day unless granted permission by both parent or guardian and school office personnel to leave campus.

Free Assembly

Student rights are:

- to be informed of laws and local board of education and individual school rules and policies regarding free assembly.
- to assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

The Student will:

- abide by laws and local board of education and individual school rules and policies in regard to free assembly.
- seek approval, plan, and conduct meetings consistent with local board of education rules.

Free Speech and Student Publications

Student rights are:

- to be informed of laws and local board of education and individual school rules and policies regarding free speech and student publications.
- to express disagreement in a constructive manner taking into account school rules and policies regarding free speech and student publications.
- to participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with the education process.

The Student will:

- abide by laws and local board of education and individual school rules and policies regarding free speech and student publications.
- be courteous of the views of others.
- refrain from making profane statements or statements likely to upset or cause inappropriate reactions by others.
- communicate in a respectful manner consistent with good educational practices.
- seek accurate and complete information on the topics approved for publication.
- observe the accepted rules for responsible journalism under the guidance of faculty members.

Participation in School Programs and Activities

The Andalusia City School System encourages the participation of students, regardless of race, sex, religion, color, creed, national origin, and/or handicap in all school sponsored academic and extra-curricular programs. The Andalusia City School System shall not discriminate or deny access to students desiring to participate in any school sponsored program or activity based on race, sex, religion, color, creed, national origin, or handicap.

Student rights are:

- to be informed of laws and local board of education and individual school rules and policies regarding school programs and activities;
- to develop or participate in student programs and activities consistent with local board of education and individual school policies;

The Student will:

- abide by laws and local board of education and individual school rules and policies regarding school programs and activities.
- be courteous and responsible at all school programs and activities.
- complete assignments related to his/her participation in school programs and activities.
- seek office in any student organization of his/her choice.

Respect for Person, Privacy, and Property

Student rights are:

- to be informed of laws and local board of education and individual school rules and policies regarding respect for person, privacy, and property;
- to retain privacy of personal possessions on his/her person, in lockers, or vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or local board of education policy.

The Student will:

- abide by laws, local board of education and individual school rules and policies regarding respect for person, privacy, and property.
- respect the recognized privacy rights of others.
- attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.
- respect the property rights of those at school and the general public.
- demonstrate a respect for the property of other individuals and school property.
- understand that any contraband found in a locker will be attributed to all persons sharing that locker.
- know that a locker is available to each student attending the high or junior high schools.

- conduct him/herself in a safe and responsible manner and not place others in a dangerous or unpleasant situation.
- be clean, neat, and dress in an appropriate manner as outlined in individual school handbooks.
- demonstrate pride and a sense of responsibility for the appearance of the school room, building and campus.
- demonstrate a respect for and be courteous toward other students, teachers, administrators, and other school staff and personnel.

Rules of Conduct

Student rights are:

- to be informed of laws and local board of education and individual school rules and policies regarding rules of conduct;
- to be informed as to the specific grounds of the violation(s) of the local board of education's code of student conduct.

The Student will:

- abide by laws and local board of education and individual school rules and policies regarding rules of conduct
- document receipt of the code of student conduct with the signatures of the student and parent, guardian, or person having control or custody of a minor child enrolled in the public school system.
- answer truthfully and completely any and all questions asked by any school board employee.
- immediately follow all reasonable instructions issued by teachers, school administrators, and other staff members who are in positions of authority, such as secretaries or cafeteria managers.
- refrain from the selling, use, possession, or obtaining of tobacco products, drugs, and alcohol while under the jurisdiction of the Andalusia City Schools.
- refrain from the use or possession of a deadly weapon or any facsimile within the jurisdiction of the Andalusia City Schools. Weapon in this case means a firearm or anything manifestly designed, made, or adapted for the purposes of inflicting death or serious injury and such includes, but are not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.
- refrain from doing physical harm to a person or threaten physical harm to a person.
- be accountable for all expectations contained in this code of conduct as well as the specific operational policies governing student behavior at the school to which the student is assigned.

Due Process

Due process procedures allow an individual to discuss a situation for which he or she is going to be disciplined. Due process includes the following:

- the student should be given oral or written notice of the charge against him/her.
- if the student denies the charge, he/she is entitled to an explanation of the evidence the school has as a basis of the charge.
- the student shall have an opportunity to tell his/her side of the story.
- there need be no delay between the time notice is given and time of the hearing. In a majority of the cases, the principal may informally discuss the alleged misconduct with the student minutes after it has occurred.
- since the hearing may occur almost immediately following the misconduct, generally the notice and hearing should precede the suspension if suspension is deemed necessary.
- in cases where the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from school. In such cases, the notice and hearing should follow as soon as feasible.
- in cases of criminal liabilities, the proper authorities will be notified and legal actions instigated.

Student Code of Conduct

The Andalusia City Schools Student Code of Conduct policies are adopted in order to facilitate a safe and orderly environment for learning for all students.

Each teacher is expected to manage student behavior under his/her supervision; therefore, individual classroom teachers will develop his or her classroom management plan. This plan of rules and consequences for the classroom or other areas of the school building and campus will be consistent with all Andalusia City Schools discipline policies and procedures. Each student and parent will be made aware of the teacher's plan at the beginning of the school year.

Each classroom teacher will seek to correct classroom disruption by taking in-class disciplinary action, by making a personal call to a student's parent(s) or guardian when possible, and by scheduling conferences with other school staff, parent(s) or guardian. Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe, will the student be referred to the principal (or designee). Failure to bring notebook, pencil, books, or required

materials and equipment to class is not cause for disciplinary referrals. When a student consistently exhibits such work habits, the school should notify the student's parent(s) or guardian.

Parents are expected to assist teachers in their efforts to control student behavior.

Alabama Law, Act 94-782, requires:

- a. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

Parents/Guardians will receive notification from the principal's office of conduct offenses according to the Andalusia City Schools Code of Conduct.

Parent/guardians are expected to respond appropriately to notifications from the principal's office regarding their child's conduct in order to be in compliance with act 94-782.

SPECIAL EDUCATION DISCIPLINE

The principal (or designee) will consult with the special education case manager regarding disciplinary actions resulting from a violation of the student code of conduct by any special education student.

Consideration must also be given to the protections and rights afforded to students who have been referred for a special education evaluation, as well as students who are currently receiving services under section 504 Federal Regulations.

Limitations on the amount of time that a child can be removed from his/her current placement only come into play when schools are not able to work out an appropriate placement with the parents of a child who has violated a school code of conduct.

There is no requirement to provide services to a child with a disability who has been removed from his/her current placement for a violation of school rules for 10 school days or less in a school year if services are not provided to a non-disabled child who has been similarly removed.

A disciplinary change of placement occurs when a child is removed for more than 10 school days. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct. After a child with a disability has been removed for 10 school days in a school year with no requirement to provide services, any subsequent removal pursuant to the school personnel's authority to remove for behavior that is not a manifestation of the child's disability, would require that services be provided to the extent necessary to enable the child to continue to appropriately progress in the general curriculum, although in another setting, appropriately advance toward the goals in his/her IEP, and receive as appropriate, a functional behavioral assessment, behavioral intervention services, and modifications that are designed to address the behavior violation so that it does not recur.

If the child is being placed in an interim alternative educational setting (IAES) for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, because of certain weapon or drug offenses, because the child has inflicted serious bodily injury upon another person while at school or at a school function, or because a hearing officer has determined that there is a substantial likelihood of injury to the child or others if the child remains in his/her current placement, the services to be provided to the child and the IAES are determined by the IEP Team. The IAES must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those listed in the IEP, that will enable the child to meet the goals set out in that IEP and include services and modifications to address the behavior.

School officials may also seek to obtain a court order to remove a child with a disability from school, or to change his/her current educational placement if they believe that maintaining the child in the current educational placement is substantially likely to result in injury to the child or others. School officials may report crimes committed by children.

CLASSIFICATION OF CODE OF STUDENT CONDUCT VIOLATIONS

The Principal (or designee) is granted authority to exercise good judgment and may modify the consequences for violation of a rule indicated in the Code of Student Conduct. However, any modification is to be based on facts or circumstances that clearly support such modification.

- 1. **CLASS I – MINOR OFFENSES**
- 2. **CLASS II – INTERMEDIATE OFFENSES**
- 3. **CLASS III – MAJOR OFFENSES**

Violations of the Code of Conduct are grouped into three classes: Minor, Intermediate, and Major. Each classification is followed by a list of offenses and appropriate disciplinary actions that are to be conducted by principals and the designees. In each class of violations, it is understood that, when possible the principal (or designee) shall hear the student's explanation regarding the alleged violation prior to deciding the classification of a violation. The principal (or designee) may consult further with school personnel and others, if necessary, before deciding the classification of the violation.

The type and degree of action taken shall be based on the nature and severity of the offense; frequency of the offense; the student's discipline record as a whole; and the attitude displayed by the student regarding the offense and disciplinary action.

No student shall be punished for any suspected violation until the person responsible for imposing discipline has heard the student's explanation or made reasonable efforts to provide the student with an opportunity to present his/her explanation.

Under no circumstances shall academic grades be used for maintaining order in the classroom, nor shall student behavior be included in calculating academic grades. An academic grade will reflect the teacher's most objective assessment of the student's academic achievement.

CLASS I – MINOR OFFENSES

- 1. Excessive distraction of other students – (any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping for instruction)
- 2. Harassment or intimidation of other students – (the continued annoyance, teasing, or tormenting of another student)

- 3. Gambling – (any participation in games of chance for money and/or other things of value)
- 4. Tardiness – (reporting late to school or class)
- 1.05 Use of profane or obscene language
- 1.06 Non-conformity to the Andalusia City Schools Dress Policy
- 1.07 Minor disruption on a school bus
- 1.08 Inappropriate public displays of affection
- 1.09 Offensive Touching – (not sexual)
- 1.10 Unauthorized absences from class or school
- 1.11 Intentionally providing false information to a School Board employee including, but not limited to, giving false student information, forgery or school notes, and concealment of information directly relating to school business
- 1.12 Any other violation the principal (or designee) may reasonably deem to fall within this category

DISCIPLINARY ACTIONS FOR CLASS I VIOLATIONS

First Offense: In-school conference and parental contact when warranted

Subsequent Offenses: Parental contact and in school disciplinary actions such as: probation, detention, the assignment of reports related to the offense, work assignments before or after school, supervised in-school suspension, or suspension for one to three days at the discretion of the principal (or designee)

CLASS II - INTERMEDIATE

- 1. Defiance of School Board Employee's Authority – any verbal or nonverbal refusal to comply with a reasonable direction or order of a School Board employee
- 2. Continued Violation of the Andalusia City Schools' Dress Code Policy

3. Possession and/or Use of Tobacco Products - having and/or using tobacco products, including possession of cigarette rolling papers, on the school premises
4. Possession of Cigarette Lighters or Matches - **Note:** Use of these items on school premises may constitute a Class III offense
5. Battery upon Students- actually and intentionally pushing or striking another student against the will of the other student
6. Simple Assault on a School Board Employee and/or Student - the intentional, unlawful threat by word or act to show violence to the person of another, coupled with an apparent ability to do so, and the doing of some act that creates a well-formed fear in the other person that violence is imminent. **Note:** Severity of the offense and the maturity of the participants may constitute a Class III offense.
7. Threats, Intimidation, and/or Extortion - verbally, non-verbally, or by written or printed communication maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage at all, or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will. **Note:** Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class III offense.
8. Fighting - any physical conflict between two or more individuals.
9. Stealing, Larceny, and Petty Theft - the intentional unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another
10. Possession of Stolen Property with the Knowledge It is Stolen
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, is warned by an authorized person to depart and refuses to do so. **Note:** Trespassing on school property while the student is on suspension constitutes a Class III offense

12. Offensive Touching of Another Person with Sexual Connotations - such as patting, pinching, or brushing against another's body
13. Sexual Harassment - use of vulgar or sexually explicit comments, gestures or conduct, notes, obscene or sexually explicit pictures: sexually oriented "kidding", teasing, or practical jokes directed toward another person or offensive to a third party observer
14. False Accusation of Sexual Harassment
15. Directing Obscene or Profane Language to a School Board Employee
16. Leaving School Grounds Without Permission
17. Unauthorized Use - of a stand-alone computer system, computer network, Internet or use or knowledge of restricted passwords; physical damage to any technology device
18. Any other violation that the principal (or designee) may reasonably deem to fall within this category

DISCIPLINARY ACTIONS FOR CLASS II VIOLATIONS

First and Second Offenses: Parental contact and in-school disciplinary actions such as parent conference, suspension, probation, detention, the assignment of reports related to the offense, work assignments before or after school, supervised in-school suspension.

Subsequent Offenses: Out of School Suspension for 1-3 school days

If disciplinary actions are not effective, the principal (or designee) may recommend to the Central Office that an Administrative Hearing be held.

CLASS III – MAJOR OFFENSES (Note: The commission of the following offenses may constitute violation of criminal laws established by the State of Alabama.)

1. Drugs - the unauthorized possession, transfer, use, or sale of drugs. This includes over-the-counter and prescription medications

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| <p>2. Alcoholic Beverages - possession, transfer, use, or sale of alcoholic beverages</p> <p>3. Arson - the willful and malicious burning of any part of a building or its contents</p> <p>4. Battery - the actual unlawful touching or striking of a school board employee intentionally, or during the course of a physical altercation between students; the causing of bodily harm to a school board employee or student</p> <p>5. Aggravated Battery - intentionally causing great bodily harm, disability or disfigurement; use of a deadly weapon</p> <p>6. Stealing, Larceny and Grand Theft - the intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession of another</p> <p>7. Illegal School Entry - breaking, entering, or remaining in an Andalusia City School structure or conveyance without justification or excuse during the hours the premises are closed to the public</p> <p>8. Criminal Mischief - willful and malicious injury or damages equal to, or more than, \$200 to public property, or to real or personal property belonging to another</p> <p>9. Possession of Firearms - discharge, possession, transfer of sale of any firearm (including a starter gun, BB gun, or pellet gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any similar destructive devices such as a stun gun</p> <p>10. Possession of Weapons - possession of a knife, including, but not limited to, a switchblade knife, metallic knuckles, laser pointer, tear gas gun, chemical weapon or device, (including mace or pepper spray) or any other weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm including toy firearm replicas</p> <p>11. Bomb Threat - any such communication directed at any Andalusia City School facility that has the effect of interrupting the educational environment</p> | <p>12. Explosives, Ammunition (bullets), or Firecrackers - preparing, possessing, or igniting explosives on school board property, which are likely to cause injury or property damage</p> <p>13. Sexual Acts - acts of a sexual nature including, but limited to, repeated sexual harassment, battery, intercourse, attempted rape, or rape</p> <p>14. Any Major Disruption of the Educational Process - caused by the wearing or apparel, possession or writing or drawings, or the performance of gestures or signals which indicate affiliation with a gang, secret organization or other social group whose presence on school grounds poses a threat to the educational environment</p> <p>15. Inciting or Participating in a Major Student Disorder - leading, encouraging, or assisting in (major) disruptions that place students, staff, and the educational process at risk, or which result in destruction or damage or private or public property or personal injury to participants or others.</p> <p>16. Unjustified Activation of a Fire Alarm or Fire Extinguisher System</p> <p>17. Possession of an Electronic Communication Device - after individual warning or any time the device is used for disruptive or unethical purposes</p> <p>18. Sabotage of a Computer or Computer System - resulting in data modification, disclosure of restricted information, major disruption of the educational process, or the introduction of unauthorized software into the computer system</p> <p>19. Repeated Disruptive and Defiant Behavior - despite school based intervention (documentation of interventions required)</p> <p>20. Miscellaneous Offenses - any other offense that the principal (or designee) may reasonably deem to fall within this category</p> |
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DISCIPLINARY ACTIONS FOR CLASS III VIOLATIONS

Commission of a Class III offense shall be reported immediately by the principal (or designee) to the following persons:

- The student's parent(s) or guardian
- The Andalusia City Schools Superintendent of Education

If serious bodily injury, property damage, drugs, and /or firearms are involved, or in other cases deemed sufficiently serious, the Andalusia City Police Department (222-1155) will be called for assistance. All drugs and/or firearms found or confiscated on school premises must be immediately turned over to police officers. Other unauthorized objects found in the possession of students may be returned to the parent upon a written request to the principal by the parent(s).

Note: In an emergency, or if immediate police assistance is needed, dial 911 will be contacted before normal notification procedures are followed.

In the event that a student has committed a Class III offense, an administrative hearing (involving the superintendent, parent, principal (or designee), and the student) will be necessary to determine the future of the student. Generally, a student will report to the administrative hearing after being placed on suspension. The hearing could result in the student's being suspended additional days, being placed in the alternative school or expulsion from school for up to a year. In all cases, The Andalusia City Schools will work with the Covington County Department of Youth Services, to support and assist in identifying the proper placement of students whose behaviors have reached the Class III level.

Note: By state mandate, all suspensions must be reported to the Department of Youth Services. As a result of this notification, Early Warning petitions will be forwarded to the parents of the suspended student issuing a court date.

DESCRIPTIONS OF FORMAL DISCIPLINARY ACTIONS

Student Conferences With School Personnel - verbal reprimand by the principal (or designee)

Counseling - assignment to the guidance personnel to address the problem behavior

Parental Conferences - verbal or written communications with a parent or guardian to make parents aware of and discuss possible solutions to a discipline problem

Parent Conferences Suspension - written notification a student is formally suspended from school until a parent conference can be arranged. This "suspension" is in no way intended for the student to miss school, as the suspension will be removed upon parental contact and conference with the principal (or designee) the same day or the morning following the suspension

Work Assignments - Supervised activities related to the upkeep and maintenance of school facilities. Work assignments are not intended to interfere with any student's regular class schedule.

Disciplinary Probation - Assigning a student to a staff member for a specified time, which will help in monitoring that student's adjustment to the school environment.

Extra-Curricular Activity Suspension - Denial of the privilege on participating in scheduled field trips or other extra-curricular activities based on repeated classroom and/or other school related misbehavior

Payment Of Damages - The Andalusia City Schools shall be entitled to recover actual damages, plus necessary court costs from the parent and/or guardian of any minor who maliciously and willfully damages or destroys property belonging to the school system. The action shall be in addition to all other actions the school system is entitled to maintain

Detention - Detaining of a student after school for rules violations. Actual assignment of detention will be made on the closest Tuesday, Wednesday, or Thursday after a notification is made to parents.

In-School Suspension - Provision of tutorial and guidance services in a restricted environment.

Out-of-School Suspension - Suspension refers to the removal of students from the regular school program. The names of all students suspended from school will be reported to Juvenile Court.

Placement in an Alternative School – Assignment to the alternative school or an alternative setting.

Expulsion (Action By The Board Of Education)

Corporal Punishment Parents/Guardians who feel that corporal punishment is necessary to control student behavior will be allowed to come to the school and administer corporal punishment only in the Principal or Assistant Principal's office.

Discipline Plan

The following is a school-wide discipline plan that shall be uniformly adhered to by all teachers:

1st Infraction:	Warning
2nd Infraction:	15 minutes stay in time for teacher
3rd Infraction:	30 minutes stay in time for teacher
4th Infraction:	Office Referral
5th Infraction:	Office Referral
6th Infraction:	Office Referral

Student Sexual Harassment

Prohibited Conduct: Students shall not engage in conduct constituting sexual harassment. Sexual harassment, whether between students or between a student and an employee, is illegal and will not be tolerated. The Board will investigate all allegations of sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

Definition: Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with the performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility.

Complaint Procedure: A student who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to the school counselor, principal, or the superintendent. Any student who becomes aware of or suspects that a student is being sexually harassed shall immediately report the information to the school counselor, principal, or superintendent. A student's request to make his or her report of sexual harassment to someone of the same sex as the student shall be granted.

No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The custodial parent(s) of the student will be informed of the complaint. The completed investigation shall be reviewed by the superintendent or the superintendent's designee and legal counsel for prompt and appropriate action, if warranted. A

written response to the student's complaint will be provided to the custodial parent(s) of the student and the student within forty-five (45) days of the date the student first registered the complaint. The student or the custodial parent(s) of the student may appeal the decision within ten (10) days of receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting of the Board. The Board shall make a final decision and notify the student and the custodial parent(s) of the student in writing of the Board's decision.

Protection of Complainant: No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

For further information, contact the Title IX Coordinator at Andalusia City Schools, 1201 C.C. Baker Avenue, Andalusia, Alabama 36421.

Prohibited Items

Any items that may distract the school/class learning environment are not to be brought on campus without prior administrative permission. Book bags are not allowed in classrooms. Such prohibited items include, but are not limited to, the following: graffiti book bags, white out or similar paint products, chains, skateboards, toys, marbles, balloons, stuffed animals, playing cards, trading cards, pacifiers, glow sticks, inappropriate reading materials, beepers/pagers, laser light equipment, CD players, headsets, hand-held video games, audio-visual equipment, and cameras. Rubber bands are not permitted on campus. **TEACHERS WILL SUPPLY THEM IF NEEDED.** Prohibited items will be confiscated and parents may pick-up these items. The school assumes no responsibility for the damage, loss, or charitable donation of the prohibited items that are confiscated.

Field Trips

Students may participate in field trips sponsored by classes or the school provided that a permission slip is completed, signed by the parent, and on file at the school prior to the scheduled field trip. These forms are not necessary for athletic contests. **NOTE: Excessive discipline referrals could result in the loss of field trip privileges or mandatory parent escort on field trips.**

Physical Education

Each AJHS student is required to enroll in and participate in physical education class. Students are required to dress-out in physical education and participate in all assigned activities unless a parent requesting non-participation sends a

note. A reason must be given when requesting non-participation. For an extended excuse from P.E., documentation from a physician must be brought. P.E. is a graded class. Therefore, students who fail to participate successfully shall receive a failing grade in the class. **NOTE: Dress Codes applicable to the regular school day also apply to P.E. (Shorts, t-shirts, tennis shoes) Deodorant should be in solid form (no aerosol cans allowed.)**

Lost and Found

A school lost and found is located in the front corridor leading into the cafeteria. Items found by custodians are placed on the lost and found rack, and students are asked to check here if any item is lost at school. Any item found at school should be turned into the office.

Grading System

The following scale will be used at AJHS:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Teacher Conferences

Parents are encouraged to meet with teachers any time necessary. Teachers may contact parents for special conferences. Parents are asked to meet with teachers whenever contacted to promote open communication. Parents may want to schedule conferences with administrators or counselors if a unique situation or problem arises.

P.T.O.

Andalusia Junior High School has an active Parent-Teacher Organization. Parents are encouraged to join and become an active part of the association. The PTO meets quarterly. PTO membership information will be provided to each family during the first month of school.

ZIP Ties

As part of the school dress code, young men are required to wear belts with shirts tucked in everyday. If a young man arrives at school without a belt, he will be required to report to the office for a zip tie. The zip tie will be placed through the belt loops so the pants are secure at the waist. **Upon the third time, and all times thereafter, the student fails to wear a belt to school**

and has to wear a zip tie, the student will be sent to In School Suspension for the remainder of that day.

Student Dress Code

Students are expected to dress in a manner that is appropriate for a learning environment and a school setting. Health, safety, decency, and the prevention of distractions were the primary concerns in the development of the dress code for Andalusia City Schools.

Modesty and neatness are expected in all attire. Any individual who wears attire which causes a disturbance or who violates the school dress code may be suspended from class until clothing has been changed. Repeated violation of the dress code may result in after-school detention or suspension. The dress code has been developed by Andalusia City Schools officials and approved by the Andalusia City Board of Education. The rules for dress are in effect regardless of what is "popular" or in "style."

No code or policy can be all-inclusive. There may be situations that arise which are not covered in this code. In these situations, the principal or his/her designee will deal with these on an individual basis.

General Rules:

1. All clothing must fit properly, no oversized clothing and no clothing that is immodestly tight.
2. No revealing apparel is permitted. No cleavage, midriff, bare chest, or buttocks may be showing. Undergarments should not be visible when one is sitting or standing.
3. Clothing with holes, rips, and tears should not be worn to school.
4. No pajamas may be worn to school, except on school-approved dress-up days.
5. Clothing with profanity, suggestive remarks, inappropriate graphics, or distracting wording must not be worn to school.
6. No clothing with markings that represent hate groups may be worn.
7. No clothing with the name or images of drugs or alcoholic beverages, the name of any establishment whose primary purpose is the sale of drugs or alcoholic beverages, or any drug or alcoholic-related advertisement will be allowed at school.
8. Heavy overcoats must be kept in the students' locker during the school day.
9. With the approval of the principal, the extra-curricular activity sponsor may establish additional rules for grooming and dress as a prerequisite for membership and participation.

Tops:

10. All shirts and tops must have sleeves.
11. Tank tops, halters, half-shirts, spaghetti-strap tops, and strapless tops may not be worn without a jacket, sweater, or cardigan with sleeves. No mesh tops, open back tops, and immodestly tight or revealing tops are allowed.

Bottoms:

12. All bottoms (including pants, shorts, and skirts) will be worn at the natural waist-level, no sagging. Waistbands must be above one's derriere at all times.
13. All shorts, skirts, dresses, and slits, etc. must be worn at an appropriate length, no shorter than the end of the fingertip when the arm is extended straight down the side of the body.

14. No athletic bottoms (gym shorts, sweatpants, joggers, etc.) may be worn to school.
15. All snaps and/or buttons on trousers, coveralls, overalls, etc. should be fastened.
16. No pants with words across the seat may be worn.
17. Leggings can be worn with a skirt or dress and only when the skirt or dress is fingertip-length. Leggings should not be worn as pants.

Accessories

19. Students should wear shoes that will be safe for all activities, including P.E. Shoes are to be worn by everyone at all times. Bedroom slippers and slides with socks are not appropriate footwear.
20. No blankets should be brought to school.
21. Chains hanging from pockets, belt loops, or waists are not permitted.
22. Hats or head coverings should not be worn or brought to school. Exception: baseball/softball team members may bring caps to be worn during the game.
23. No sunglasses should be worn in any classes, the auditorium, the cafeteria, or the office. Exception: medical reasons.
24. No hoods or du-rags of any type are to be worn inside the school buildings.
25. No bandannas, coats, or any other type of gang-related paraphernalia will be allowed.
26. No body piercing such as nose, eyebrow, tongue, gauges, or lip rings, etc. will be allowed. Band-aids may not be worn to cover up such items. The only acceptable type of piercing is ear piercing. All other piercings are potentially hazardous to students' well-being and are a potential distraction in the classroom.
27. Hair styles, unnatural-looking hair color, clothing, or make-up that is disruptive to the normal school day is not allowed.

Appearance

Students will be expected to keep themselves well groomed and neatly dressed at all times. Students should remember that they represent their school to the community. Any form of dress or hair style that is considered contrary to good hygiene or that is disruptive in appearance and detrimental to the purpose or conduct of the school will result in students being referred to the principal or assistant principal for disciplinary action. Failure to abide by these rules may constitute a cause for disciplinary action.

Appearance Violation

A student found to be in violation of the dress code will be required to change the article of clothing. The violation will be documented, and the parent will be notified. If the parent cannot be contacted for the purpose of enabling the student to conform to the dress code, the student will be placed in the in-school suspension program for the remainder of the day. A second violation of the dress code may result in suspension.

Withdrawals

If it becomes necessary for a student to withdraw from AJHS, the following procedure should be followed:

- a. The parent should come to the office to request withdrawal.
- b. All state-owned textbooks and other school owned materials must be returned in good order.

- c. All library books and other school materials on "loan" must be cleared.
- d. The student must clean out the locker and return the assigned lock to Homeroom teacher.
- e. Withdrawal grade sheets will be taken to each teacher to be completed at time of withdrawal. These will be given to the parent to take to the new school for admission. Partial grades will be issued for any grading period not completed at time of withdrawal.
- f. The parent shall request that the new school send a written request for the official transcript of grades. This can only be mailed directly to the school and will not be issued to the parent.
- g. The parent will be given the health certificate (original) to take with them at the time of withdrawal. The withdrawal process takes about an hour to complete, so parents are encouraged to plan ahead if a withdrawal becomes necessary. If there are any questions concerning withdrawals, please contact the Guidance Office.

Check Out Procedures

Students are encouraged to remain in school the entire school day. Students should try to schedule appointments that do not conflict with the school day. Only a student's parent, guardian, or designated party may check a student in or out of school. Students will be released only to persons designated by the parent or legal guardian.

Emergency Procedures

Announced and unannounced fire and severe weather drills will be held throughout the school year to allow students to participate in emergency measures. During these drills, students are to remain quiet and follow the directions of their teacher to assure the safety of all individuals.

Student Council

The AJHS Student Council aids in carrying out the policies of the school, encourages order, promotes extracurricular activities, develops an understanding and appreciation of the democratic process, and promotes the best interest of the school. Members of the council are your representatives and have direct access to the school administration. They will welcome your suggestions and comments toward improving your school.

Personal Property/Money

Personal items such as correction fluid (Liquid Paper, White-Out, etc.), magic markers, nail polish, radios, tape players, cameras, pagers, toys, collectible cards, etc. should not be brought to school unless requested by a teacher for use in the classroom. Teachers will confiscate these items. Students are encouraged not to bring large sums of money to school. The school will not assume the responsibility for lost or stolen money.

Selling

It is against school policy for any person to sell any goods or materials on the school grounds unless the principal has granted prior permission.

Bicycles/Motorcycles

Any student riding a bicycle or motorcycle to school must complete a registration form in the office. Upon arrival at school, the bike/motorcycle will be parked appropriately in the designated area, and the student will report directly into school. At no time during the school day are students allowed in the designated parking area.

Advanced Courses

When considering advanced courses, consider previous grades, standardized test scores, maturity, self-discipline, and organizational skills. Although school recommendations are sent, upon parent request, a child may be enrolled in any advanced course at Andalusia Junior High School. Students may not switch from core to honors tracks after 7th grade due to math course offerings.

Exam Policy

All classes will be given nine-weeks and final exams during the testing periods. **All** students are to attend class and take exams in every class.

Worthless Check Policy

The Alabama Department of Education requires all school systems to establish and implement certain policies regarding worthless checks.

1. A list of individuals who have submitted bad check(s) will be maintained in order to prevent the receipt of any further checks from those individuals.
2. A NSF check fee of \$30.00 will be charged to the check writer for all returned checks whether collected or not.
3. A ten (10) day notice will be mailed Certified/Registered mail for any check stamped insufficient funds. The check writer will be given ten full days from receipt of the letter to make the bad check good. After ten days are over, the bad check will be turned over to the Covington County District Attorney's Office Worthless Check Unit.
4. Once a worthless check is turned over to the Covington County District Attorney's Office Worthless Check Unit, the school system cannot accept any money from the defendant in payment of the bad check. Collection will be made by the District Attorney's office.

Special Education Services

AJHS offers a full range of special education services to students in need and who qualify under the guidelines of federal and state laws and regulations. Questions concerning services in special education should be addressed to the Special Education Coordinator at the Central Office of the Andalusia City Schools. Inquiries or complaints regarding compliance with Federal Regulations may be directed to the following address:

Title IX Coordinator
Andalusia City Schools,
1201 C.C. Baker Avenue
Andalusia, Alabama 36421

It is the official policy of the Andalusia City School System that no person shall on the grounds of race, sex, religion, color, creed, national origin, handicap or age be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment.

School Wide/Title I Funding

Andalusia Junior High School is a Title I School for the 2019-2020 school year. A School wide Plan is available for viewing in the Andalusia Junior High School library.

By his/her use, any user of the District's Network and Internet resources releases any and all claims of any nature arising from his/her ability or inability to use the District Network and/or Internet resources.

Talented and Gifted Services

Definition: Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Standard Referral: Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities may refer a student for consideration of gifted services. Standard referrals may occur at any time for students six years of age and older. Parents must be informed when students are referred.

Second Grade Child Find: All second grade students will be observed as potential gifted referrals using a gifted behavior checklist provided by the State Department of Education.

Equity: Efforts must be made to identify students among all populations and socioeconomic groups as well as students with disabilities and students who are Limited English Proficient (LEP).

Evaluation: Information must be obtained in the following areas: 1. Aptitude. Aptitude should be assessed through an individual or group test of intelligence or creativity. Vision and hearing screening must be completed prior to completing individually administered aptitude assessments (not screeners). 2. Performance. At least three examples of student performance that indicate the student is performing at high levels in academic or creative fields when compared to others of his or her age, experience, or environment must be included. 3. Characteristics. A behavior rating scale designed to assess gifted behaviors should be used.

Eligibility Determination

Eligibility Criteria: Two methods of eligibility determination are available. The student may not be determined ineligible without having the matrix applied. 1. Automatic Eligibility. A student may be determined automatically eligible for gifted services when the obtained full scale/composite IQ score on

an individually administered test of intelligence (NOT a screener) is two standard deviations above the mean or higher; or either the Verbal Average Standard score or Figural Creativity Index of the *Torrance Tests of Creative Thinking* is at or above the 97th national percentile. 2. Matrix of Multiple Criteria. The matrix of multiple criteria developed by the State Department of Education requires information in the areas of aptitude, performance, and characteristics.

Health Information

Each student will have a **Student Health Information** form completed by the parent/guardian. The completed form will be returned to school and given to the homeroom teacher.

Asbestos Management Program

By law, public facilities are required to inform the public of buildings constructed using asbestos products. Andalusia Junior High School is in complete compliance with federal and state guidelines regulating the inspection and management of areas identified as having been constructed using asbestos.

Medication Policy

Andalusia City Schools follow safe and effective medication administration and storage guidelines as set by the Alabama Board of nursing.

MEDICATION ADMINISTERED AT SCHOOL

- 1. BEFORE ANY MEDICATION CAN BE ADMINISTERED, A COMPLETED PRESCRIBER/PARENT AUTHORIZATION (PPA) FORM MUST BE SIGNED BY PHYSICIAN AND PARENT AND RETURNED TO NURSE.** A new form must be submitted yearly when any changes are made by the physician.
- Medication must be in a prescription-labeled container that is current. This must include the child's name, prescriber's name, medication name, strength, dose, route, time, and date to discontinue.
- Non-prescription medications may be administered only if a Prescriber/Parent Authorization Form is completed by the parent. The parent must indicate on the form which specific conditions/complaints the medication should be administered. The medication must be in an original, unopened, sealed container with the child's name written on the container.
- 4. DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.** To ensure the safety of all of our students, we require a parent / designee deliver the medication to the nurse.
- Parent must administer the first dose of any medication at home to observe for any adverse reactions.

6. Parents will bring no more than a 6-week supply of medicine to school.
7. When a student is scheduled to participate in a field trip, the parent will bring a separate prescription bottle to the school nurse one week prior to trip with only the medication to be taken on the trip.
8. All medications not picked up by parent/designee on the last day of school will be disposed of.

SELF-ADMINISTERED MEDICATIONS

Students may carry/self administer medication in the event of certain chronic conditions and only if PPA form is completed and signed by physician and parent and on file with the school. Students who have orders to carry medications will not share and will keep medication on them at all times. Students not complying with our medication policy will be reprimanded.

COMMUNICABLE DISEASES POLICY

The Superintendent, or his local school designee, shall have the authority to exclude any student when reliable evidence or information from a qualified source confirms him/her as having a communicable disease, infection, or parasite that is known to spread by any form of casual contact and is considered a health threat to the school population.

All students must be "lice and nit free" to attend school. **Students will be eligible to attend school after school personnel determine they are lice and nit free. The first day of absence due to lice infestation will be recorded excused. Any additional days absent immediately thereafter due to lice infestation will be recorded unexcused.**

HEALTH DATA FORMS

Each student should have the Student Health Information form completed and signed by the parent or guardian. The completed form should be returned to school and given to your homeroom teacher.

IMMUNIZATION REQUIREMENTS

The Andalusia City Schools follow the laws established by the State of Alabama legislature regarding immunizations. Upon enrollment, a current, original Alabama certificate of immunization must be presented.

ILLNESS/INJURY AT SCHOOL

Basic first aid supplies are available at each school. If a student becomes ill at school, he/she should report to the health room with a health referral. Every effort will be made to notify the parent or designated adult. School officials can

only accept responsibility for providing first aid in the case of an accident/emergency until the parent, a parent representative, or the rescue squad arrives. The school will act in the best interest of the students.

Students who are ill, especially if they have had a fever of 100 degrees or more, vomiting, or diarrhea during the last 24 hours, should remain home.

A student that has been diagnosed with a contagious disease, such as impetigo, pink eye, or others, must bring a written clearance from the doctor to return to school.

It is important that the parent maintain up-to-date phone numbers and addresses at school so that they may be contacted if needed. If any of this information changes during the school year, please call the school office.

HEALTH CARE COVERAGE

Coverage is available through Medicaid for Low Income Families, SOBRA Medicaid, ALL Kids, and the Alabama Child Caring Foundation For more information on ALL Kids application, contact the school nurse.

Andalusia City Schools Network and Internet Acceptable Use Policy Revised 2013

Introduction

Andalusia City Schools (ACS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide access to technologies for student and staff use. That access carries with it responsibilities and obligations as expressed in this Acceptable Use and Internet Safety Policy (AUP). This AUP outlines the guidelines and behaviors that all users are expected to follow when using school provided technologies or when using non Andalusia City Schools devices.

- The ACS network is intended for educational purposes ONLY.
- All activity over the network or using district technologies will be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- All users are expected to follow the same rules for good behavior and respectful conduct online as offline.

- Misuse of school resources can result in disciplinary action for both students and staff. These actions could include expulsion for students and termination for staff.
- ACS makes a reasonable effort to ensure user safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

ACS may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, ACS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. User owned devices that are not property of ACS might be connected to the network in some manner. In this case, those devices are covered under this AUP.

General Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Internet Access \ Web Access

ACS provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT Services staff member or submit the site for review. ACS provides a network for use by employees, students, and guests. Users should not connect a device to the network without following district protocols. All online services provided by the district are not private for the users of the service. Applications such as online testing software or learning management systems are monitored and can be reviewed by the administration of ACS at any time without notice. Users that bring devices onto Andalusia City Board of Education property which have access to cellular data that is not filtered by the ACS, should not use these devices in a way to circumvent the protocols set in place to monitor and filter web access.

Email

ACS may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school

policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Users are responsible for the care of their email. Any email older than 90 days should be deleted or moved to a local folder on the machine. All email is archived and the IT

Services Division can retrieve emails of great importance if the need arises. It will be at the discretion of the ACS administration when an email will be retrieved via the archiving system.

Social / Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, ACS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

Devices / Mobile Devices Policy

ACS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user's care. Any loss, damage, or malfunction should be reported to the appropriate administrative authority, or the IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of ACS issued mobile devices off the school network will be monitored.

Devices Policy

ACS maintains a cell phone policy to cover the use of cell phones in the school setting. For other non-ACS devices, students should keep personally-owned devices (including laptops, tablets, and smart phones) turned off and put away during school hours unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when a non-ACS mobile device is used on campus, they only should be connected to the guest network. This includes vendor presentations or any non-school related entity that needs to access the Internet.

Online Safety / Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. These safeguards include not opening or distributing infected files or programs and not opening files or

programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download, attempt to download, or run executable or install package programs not directly related to instruction. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

Digital Citizenship / Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber Bullying

Cyber Bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with

the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) or incite harm on another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Education of Digital Citizenship

ACS will follow the Alabama Course of Study in teaching digital citizenship. Each grade level has a state approved technology course of study that will be used to guide instruction.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.

- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

ACS will not be responsible for damage or harm to persons, files, data, or hardware. While ACS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. ACS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network. Any resources given to students are for educational uses only. ACS will not be responsible for any student misusing the resources that have been given to them.

**Anti-Harassment Policy As Adopted
By The Andalusia City Schools Board of
Education**

Section 1: Harassment, Violence, and Threats of Violence Prohibited

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Section 2: Definitions

- (a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may be any of the following:
- Place a student in reasonable fear of harm to his or her person by damage to his or her property.
 - Have the effect of substantially interfering with the educational performance of the school.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, or school property, on school bus, or at a school-sponsored function.

- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive education environment for a student.
- (b) The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage the property of another student.
- (c) The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (d) This term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program benefit, activity or opportunity for which the student is or would be eligible.
- (e) The term "student" as used in this policy means a student who is enrolled in the Andalusia City School system.

Section 3: Description of Behavior Expected of Students

- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage which such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in the policy.
- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student's race;
 - The student's sex;
 - The student's religion
 - The student's national origin; or
 - The student's disability

Section 4: Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

- (a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parents or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- (b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period, taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s).
- (c) Acts of reprisal or retaliation against any student who has reported a violation of the policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of the policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- (d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or principal's designee will inform the student's parents or guardian of the report.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents, and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on Andalusia City School's website.

The Andalusia City Schools System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discriminatory policies: Lindsey Cross, Title IX and 504 Coordinator, 1201 C.C. Baker Ave., Andalusia, AL 36421, 334-222-3186, and Jenifer Earnest, Federal Programs Coordinator, 1201 C.C. Baker Ave., Andalusia, AL 36421, 334-222-3186, crossl@andalusia.k12.al.us earnestj@andalusia.k12.al.us