

# ALEXANDER CITY SCHOOLS

## Code of Conduct for Students 2024- 2025

**Board Approved 07-16-2024**



### Disclaimer

This handbook is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Alexander City Schools (ACS) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial in writing and upon Board approval.

### WEBSITE INFORMATION:

The following document may be accessed by going to our website at <http://www.alexcityschools.net>. Move your mouse over the Parent & Students tab and click. You will be directed to the Parent & Student Resource Center page. Scroll down to the School Handbooks tab and click. You will then be directed to the School Handbooks page. Scroll down to access the Code of Conduct handbook. The handbook will open in a .pdf version.



# The Alexander City Board of Education

375 Lee Street  
Alexander City, Alabama  
256-234-8600

Website: <http://www.alexcityschools.net>

Twitter: @AlexCityCats1

Facebook: Alexander City Schools

## **BOARD MEMBERS**

Mrs. Kimberly Carter

Mr. Michael Ransaw

Mr. Brett Pritchard

Mr. Adam Wade

Dr. Chante Ruffin

## **Superintendent**

Dr. Jose Reyes Jr.

## **BOARD MEETINGS**

Board meetings are open to the public and are generally held on the third Tuesday of each month at 5:00 p.m. in the boardroom of the Alexander City Board of Education Office unless otherwise noted. A full schedule of meetings may be found on the district website.



# The Alexander City Schools

## **Jim Pearson Elementary School - Grades K-2**

Mrs. Stephanie Brooks, Principal  
Mrs. Danielle Coleman, Assistant Principal  
Ms. Latecha Graham, Assistant Principal  
1240 Scott Road  
256-234-8625  
<http://jpes.alexcityschools.net/jp/>

## **Nathaniel H. Stephens Elementary School - Grades 3-4**

Mrs. Lekishia Richardson, Principal  
Mr. Albert Drakeford, Assistant Principal  
851 Laurel Street  
256-234-8631  
<http://ses.alexcityschools.net/ss/>

## **William L. Radney Elementary School - Grades 5-6**

Dr. Johanna Morgan, Principal  
Mrs. Michelle Williamson, Assistant Principal  
140 Alison Drive  
256-234-8636  
<http://res.alexcityschools.net/wr/>

## **Alexander City Middle School - Grades 7-8**

Dr. Jimmy Lee Thomas, Principal  
Mrs. Mary Elizabeth Walker, Assistant Principal  
359 State Street  
256-234-8660  
<http://acms.alexcityschools.net/ms/>

## **Benjamin Russell High School - Grades 9-12**

Mr. Shannon Benefield, Principal  
Ms. Angela Harrison, Assistant Principal  
Mr. Nick Whaley, Assistant Principal  
Mr. Tracy McGhee, Assistant Principal  
225 Heard Blvd  
256-234-8611  
<http://brhs.alexcityschools.net/>



# Alexander City Schools

*Inspiring Hope and Creating Pathways to Success*

## *Vision*

The Vision of Alexander City Schools is to be a premier educational institution that cultivates a pathway of success for all students to become graduates that are fully equipped to contribute as productive members of an ever-changing society.

## *Mission*

The Mission of Alexander City Schools is to inspire hope and create pathways for student and community success. We will do this by providing an educational environment that promotes high levels of rigor, innovation, collaboration, and high expectations for all.

## *Beliefs*

We believe in a safe, positive, and caring school environment that celebrates character, integrity, and diversity.

We believe in respect, high expectations, and equity for all.

We believe fostering hope is essential to the learning process.

We believe instruction should be student-focused, relevant, and highly engaging.

We believe all students should have access to a highly qualified, professional and caring staff.

We believe each student has unique talents, interests and gifts that contribute to their pathway to success.

We believe in a collaborative approach to teaching and learning (school-home-community).

## *Values*

Provide a positive, enriching, and safe learning environment with pathways to foster student success.

Improve and maintain an alliance of trust by providing pathways to engage and encourage stakeholder participation in fostering student success.

Provide pathways to recruit and maintain highly qualified personnel who are dedicated to continuous improvement.

Maintain pathways to financial stability that support the overall success of the school system.

Develop and maintain pathways to a comprehensive support system that fosters student success.



## **AdvancED Accreditation**

The Alexander City School System is accredited by AdvancED which requires a relentless pursuit of excellence of itself and for the institutions it certifies. The Alexander City Schools offer a wide-ranging curriculum challenging the advanced student while providing a strong basic instructional program for the student with academic challenges.



# *Central Administration Directory*

375 Lee Street  
Alexander City, AL 35010  
256-234-8600

<http://www.alexcityschools.net/>

Dr. Jose Reyes Jr.	256-234-8600	Superintendent
Mr. Jamie Forbus	256-234-8675	Deputy Superintendent
Mrs. Andrea Allen	256-234-8608	Payroll Bookkeeper
Mrs. Lisa Dickerson	256-234-8610	Chief School Financial Officer
Mrs. Gail Brasell	256-234-8607	Director of Human Resources
Ms. Porsche Hannon	256-234-8698	Executive Secretary
Mr. Josh Williams	256-234-8611	Coordinator of Career Technical
Mr. Reginald Clifton	256-329-6552	Director of Student Services
Mrs. Donette Worthy	256-234-8673	Director of Child Nutrition
Mr. Randall Birmingham	256-329-6552	Transportation Director
Mr. Brian Iddon	256-234-8679	Technology Technician
Mrs. Natalie Kelly	256-234-8606	Accounts Payable Bookkeeper
Mr. Neal Wagoner	256-234-8678	Technology Coordinator
Mrs. Brigitte McCawley	256-234-8675	Technology Integration Specialist
Mrs. Lisa Parks	256-234-8600	Receptionist
Mr. Mark Simmons	256-329-6552	Facilities Director
Mrs. Allison Todd	256-235-8672	Director of Special Education
Mr. Jay Simmons	256-234-8678	Technology Technician
Mrs. Alice Owens	256-234-8600	Federal Programs Coordinator
Ms. Lisa Pemberton	256-234-8600	Database Specialist
Mrs. Kenyatta Simmons	256-414-4777	Director of Assessment & Accountability



# ALEXANDER CITY SCHOOLS

## 2024-2025 SCHOOL CALENDAR

Board approved  
1/23/2024

Aug - 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep - 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct - 2024						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov - 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec - 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

First Day of Semester
Teacher Work Day (No students)
Holiday
Early Dismissal - students

Jan - 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb - 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar - 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr - 2025						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May - 2025						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### 1st SEMESTER 2024

8/1-8/6 Teacher In-Service

TBD System Convocation

8/7 First Day of School for Students

9/2 Labor Day Holiday (closed)

10/10-13 Fall Break

10/14 Teacher Work Day

11/11 Veteran's Day Holiday (closed)

11/25-11/29 Thanksgiving Holidays (closed)

12/20 End of 2nd 9 Weeks 1/2 Day

12/23-1/3/24 Christmas/New Year's

### 2nd SEMESTER 2025

1/6 Teacher Work Day

1/7 Students begin 2nd Semester

1/20 MLK Day (closed)

3/14 End of 3rd 9 Weeks 1/2 Day

3/17-3/21 Spring Break (closed)

5/22 Early Dismissal 1/2 Day

5/23 Teacher Work Day

88 Days - First Semester

92 Days - Second Semester

180 Total Student Days

187 Total Teacher Days



# *Alexander City Schools Code of Conduct for Students*

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## *TRUANCY LAW*

The Parental Responsibility Statute requires parents to enroll their child in school, assure that the child attends school regularly, and compel the child to properly conduct him or herself. Generally, each parent, guardian, or other person having control or custody of any child required to attend school, who fails to have the child enrolled in school, who fails to send the child to school, fails to require the child to regularly attend the school, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section **shall upon conviction face a fine of up to \$100 and may also be sentenced to hard labor for up to 90 days in jail.** The absence of a child without the consent of the school he or she attends (or should attend) shall be prima facie evidence of the violation of this section. Code of Ala. 16-28-12(a).

Alabama law also provides that it shall be unlawful for any parent, legal guardian, legal custodian, or other person to cause a child to fail to attend school as required by compulsory school attendance law or to willfully aid, encourage, or cause any child to become or remain delinquent, dependent, or in need of supervision. Code of Ala. 12-15-111 (a)(1), (a)(3). **A violation of this provision is a Class A misdemeanor and the parent/guardian/custodian face up to one year in jail and up to a \$6,000 fine.**

In addition, students that are truant may face school discipline as well as possible sanctions through juvenile court, such as court ordered appearances, probation, electronic monitoring and/or curfews, out-of-home placements, payment of court costs, and/or extensive counseling.

Each local Board of Education has adopted a written policy for its standards on school behavior. Such written policy is provided at the beginning of each academic year. By your signature, you acknowledge and agree that you have read and understood the written policy of your child's school as to attendance and appropriate school behavior.



*Alexander City Schools*  
*2024 - 2025*  
*CODE of CONDUCT*

***COMMITTEE MEMBERS***

- Dr. Jose Reyes, Jr., Superintendent
- Mr. Jamie Forbus, Deputy Superintendent
- Mrs. Stephanie Brooks, Jim Pearson Elementary Principal
- Mrs. Danielle Coleman, Jim Pearson Assistant Principal
- Mrs. Mary Elizabeth Walker, Jim Pearson Assistant Principal
- Mrs. Johanna Morgan, Radney Elementary Principal
- Dr. Brandon Gilliland, Radney Elementary Assistant Principal
- Ms. Latecha Graham, Alexander City Middle School Assistant Principal
- Mr. Shannon Benefield, Benjamin Russell High School Principal
- Mrs. Lisa Dickerson, Chief School Financial Officer
- Mr. Reginald Clifton, Director of Student Services
- Mrs. Windy Eldred, Director of Special Education
- Mr. Mark Simmons, Director of Facilities
- Mrs. Lekishia Richardson, Stephens Elementary Principal
- Dr. Jimmy Lee Thomas, Alexander City Middle School Principal
- Mrs. Kenyatta Simmons, Director of Assessment and Accountability
- Mrs. Angela Harrison, Benjamin Russell High School Assistant Principal
- Mr. Tracy McGhee, Benjamin Russell High School Assistant Principal
- Mr. Nick Whaley, Benjamin Russell High School Assistant Principal
- Mrs. Alice Owens, Federal Programs Coordinator
- Mr. Josh Williams, Coordinator of Career Technical Education
- Mrs. Gail Brassell, Director of Human Resources
- Mrs. Bridgette McCawley, Technology Integration Specialist
- Mr. Chris Adkins, Family & Community Engagement
- Mrs. Donette Worthy, Director of Child Nutrition
- Mr. Randall Birmingham, Director of Transportation
- Mr. Neal Wagoner, Technology Coordinator



## ENROLLING IN THE ALEXANDER CITY SCHOOLS

### Age Requirements

Children aged 5 before September 1, 2024 and not age 21 on or before the first day of school are eligible for enrollment in ACS (Alexander City Schools) for the 2024-2025 school year.

- Pre-Kindergarten, age 4 on or before September 1
- Kindergarten, Age 5 on or before September 1
- First Grade, age 6 on or before December 31 (Alabama Act #2016-297)

A parent enrolling a child for the first time in kindergarten or first grade must present the following prior to enrollment:

- Proof of legal residence in the area served by the school system (See examples below)
  - Rental or lease agreement in the name of the parent or guardian
  - A current utility connection receipt or bill showing the student's parent or guardian name and address
- Guardianship papers, if applicable
- Current immunization form
- Preferred documentation:
  - Valid social security number
  - Age Verification (Birth Certificate)

All students seeking enrollment in the ACS for the first time must present the following:

- Proof of legal residence in the area served by the school system (See examples below)
  - Rental or lease agreement in the name of the parent or guardian
  - A current utility connection receipt or bill showing the student's parent or guardian name and address
- Current immunization form
- Guardianship papers, if applicable
- Completed enrollment/transfer form
- Recent report card or release from last school attended
- Preferred documentation:
  - Valid social security number
  - Age Verification (Birth Certificate)

ACS reserves the right to deny enrollment of any student attempting to enroll while assigned to an alternative program in another district. If in the event that ACS does decide to grant enrollment, the newly enrolled student will be placed at Phoenix Academy. The principal or designee of the receiving school will verify that the student is not currently suspended or expelled from another school system.

A parent(s), guardian(s), or custodian(s) must personally bring his/her child to the school to complete enrollment or transfer procedures providing information and documents, including a copy of parent or legal guardian driver's license or state issued identification. ALL students will be required to provide yearly proof of legal residence (title, property tax receipt, lease or rental agreement, current utility bill in the name of parent/guardian) in the area served by the school system.

### Residency Checks

Each year students entering a new school (grades K, 3, 5, 7, 9) will be required to provide proof of legal residence in the area served by the school system. All students returning to the same school they attended the previous year will be subject to residency checks at the discretion of the school system.

NOTE: For the 2024-25 school year, students will not be required to provide proof of legal residence if proof of residency was received last school year, **unless transitioning to a new school, such as going from Jim Pearson to Stephens**. Students new to the district will be required to provide proof of legal residence.



## OUT-OF-DISTRICT ENROLLEES

Consistent with long-standing practice and Board policy, certain children residing outside the area served by ACS may attend the schools of the district. Beginning with the 2007-08 school year, out-of-district students enrolling in the Alexander City School System are required to pay a predetermined tuition fee. Students enrolled prior to 2007-08 will be exempt from this tuition policy. Out-of-district enrollees must meet the following criteria:

- Their educational needs can be met within the existing instructional program by existing employees and within existing facilities
- Their prior disciplinary record is free from Class II or above infractions as defined by the Alexander City Board of Education's Code of Conduct
- Students must not accumulate more than four unexcused absences during the school year.
- Students must not receive an average lower than a 75 average during the school year in any core class.
- Their continued enrollment will be contingent upon their adherence to The Alexander City Board of Education's Student Code of Conduct
- Out-of-district students seeking to enroll in a school in the school system must live with their biological or adopted parents or their guardians/custodians

In order to protect the educational interest of students residing within the area served by the school district, the Board may, at its discretion, limit or discontinue enrollment or attendance of students who reside outside the area served by ACS. *Reference: U.S. District Court, Middle District of Alabama, Northern Division, Civil Action, 604-E; Alexander City School Board Policy, Section 5.14, adopted 4-24-07*

### Procedures for Out-of-District Students

1. Students living outside of the Alexander City School District (ACSD) and enrolled in one of the schools on the last day of school 2006-2007 will be grandfathered and allowed to continue enrollment contingent upon their adherence to the Student Code of Conduct and with the understanding that any violation of this Code of Conduct, at a Level II or above, may result in withdrawal from the system.
2. If a student described in #1 above moves within the ACSD, they may continue to attend school. However, this forfeits their "grandfathered" exception should they later choose to move outside of district boundaries.
3. Should the parent(s) or guardian(s) of students living in the ACSD in 2006-2007 choose to move out of the school district, they would then be considered an out-of-district student and would be required to pay tuition to continue enrollment.
4. The tuition fee for 2024-2025 school year has been waived.
5. Parents must provide transportation for students living out of the school district. **Exception: Out of district students can be transported via school bus to/from a licensed child-care facility, business, after school program, etc. within the school district.**

### Procedures for Out-of-District Students Continued Enrollment

1. Regular Attendance – Students may not exceed four unexcused absences during the school year..
2. Satisfactory grades – Students must not receive an average lower than a 75 during the school year in any core class.
3. Satisfactory behavior – Students must not be determined to have committed any Class II or III offenses (See Code of Student Conduct).

NOTE: All out-of-district students will be evaluated at the end of each grading period. Students failing to sustain the ACS expectations for out-of-district enrollment in attendance and/or academics will receive a probationary letter and be given until the next grading period to meet the expectation. Failure to meet and sustain expectations will result in withdrawal from ACS without refund. Students committing any Class II or III offenses will be immediately withdrawn from the school system.



## Admission of Homeless, Migratory, Immigrant, Foster and Limited English Proficient Students

1. All homeless, migratory, immigrant, foster and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.
2. Students who live in the attendance areas of Alexander City School System and who are homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:
  - Residency requirements
  - Lack of immunizations
  - Disabilities
  - Lack of social security number
  - Legal custody requirements
  - Transportation
  - Lack of birth certificate
  - Lack of school records or transcripts

## SCHOOL OPENING AND CLOSING TIMES

The times established for the opening and closing of the school buildings are 30 minutes prior to the time students are to report to their first class and 30 minutes after the last class each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise and care for students. School system personnel are **not** expected to assume responsibility for students who arrive at school before the time noted below and remain at school after the time noted in the table.

**NOTE: Times are subject to change. For more information, call your child’s school.**

SCHOOL	OPENING TIME	BEGINNING TIME	ENDING TIME
<b>Jim Pearson Elementary School</b>	<b>7:00 a.m.</b>	<b>7:30 a.m.</b>	<b>2:35 p.m.</b>
<b>Nathaniel H. Stephens Elementary School</b>	<b>7:00 a.m.</b>	<b>7:25 a.m.</b>	<b>2:40 p.m.</b>
<b>William L. Radney Elementary School</b>	<b>7:00 a.m.</b>	<b>7:30 a.m.</b>	<b>2:45 p.m.</b>
<b>Alexander City Middle School</b>	<b>7:10 a.m.</b>	<b>7:45 a.m.</b>	<b>3:04 p.m.</b>
<b>Benjamin Russell High School</b>	<b>7:25 a.m.</b>	<b>7:50 a.m.</b>	<b>3:15 p.m.</b>

### Emergency School Closings

In the event of a school closing, the ACS Central Office will notify the media to broadcast or televise details of the situation. Please **DO NOT CALL** the Central Office, individual schools, or radio or television stations. Pertinent details will be broadcast or televised as information is made available. Parents will also be notified by Blackboard (the automated calling system) of closings. **Please ensure that your child’s school has the correct phone number and address to reach you.**

### School Safety Plans

Each school has a safety plan addressing safety procedures and responsibilities for incidents such as but not limited to intruders, weather, locked doors, evacuations, and fire. For questions related to these procedures, review the school handbook and/or contact the school principal.

### Shelter in Place

This phrase might be encountered during inclement weather. A tornado warning will require schools to take our students to an inner hallway or a room with few or no windows and stay there until it is safe to release students. These areas have been reviewed and approved by the Tallapoosa County Emergency Management Agency. Please note that we **cease** operations such as checkout during an active warning. If you are at the school during a warning, we invite you to join us as we “shelter.”



### **Parent Responsibility**

Parents/Guardians are expected to take responsibility for assuring that the child arrives before the opening of school and is picked up after the closing of school within the time frames noted above. If for any reason, parents are not able to comply with the published times, a conference should be scheduled with the principal in advance to discuss the matter.

In the case where a child remains at school 30 minutes or beyond the time that school was released, the following procedure shall be followed:

1. First occurrence: Inform the parent or guardian of the latest time the child may be picked up without consequence;
2. Second and subsequent occurrences: The SRO will file "Adult Contributing to the Delinquency of a Minor" charges, which is Section 12-15-111 of the Alabama Code and notify DHR (256-825-3694) of the child being left without supervision.

**\*\*\* Under no circumstances should any school official place the child in a personal vehicle for transport. Effective date February 20, 2019.**

### **School Visitors**

ALL visitors must present a picture ID to gain admittance to the school. Visitors must sign the visitor log and secure a visitor's pass. Schools may limit the access of visitors to buildings in an effort to protect the health and well-being of students and staff.

### **Unauthorized Persons: Refusal of Entry or Ejection**

A school administrator or school resource officer of a school may refuse to allow a person to enter on or may eject a person from school campus or property under Alexander City Schools control if the person refuses to leave peaceably upon request and:

- (1) the person poses a substantial risk of harm to any person; or
- (2) the person behaves in a manner that is inappropriate for a school setting and:
  - (A) the administrator, or school resource officer issues a verbal warning to the person that the person's behavior is inappropriate and may result in the person's refusal of entry or ejection; and
  - (B) the person persists in that behavior.

Anyone who is trespassed off any Alexander City Schools campus or property will meet with the Deputy Superintendent, have guidelines outlined & explained, and sign a Criminal Trespass Warning form.

**A person who has been denied entry, ejected from school premises, or trespassed from school property may face criminal charges if that person remains on or in, or returns to, Alexander City Schools campus or property.**

**VIOLATION OF THIS WARNING MAY RESULT IN IMMEDIATE ARREST**

### **Student Visitors**

Students enrolled in the schools of the school system are not permitted to bring student visitors to school during regular school hours without prior approval by the principal. Students enrolled in schools of the school system may not visit other schools without prior approval from both principals.

### **Checking Out of School**

All parents/guardians or other authorized individual(s) coming to school to check a student out of school must do so through the principal's office via the approved check out plan of the school. Such persons may not go directly to classrooms for this purpose. Persons checking students out of school will be asked for a picture ID to ensure identification. In an effort to provide the safest possible environment for your child, all check-outs and message deliveries must occur at least 30 minutes before school dismisses for the day.

***Checking a student out of school prior to the end of the school day will result in the student being marked tardy on report cards and other official school documents.***



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# ALEXANDER CITY SCHOOLS

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375 LEE STREET • ALEXANDER CITY, ALABAMA 35010 • 256-234-8600

## Parents Right-To-Know Plan

2024-2025

Under ESSA, Sec. 1112(c)(6), each local educational agency (LEA) supported with Title I Funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

Under ESSA, Sec. 1112(e)(1)(A). At the beginning of each school year, each LEA supported with Title I funds shall notify parents that **they may request**, and the LEA will provide on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including:

A. Whether the student's teacher:

- has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.

Parents also have the right to know the following information:

- the baccalaureate degree, major of the teacher, and any other graduate certification or degree held by the teacher and the field of discipline or degree.
- whether the child is provided services by paraprofessionals and , if so, their qualifications including state requirements:

B. ESSA, Sec. 1112(e)(1)(B). Additional information. In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student:

- information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
- timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

C. The notice and information provided to parents under this paragraph shall be in an understandable and uniform format to the extent practicable, provided in a language that the parents can understand.

If a parent is interested in requesting information regarding their child's teacher(s) qualifications, they may contact Gail Brasell, Director of Human Resources. The information may be requested via telephone or by letter. The information will be provided to the parent within **ten** working days after receiving the request. The information will be mailed to the student's home address. This plan will be reviewed and revised, if necessary, each year. This plan is effective beginning August 1, 2020.





## ***STUDENT GRADING AND PROMOTION***

### ***Grade Advancement***

No student in grades K-8 will be recommended for retention unless their case has been presented to the Problem-Solving Team (PST). Any teacher recommending retention must document using intervention strategies and their results. In cases where retention is contested (K-8), the ACS Instructional Review Committee (IRC) will determine grade placement for the student. Review of a grade advancement decision made by the school principal should be conducted within fifteen (15) working days of notification of that decision to the ACS IRC consisting of the Director of Federal Programs & Elementary Schools or Director of Assessment & Accountability (for students in grades K-6), Deputy Superintendent or Director of Assessment & Accountability (for students in grades 7-8), the sending and receiving principals, and in some cases the Director of Special Education. If a designated member is unavailable to meet, the Superintendent may appoint a certified employee to serve as a temporary member of the ACS IRC. Review of the grade advancement decision made by the IRC should be directed to the Superintendent within fifteen (15) working days.

Review of a final grade given by a teacher in grades 9 – 12 will be made first to the teacher and, if necessary, to the principal of the school. Subsequent reviews will follow the review process as set forth in the above paragraph.

### ***Grades K-2***

Promotion of K-2 students will be based on a variety of factors: age, maturity, motor coordination, capacity for learning, academic progress, and mastery of grade level standards. The final authority for promotion/retention decisions for students in grades K – 2 rests with the principal, in collaboration with the classroom teacher and Problem Solving Team. If a student needs to be retained, the parent(s) or guardian(s) of that student will be informed as early in the school year as possible.

### ***Grades 3-6***

The process of making decisions concerning promotion and retention of elementary students should take into consideration a variety of factors, including age, maturity, motor coordination, capacity for learning, and academic progress. The final authority for promotion/retention decisions for students in grades 3 – 6 rests with the principal and teacher(s). If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. Passing reading and math in the respective grade levels (3-6) is required for promotion to the next grade. If offered, successful completion of an approved summer school program after retention at a grade level may make the student eligible for promotion in the subsequent school year.

The Alabama Literacy Act was established to implement steps to improve the reading proficiency of public school kindergarten to 3rd grade students and ensure that those students are able to read at or above grade level by the end of the third grade. The law states that all 3rd grade students (with a few "good cause" exceptions) shall demonstrate sufficient reading skills for promotion to 4th grade. Students who are not proficient in reading are subject to retention in their current grade.

### ***Grades 7-8***

Students enrolled in grades seven (7) and eight (8) must obtain a numerical grade of at least 60% in each subject - English, math, science and social studies - to be promoted to the next grade. The final authority for promotion/retention decisions for students in grades 7 – 8 rests with the principal.

### ***Grades 9-12***

For students to move to the next higher grade level, the following standards must be met:

- 9<sup>th</sup> to 10<sup>th</sup> Grade – students who have earned six (6) Carnegie units will be classified as tenth graders.
- 10<sup>th</sup> to 11<sup>th</sup> Grade - students who have earned thirteen (13) Carnegie units will be classified as eleventh graders.
- 11<sup>th</sup> to 12<sup>th</sup> Grade – students who have earned twenty (20) Carnegie units, ten (10) of which must be core classes with at least two (2) units in each of the four core areas of English, math, science, and social studies, will be classified as twelfth graders. Any exception must be approved by the principal. The final authority for promotion or retention decisions for students in grades 9 – 12 rests with the principal.



### ***Special Education Students***

Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishment of goals stated in the (IEP) in combination with regular program requirements. Special education students (except gifted) **may not** be placed at any grade level unless the student has attended school for the appropriate number of years equal to the proposed grade placement; i.e., for a special education student to be placed in the sixth (6<sup>th</sup>) grade level, he/she must have been enrolled for at least five (5) years.

### ***Summer School Options***

The Board **may** operate summer school programs, when needed, to serve the educational goals of the district. A student may take a credit course in a summer school program outside the ACS with written approval from the school principal. Students may also participate in Credit Recovery during summer school according to the approved plan for Credit Recovery. Secondary students may be required to pay tuition for summer school.

### ***Credit Recovery***

The Benjamin Russell High School (BRHS) Credit Recovery Program is based on the Alabama Credit Recovery guidelines. This program will target students with academic and/or attendance deficits. Students who do not meet the requirements outlined in the BRHS Credit Recovery Plan will be required to repeat the course in its entirety during summer school or the next school year. The maximum grade that may be achieved for credit recovery is 70%. For more information on the BRHS Credit Recovery Program, contact your school counselor at Benjamin Russell High School.

### ***Credit Advancement***

Students in grades 9-12 will have the opportunity to use ACCESS course offerings for credit advancement. See BRHS Student Handbook for guidelines.

### ***Correspondence Study***

The Board approves the use of appropriate correspondence study courses provided the following guidelines are met:

- Courses are arranged on an individual basis
- Courses are offered through institutions recognized by the State Department of Education or from institutions accredited by the National Home Council
- The school principal gives prior written approval for each correspondence study course on an individual basis after consultation with appropriate faculty members
- The school principal identifies and approves a qualified local school faculty member to serve as the supervisor
- A course required for graduation **may not** be taken by correspondence study course unless:
  - The student has previously attempted and failed the course
  - It is necessary that the course be taken in order for the student to take another course during the regular scholastic year, or
  - The student's age is projected to be at least twenty-one (21) years at the time he/she would graduate, and then special permission **may** be granted by the principal

Enrichment or elective courses **must** have written approval of the principal and should be available during the summer prior to one's senior year if such unit will permit the student to be classified as a senior and/or during the senior year to compensate for a course failed but needed in order to have the units necessary to graduate.

All correspondence study grade reports **must** be filed at the school on or before the date set for the beginning of the student's final examination period in order to participate in graduation exercises. The student is responsible for **all** fees.



## *The Uniform Grading Scale*

**Grades K-2 utilizes a standards based grading system.**

### **Standards Based Grading Scale**

4	Exceeds end of the year grade level standards (100%)
3	Meets end of the year grade level standards (80%)
2	Progressing toward end of the year grade level standards (60%)
1	Limited progress toward end of the year grade level standards (less than 60%)

**Grades 3-12 utilizes a uniform grading scale**

**A numeric system will be used as the uniform grading scale.**

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = 0 - 59%



## ALEXANDER CITY SCHOOLS GRADING PERIODS

Report Period	# Of Days	Inclusive Dates		Report Cards Issued To Students
1 <sup>st</sup> – 9 Weeks	45	August 07, 2024	October 9, 2024	October 17, 2024
2 <sup>nd</sup> – 9 Weeks	43	October 15, 2024	December 20, 2024	January 9, 2025
3 <sup>rd</sup> – 9 Weeks	48	January 7, 2025	March 14, 2025	March 27, 2025
4 <sup>th</sup> – 9 Weeks	44	March 24, 2025	May 22, 2025	May 22, 2025 BRHS mail report cards on 5/27

**First Semester** August 07, 2024 – December 20, 2024

**Second Semester** January 07, 2025 – May 22, 2025

### **DATA BINDERS K-2/PROGRESS REPORTS 3-12 1<sup>ST</sup> Nine Weeks:**

- ❖ September 06, 2024

### **DATA BINDERS K-2/PROGRESS REPORTS 3-12 2<sup>ND</sup> Nine Weeks:**

- ❖ November 15, 2024

### **DATA BINDERS K-2/PROGRESS REPORTS 3-12 3<sup>RD</sup> Nine Weeks:**

- ❖ February 07, 2025

### **DATA BINDERS K-2/PROGRESS REPORTS 3-12 4<sup>TH</sup> Nine Weeks:**

- ❖ April 18, 2025

### ***PowerSchool Home Portal***

To ensure that parents are regularly informed about their child's academic progress and attendance, a PIN number will be issued that can be used for online access to student grades, homework assignments, attendance and discipline. K-2 parents and/or guardians will only have access to attendance and discipline information when using the portal.

### ***End of Term Exams***

The Board believes that the periodic use of criterion-referenced examinations assists school system personnel in evaluating student learning and achievement against the standard. Therefore, students will be assessed regularly through the use of end of term exams that will be calculated into a student's grade as follows:

- 10 % of the final average for grades 7-12
- Benchmark Assessments in grades 3-6 will be included in the assessment average instead of counting a percentage of the final average.



### ***Textbooks***

Textbooks are furnished free of charge to all students and are the property of the State of Alabama and/or the Alexander City Board of Education. Parents/guardians are responsible for the condition of every free textbook or other materials issued to their children. Parents/guardians shall be held liable for any loss, abuse, damage in excess of that which would result from normal use of textbooks and instructional materials. Charges will be assessed up to but not more than the original cost of the textbook. If the book is found and returned within the same school year, the money **will be** refunded upon proof of payment for damaged resources. Refunds **will not** be made for books returned in subsequent years.

### ***Devices***

Devices issued to Alexander City Schools students remain the property of the State of Alabama and/or the Alexander City Board of Education. Care should be taken to assure that such property is not damaged or lost. When lost or damaged, the student may be required to pay for the replacement of the property. The term “devices” may also include accessories, such as, but not limited to, chargers, cords, cables, or cases/bags.

The parent, guardian, or other person having custody of a child to whom such property is issued may be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such property.

**Note: \* After the 2nd intentional damage or destruction of a school owned device that is unusable, the student will be required each day to check in and check out a device for use during the school day only. The student will not be issued a school owned device to take home daily.**

## **ACADEMIC HONOR ROLL**

### **Elementary Academic Honor Roll**

#### **Grades 3-6**

##### **“A” Honor Roll**

Each nine-week grade will be averaged to calculate the yearly grade for that subject. The yearly average for each subject must be 90% or above to receive this award.

##### **“A - B” Honor Roll**

Each nine-week grade will be averaged to calculate the yearly grade for that subject. The yearly average for each subject must be 80% or above to receive this award.

**Note: \* Physical Education and Electives are not considered for Honor Roll at the elementary level.**

### **Secondary Academic Honor Roll**

#### **Grades 7 & 8**

Students cannot have a C average or lower in any class during the first three nine-weeks to be recognized as an "A" or "A-B" honor roll student. To be eligible for the Honor's Day Program, students must maintain all As or all As-Bs for the first three nine weeks grading periods.

#### **Grades 9-12**

Students maintaining all A's or A-B's for the first three nine-weeks will be recognized during our Academic Honor Roll Program held in May.

##### **“A” Honor Roll**

Students being recognized for the all A honor roll must maintain a 90 average or higher in all classes each grading period.



### “A - B” Honor Roll

Students being recognized for the A-B honor roll must maintain an 80 average or higher in all classes each grading period.

**\*Students will receive a grade in all elective and enrichment classes. These grades will be used in the calculations and determination for honor roll designations.**

**Please Note: Secondary students cannot have a C average or lower in any class during the first three nine-weeks to be recognized as an “A” or “A-B” honor roll student. To be eligible for the PTO Recognition Day (BRHS), students must make all As or all As & Bs for each of the three nine-week averages.**

## GRADUATION REQUIREMENTS

### *Diplomas and Certificates*

Based on Alabama High School Graduation requirements adopted prior to the 2015-16 school year, all students entering the 9<sup>th</sup> grade are required to complete one online/technology enhanced course prior to graduation. Twenty-eight (28) units are required for graduation. Students pursuing the Alabama High School Diploma with Honors may take courses in mathematics and/or foreign language in the eighth (8<sup>th</sup>) grade.

### *Valedictorians, Salutatorians, and Honor Graduates*

Encouraging academic excellence and achievement on the part of students throughout the Alexander City School System, the Board dictates that the high school principal, with the assistance of appropriate staff members, carry out the selection of a valedictorian, salutatorian and honor graduates to appropriately honor those students who have pursued and reached high academic goals.

The grade point average for graduating students shall be computed on academic coursework taken beginning with the freshman year through the end of the third nine-week grading period of the senior year. In calculating the grade point average, **all** credit grades for academic courses shall be used. High school credit earned at ACMS will be calculated in your grade point average.

Candidates for valedictorian and salutatorian must take a **minimum** of (3) three Advanced Placement (AP) courses and exams. Courses in AP and Pre-AP will be **weighted** as follows when calculating grade point averages: A = 5 points, B = 4 points, C = 3 points, and D = 2 points. In the case of transfer students who have AP grades, only those courses recognized as AP by the College Board shall be weighted. **No ACCESS grades will be weighted.** Calculations for valedictorian and salutatorian will include grades through the third nine-week grading period.

The candidates for valedictorian and salutatorian **must have been enrolled** at the high school for **one** full school year prior to the date of graduation. The candidates for other end-of-year honors **must have been enrolled** prior to the beginning of the **second** term of the senior year. The Honor graduates will be designated based on their status as graduating seniors who qualify for the Alabama High School Diploma with Honors and who have earned an overall grade point average listed below:

Cum Laude	3.80 – 3.89
Magna Cum Laude	3.90 – 3.99
Summa Cum Laude	4.00



## ***ENRICHMENT AND SPECIAL PROGRAMS***

### ***Gifted Student Identification***

The *Alabama Administrative Code* defines gifted as: “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 possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.” Teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student’s abilities may refer to a student. Additionally, all second grade students will be observed as likely gifted referrals.

Parental consent is required prior to proceeding with screening and/or evaluation. Once consent is received, a screening team will review the available information in the areas of intelligence or creativity, gifted characteristics, and performance. The team will determine if enough evidence exists to proceed with evaluation. The State of Alabama uses a matrix to determine eligibility for gifted services. Students achieving the minimum required score on the matrix are considered eligible for gifted services. A Gifted Education Plan is developed for these students. Written parental consent is required before services begin. The ACS provides services according to the age and grade of the student. Students in grades 3-6 are served via a pullout program. In grades 7-12, students are served through advanced classes, AP classes and dual enrollment at the local community college. Services are **only** provided to students enrolled in the Alexander City School System; students attending private schools are **not** eligible for services.

### ***Exceptional Student Identification***

The Alexander City School System is in an ongoing process of identifying students with disabilities between the ages of 0 (newborn) and 21. If you have knowledge of a child with disabilities who is not registered in a program for students with disabilities, or you would like more information, please contact the child’s school. For additional information, you may contact the Director of Special Education, at (256) 234-8672.

### ***504 Program Identification***

Services are provided for exceptional children and youth in accordance with the federal and state mandates concerning education for students with disabilities. Procedures for evaluation and eligibility are provided to each school within the system. Please contact the 504 Coordinator at the child’s school for procedures.. *Please contact the Director of Special Education Services, at 256-234-8672 for more information.*

### ***The STEM Program (Elementary)***

In order to provide enrichment activities for **ALL** students, ACS has implemented the Science, Technology, Engineering, and Mathematics (STEM) Program. This program builds on the core curriculum in providing students opportunities to expand their knowledge base with an emphasis on the sciences, mathematics, technology, and overall critical thinking skills.

### ***Computer Opportunities***

In all schools, students have the opportunity for hands-on experiences using computers and telecommunications technology. Opportunities for students to access internet resources and other technology-based materials are provided. Each student (PreK–12) is presented with opportunities to become computer-literate.



### ***Secondary Schools Enrichment Programs***

The district expands learning options available to intellectually gifted and highly motivated students by offering opportunities for creative and analytical educational experiences. These opportunities include electives, AP courses, Early Admission, Dual Enrollment College Credit Programs, and Distance Learning. Middle school and senior high students have access to advanced level courses. The Advanced Diploma curriculum offers exciting options for students who want the most challenging courses available. Upon recommendation, academically talented students **may take** college-level courses for college credit. Some college-bound students **may** choose to take these courses as an intensive preparation for college work. AP examinations are provided for the student whose goal is college credit. Examination results are sent to individual colleges or universities to determine student placement. Dual enrollment and dual credit opportunities are also available to eligible senior high students.

### ***AP***

AP courses provide an opportunity to pursue college-level studies while still in high school. If there are a sufficient number of students for a class, a student could choose one or more of these courses offered at BRHS: Computer Science, English Composition, English Literature, Calculus, Biology, Chemistry, or History. Students enrolled in these courses are required to take AP Tests to receive weighted credit for the course.

### ***Early Admission to College***

Upon approval of the principal for early admission, a student may enroll in college-level courses that provide enrichment or accelerated learning. Under this policy, the student would take all courses required for graduation in high school. Additional courses taken at the college would receive only college credit.

### ***Dual Enrollment/Dual Credit***

A student must have a 2.0 GPA to apply for academic courses and Career Tech courses. Any exceptions must be approved by the BRHS principal. Courses approved for this policy must either be those that are not offered on the BRHS campus or those that would be appropriate replacements for courses offered on the high school campus. To determine if a course is an appropriate substitution, a faculty committee will compare the syllabi for both courses. Students can earn one high school credit for a three-hour course with the exception of English due to the literature requirement. Under this policy, a student would receive credit at both the college and high school.

### ***High School Credit Granted for Courses Taken at ACMS***

Students enrolled in 8<sup>th</sup> grade at ACMS who successfully complete high school level courses will be granted high school credit. The student must complete the course with a passing grade of 60% or higher. Students passing Algebra I will receive 1.0 credits. Students passing Career Prep A will receive .50 credits. Students passing an ACCESS foreign language course will receive 1.0 credits. High school credit earned at ACMS will be calculated in your grade point average.

### ***Leaders Excelling in Academic Pathways (LEAP)***

The Wildcat Leaders Excelling in Academic Pathways (LEAP) Fellows' program allows eligible high school students to earn at least 30 hours of transferable college credit within the State of Alabama. This program permits students from Alexander City Schools to concurrently earn credits at Benjamin Russell High School (BRHS) and Central Alabama Community College (CACC) beginning in the 9th grade. The result is a more productive high school experience and a substantial reduction in college tuition.





## SUPPORT SERVICES

### ***Guidance Services***

Guidance and Counseling personnel help students to become independent problem solvers. Counselors care, listen, guide, and support. Every Alexander City School will receive the services of a counselor. Counselors will work with students in the areas of personal/social development, educational development, and career development. They will work with students individually, in small groups, and in the classroom. Counselors also will consult with parents and teachers in an effort to give students the best possible assistance. Counselors will coordinate services with school resource personnel and with community agencies to obtain special help for students requiring it. If you have questions/concerns regarding the personal, social, educational, or career development of your child, please do not hesitate to contact a counselor assigned to your child's school.

### ***Drug-Free Schools and Communities***

This program focuses on prevention by encouraging safe, healthy activities that build necessary life skills and develop students' higher capabilities. Key components of the drug education program include:

- Recognizing, assessing and monitoring the program
- Implementing and enforcing a no-use policy
- Developing and implementing a drug education and prevention program
- Educating and training staff
- Promoting parent involvement and providing parent education and training
- Working with community groups and agencies

Through all of these efforts, the DRUG-FREE SCHOOLS AND COMMUNITIES PROGRAM is committed to the mission of a drug-free future for our young people. Through collaboration, maximization of resources, and sharing information and ideas with others in the community, this mission can be a reality.

### ***Student Testing***

Students planning to attend college should be aware that many colleges require an entrance exam for admission and/or scholarship selection. The entrance examination most used by colleges in the Southeast is the ACT Assessment. The ACT contains four curriculum-based tests which measure academic achievement in the areas of English, mathematics, reading and science reasoning. The four tests are measures of academic development that rely largely on the student's skills in applying the content knowledge and reasoning skills acquired in their course work. The ACT also offers a writing component that is now required by some colleges for entrance.

### ***ACS 2024-2025 Testing Dates***

<b>TEST</b>	<b>TESTING DATE</b>
ACT WorkKeys (Online) Grade 12	October 16, 2024
PreACT Grade 10	October 16, 2024
ACCESS for ELLs (Online)	January 13 - March 14, 2025
Alternate ACCESS for ELLs	January 13 - March 14, 2025
ACAP Alternate Assessment	March 3 - April 4, 2025
ACAP Summative Assessment (Grades 2-8)	March 17 - April 25, 2025
ACT with Writing Grade 11	March 12, 2025
ACAP Supplemental (Grade 3)	June 23-27, 2025



### ***USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF STATE TEST***

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in this Handbook and other regularly used modes of communication.

### ***Library Media Centers***

The Alexander City Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide the following:

- Equal and maximum access to information resources which extend the limited content of textbooks.
- Instruction for students in acquiring the research skills necessary for independent learning.
- Motivation for students to read and enjoy good literature.
- Encouragement for students to use a variety of media for a lifetime of learning pleasure.

Each school in the Alexander City School System shall maintain a library media center under the direction of a state certificated library media specialist in accordance with accreditation standards. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library specialist, with the final responsibility being vested in the Board. Since the library media program is an integral part of the total school program, the school's philosophy and goals help establish direction for media services. Programs may vary somewhat based on different school characteristics; however, some functions will be common in all schools. Those functions include the following:

- Equal access to information in the school collection.
- Provision of supplementary materials to enhance the school curriculum.
- Integration of information skills instruction with classroom activities.
- Assistance to teachers in using a variety of media formats for instruction.
- Motivation for students to enjoy good literature and other worthwhile resources.
- Access to the use of current technologies to improve instructional effectiveness.

The Alexander City School System library media specialists and teachers should collaborate to ensure that all students have adequate and equal access to the library media center and its collection.

### ***Circulation Procedures***

Elementary students may check out books after they have become familiar with the procedures for checking out books as determined by their teachers and the library media specialist. Secondary students may check out books for a period of time determined by the library media specialist. The library media specialist will determine the number of books a student may check out at a given time. Any of these circulation procedures may be adjusted at the discretion of the librarian to meet local school needs and policies.



## **Overdue Books**

Books are considered to be overdue on the first school day after they are due and fines will accrue as applicable. Students will be notified of overdue books and fines. Parents of elementary students will be sent notice of overdue charges monthly. In the secondary schools, overdue notices are sent directly to the student. The secondary schools overdue lists are submitted to the principal at the end of each semester for fee collection.

## **Lost or Damaged Materials**

Students will be charged for each lost or unusable library book. If the book is found and returned within the same school year, the money will be refunded to the student upon proof of payment. The book must be returned in usable condition. Refunds will **not** be made for books returned in subsequent years. The cost of a lost reference book will be determined by the replacement cost of the book.



## **ALEXANDER CITY SCHOOLS CODE OF STUDENT CONDUCT INTRODUCTION**

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distractions, friction and disturbances which interfere with the effective functioning of the student, class and school. The Alexander City Schools Board of Education hopes to nurture a friendly — yet businesslike — atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Ultimately, the goal of the Board of Education in student discipline is to modify undesirable behavior while maintaining a school environment which provides maximum learning opportunities for all students.

As student's progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their own actions; however, the procedures identified in this document shall apply to all students in grades K - 12.

### **JURISDICTION OF THE BOARD OF EDUCATION**

Students of Alexander City Schools and their property are subject to all the rules and regulations of the Alexander City Board of Education during the school day, during school-sponsored activities, while on or in Board of Education property and facilities, while being transported on school buses and at times or places, including but not limited to, school-sponsored events, field trips, athletic functions and/or other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto Board of Education property. In addition to the foregoing, application of this Code of Student Conduct may be extended to the immediate vicinity of the school and during after-school hours when and where student conduct could have a detrimental effect on the health, safety and welfare of other students and the school or where the conduct could otherwise disrupt the educational process or school-related activity. All virtual school enrollees are subject to following the contents of this document.

The Code of Student Conduct may be applied to students involved in off-campus conduct or activity which threatens to interfere with the provision of instructional or educational services, to disrupt the school environment or which otherwise adversely implicates the school's legitimate or administrative interests.

The Alexander City Board of Education may take all necessary action to ensure that its facilities are safe, secure, and that this Code of Student Conduct is enforced. Such action may include, but is not limited to, the inspection and search of Board of Education facilities and any property brought onto Board of Education property and facilities. Students and others may be asked to walk through a metal detection device or to allow a search of personal property in conjunction with attendance at any Board of Education related event or when entering any Board of Education property. Any person who refuses will be denied admission to the Board of Education facility and will be required to leave the premises immediately. It shall be the policy of the Board of Education to permit law enforcement agencies to make periodic visits to any Alexander City School or property for the purpose of detecting the presence of illegal drugs, drug paraphernalia, or weapons. Such visits shall be unannounced except to the superintendent of schools or their designee and the principal of the individual school that is subject to visitation. The Board of Education will also utilize a narcotic detection dog to deter any individual from bringing illegal drugs onto school or Board of Education property. The dog will be utilized to conduct routine random searches on school property, including but not limited to, school lockers, school classrooms and school parking areas including any vehicle. Anything on or in Board of Education property is subject to inspection by the Board of Education, the superintendent of schools or their designee, or appropriate law enforcement agencies to enforce this Code of Student Conduct and to effectuate its purposes, subject only to any restrictions which may be imposed by applicable federal, state, or local law.



## **ROLES OF THE STUDENTS/PARENTS/GUARDIANS AND SCHOOL PERSONNEL**

In order for effective teaching and learning to take place in schools, there must be a cooperative relationship among students, Parents/Guardians, and educators. This relationship may be described as: **(Parents/Guardians Responsibility Act 94-782)**

### **Parents and Guardians will:**

- Upon entering the school building, stop at main office and sign in using a valid government issued ID,
- Maintain up-to-date home address, home, work, and emergency telephone numbers at the school, including doctor, hospital preference, and an emergency health care form,
- Keep in regular communication with the school authorities concerning their child's progress and conduct,
- Ensure that child is in daily attendance, and promptly report/explain absence or tardiness to school officials,
- Provide their child with the resources needed to complete class work,
- Assist their child in being healthy, neat and clean,
- Bring to the attention of school authorities any problem or condition which affects their child or other children,
- Discuss report cards and work assignments with their child, and
- Attend scheduled Parent/Guardian-Teacher conferences.

### **Students will:**

- Attend all classes daily and are punctual in attendance.
- Be prepared to come to class with appropriate working materials.
- Be respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Be clean, neat, and appropriately dressed.
- Show a positive, cooperative attitude toward school.
- Abide by the rules and regulations set forth by the school and Board.

### **Schools that:**

- Encourage the use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Welcome and encourage participation by parents and guardians.
- Encourage the school staff, parents and guardians, and students to use the services of community agencies.
- Encourage parents and guardians to keep in regular communication with the school and to seek ways to involve students, parents, and community members in the educational process.

### **School Personnel:**

- Are regular in attendance and punctual,
- Are prepared to perform their duties with appropriate materials and lesson plan,
- Are respectful to all individuals and of all property,
- Refrain from profane and inflammatory statements,
- Conduct themselves in a safe and responsible manner,



- Are clean, neat, and appropriately dressed,
- Abide by the rules and regulations set forth by the school and the Board,
- Seek changes in an orderly and recognized manner, and
- Strive to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal, disciplinary action including:

## **SUMMARY OF CIVIL LIABILITIES AND CRIMINAL PENALTIES**

### **IT'S THE LAW!**

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. Local boards of education are required to provide notice to parents, guardians, and students. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

#### **Attendance and Conduct (Act 94-782) (Ala. Code § 16-28-12)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

#### **Teacher Assault (Act 94-794) (Ala. Code § 13A-6-21)**

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

#### **Drug Dealing (Act 94-783) (Ala. Code § 6-5-72)**

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

#### **Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) (Ala. Code § 16-1-24.1)**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

#### **Tobacco Possession (Alabama §28-11-13)**

It is unlawful for any minor to purchase, use, possess, or transport tobacco or tobacco products within this state.

#### **Weapons in Schools (Act 94-817) (Ala. Code § 13A-11-72)**

No person shall knowingly with intent to do bodily harm carry or possess a weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is 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, blackjack, bludgeon, or metal knuckles.)



### **Possession of Firearms—Expulsion Recommendation (Al Code 16-1-24)**

All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

### **Vandalism (Act 94-819) (Ala. Code §16-5-380)**

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

### **Pistol Possession/Driver's License (Act 94-820) (Ala. Code §16-28-40)**

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

### **Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in Ala. Code 16-28-40(1975) & Ala. Code §16-8-40)**

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are parents of a minor or unborn child, or are the sole source of transportation for the parent.

### **Possession and Possession with Intent to Disseminate Obscene Matter Containing Visual Depictions (Alabama §13A-12-192)**

\*Any person who shall knowingly possess or possess with the intent to disseminate any obscene matter containing a visual depiction of a person under the age of 17 years engaged in any type of sexual conduct or nudity may be guilty of a Class B or Class C felony.

### **Production of Obscene Matter Containing Visual Depictions (Alabama §13A-12-197)**

\*Any person who knowingly films, prints, records, photographs or otherwise produces any obscene matter that contains a visual depiction of a person under the age of 17 years engaged in any type of sexual conduct or nudity shall be guilty of a Class A felony. For any person who violates this section, each depiction constitutes a separate offense.

### **Dissemination or Public Display of Obscene Matter Containing Visual Depictions (Alabama §13A-12-191)**

\*Any person who shall knowingly disseminate or publicly display any obscene matter containing a visual depiction of a person under the age of 17 years engaged in any type of sexual conduct or nudity may be guilty of a Class B felony. \*Due to graphic content, the statutes have been edited and summarized for the benefit of students and parents. Please refer to the actual code sections for the specific language.

### **Sexual Harassment (Alabama §26-14-3)**

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



### **Adult Sex Offenders (Alabama Code §15-20-17)**

Adult sex offenders who have been convicted of a sex offense involving a minor must:

- a. Notify the principal of the school or his designee before entering school property or attending a school activity;
- b. Immediately report the principal of the school or his designee upon entering the property or arriving at a school activity; and
- c. Cooperate with any efforts undertaken by the principal of the school or his designee to discreetly monitor their presence on school property or at a school activity.

For the purposes of this subsection, a school activity is an activity sponsored by a school in which students are the primary intended participants or for whom students are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies. Adult sex offenders have a duty to comply with this law, and it shall not be construed to impose an affirmative duty of any kind on the school principal, his designee, or any other employee, agent, or representative of the school or school system.

### **Theft of Lost Property (Acts 1977, No. 607, p. 812, §3205)**

#### **Theft of lost property – Definition**

A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature or the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

#### **Theft of lost property in the first degree Section 13A-8-7**

- (a) The theft of lost property which exceeds two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the first degree.
- (b) Theft of lost property in the first degree is a Class B felony.

#### **Theft of lost property in the second degree Section 13A-8-8**

- (a) The theft of lost property which exceeds five hundred dollars (\$500) in value but does not exceed two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the second degree.
- (b) Theft of lost property in the second degree is a Class C felony.

#### **Theft of lost property in the third degree Section 13A-8-9**

- (a) The theft of lost property which does not exceed five hundred dollars (\$500) in value constitutes theft of lost property in the third degree.
- (b) Theft of lost property in the third degree is a Class A misdemeanor.

### **Mandatory Reporting of Suspected Child Abuse or Neglect (Code of Ala. § 26-14-3(f))**

According to Alabama laws, all ... nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of 18 is known or suspected to be a victim of child abuse or neglect.





### **OBSTRUCTING GOVERNMENTAL OPERATIONS (§Code of Ala.13A-10-2)**

A person commits the crime of obstructing governmental operations if, by means of intimidation, physical force, interference, or by any other independently unlawful act, he:

1. Intentionally obstructs, impairs, or hinders the administration of law or other governmental function; or
2. Intentionally prevents a public servant from performing a governmental function. This section does not apply to the obstruction, impairment, or hindrance of the making of an arrest.
3. Obstructing governmental operations is a Class A misdemeanor.

### **ANNALYN'S LAW**

Annalyn's Law is named after a child victim who was abused by a juvenile in Alabama. Juvenile sex offenders must submit an application to all school property and school functions, according to a draft of the model policy. The must also meet with school personnel to create and implement an individualized safety plan. Also, schools must continue to share information and monitor the student through enrollment changes and school personnel changes. Officials will offer training to school personnel on how to take appropriate action when an increase or escalation of certain behaviors is noticed. Members of the advisory committee developing the policy include the Alabama Law Enforcement Agency, the Alabama Department of Education, Department of Human Resources, the Governor's Office, the Alabama Coalition Against Rape, the Attorney General's Office, and the Southern Poverty Law Center.

### **LOCAL BOARDS OF EDUCATION ARE REQUIRED TO PUBLISH THE FOLLOWING ACT AND SECTION** **Alabama Code §16-28-12**

“(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, church school, denominational school, or parochial school, or be instructed by a private tutor, or 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 any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.”

“(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.”

“(c) 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/her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his/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.”



### **Erin's Law (Act 2015-456)**

Erin's Law requires local school boards to adopt guidelines for a child sexual abuse prevention instructional policy, training for Grades K-12 educators on recognizing and avoiding sexual abuse, and an age-appropriate curriculum in public schools on child sexual abuse prevention education.

### **Jason Flatt (Act 2016-310)**

Jason Flatt Act 2016-310 requires that all K-12 public schools establish a policy, staff training program, student curriculum and list of resources for suicide prevention services.

## **Jamari Terrell Williams Student Bullying Policy**

### **Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited**

The Alexander City School System is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Bullying, violence, and threats of violence, and intimidation are prohibited and constitute unacceptable behavior that will not be tolerated.

No student shall engage in nor should any be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

### **Section 2: Definitions**

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

- a. Bullying means a **continuous pattern** of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions 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 contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
  - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - 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, on school property, on a 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 educational environment for a student.
- b. Hostile environment means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- c. Violence means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- d. Threat means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.



e. Threat of violence means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

f. Intimidation means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

g. Student as used in this policy means a person who is enrolled in the Alexander 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 to comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or 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 when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or 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 student:

- The student's race;
- The student's sex;
- The student's religion;
- The student's national origin;
- The student's disability;
- The student's marital status;
- The student's sexual orientation; or
- The student's gender identity.

### **Section 4: Consequences for Violations**

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

Punishment shall conform with applicable federal and state disability, anti-discrimination, and education laws and school discipline policies

### **Section 5: Reporting, Investigating, and Complaint Resolution Procedures**

a. Complaints alleging violations of this policy must be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail, email, or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

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 the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

b. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the policy or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation



will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

c. Acts of reprisal or retaliation against any student who has reported a violation of this 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 may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Student Code of Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Student Code of Conduct.

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

This policy and any procedures, rules, and forms developed and approved to implement this 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 the Alexander City Schools System's website. This policy also applies to students' participation in school-sponsored functions.

#### **ELECTRONIC COMMUNICATION DEVICES**

Unauthorized possession or use of communication devices including, but not limited to, cell phones and smartwatches during school hours and on school buses is prohibited. Certain electronic communication devices issued by the school may be allowed on school campuses when used in accordance with local school official directives. In addition, any student in use of communication devices on or off campus that disrupts or negatively affects the school environment may face disciplinary action. Possession, production, dissemination and/or public display of obscene acts (including but not limited to sexual activity or nudity) shall be prohibited. Any such action(s) which may be in violation of the Code of Alabama, Section 13A-12-191, Section 13A-12-192 and Section 13A-12-197 will be reported to law enforcement officials. Although administrators will make a reasonable effort to investigate reports of lost or stolen electronic communication devices, the school is not responsible for the return to the owner. **See local school handbooks for guidelines and restrictions.**



## STUDENT DRESS CODE

Alexander City Schools is a working and learning environment. All ACS students are encouraged to observe a standard of grooming and dress consistent with the importance of the school's mission of education. The Board and Administration recognizes and appreciates the role of parents in assisting their children in making appropriate choices regarding their clothing while attending school within the boundaries provided by this Dress Code. The school principal or his/her designee will have the final decision in determining whether apparel meets the system's dress code.

Good grooming and personal appearance are essential in the teaching and learning process. All students are expected to dress appropriately to encourage a positive environment conducive to learning. Students will dress in a manner that ensures health and safety and does not devalue the learning environment. Dress and personal appearance will not be permitted to cause disruption or interfere with the educational interest and welfare of the students or the purposes of public school education in the ACS.

### ELEMENTARY DRESS CODE

- Students should not wear clothing that reveals the body in an inappropriate manner. (Examples: Clothing that is too tight, too loose, too short, or bare at the sides.
- Sweaters, hoodies, indoor jackets, or pullovers may be worn over appropriate shirts in classrooms. The hood may not cover the head while inside the building.
- Appropriate undergarments must be worn. No undergarment may be seen through shirts, pants, shorts, or dresses.
- Large or oversized coats must be placed in lockers or cubbies and not worn in classrooms.
- Shoes must be worn at all times by all students. Shoes must be tied and/or Velcro straps must be fastened at all times. Students must wear appropriate shoes for physical education classes. Uniforms may be a part of PE attire.
- If worn, belts must be an appropriate length and fastened around the waist.
- Attire for special days including costumes must be pre-approved by the administration.
- Students' clothing must not expose skin at the waist/midriff area or excessive skin of the upper torso area; cleavage must not be exposed. Undergarments must not be visible under any circumstances.
- Underwear is not permitted as outerwear. No sleep wear is permitted.
- Pajama, and fleece pants are not permitted.
- Cut off garments are not allowed.
- Clothing, masks, or paraphernalia promoting activities prohibited by school policies are not allowed. Belongings and garments may not contain offensive or vulgar insignia, obscene language, unacceptable graphics, or illegal substances, including armbands, decals, slogans, controversial writings, or drawings having double or questionable meanings. This includes, but is not limited to, items showing firearms, alcoholic beverages, tobacco products, handwritten messages, and/or illustrations which portray controversial and/or extremist groups or which otherwise create a hostile and/or offensive learning environment. Clothing which has become synonymous with any secret society or anti-authority gang/group activity is prohibited.
- Any item worn which could be considered a weapon or potentially harmful to others, such as spurs, metal wristbands, chains whether around the neck, attached to wallets, etc., is not allowed.
- The following shoes are not permitted: cleated shoes, bedroom shoes, skate shoes, shoes with spiked heels.
- Sunglasses, hats, caps, bandanas, curlers, picks, or other head covering may not be worn to school. Head coverings are not permitted in the school building.

*Note: Alexander City Schools will consider reasonable accommodations on a case by case basis in the areas of dress and grooming related to religious affiliations or medical conditions.*



## SECONDARY DRESS CODE (7-12)

- Hair should be kept neat, clean, well-groomed, and should not cover the eyes.
  - Students should not wear clothing that reveals the body in an inappropriate manner. (Examples: Clothing that is too tight, too loose, too short, or bare at the sides.
  - Sweaters, hoodies, indoor jackets, or pullovers may be worn over appropriate shirts in classrooms. The hood may not cover the head while inside the building.
  - Appropriate undergarments must be worn. No undergarment may be seen through shirts, pants, shorts, or dresses.
  - If worn, belts must be an appropriate length and fastened around the waist.
  - Career Tech classes, physical education, and lab classes may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
  - With the approval of administration, activity sponsors may establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific activities.
  - Attire for special days including costumes must be pre-approved by administration.
  - Student's clothing must not expose skin at the waist/midriff area or excessive skin of the upper torso area. Cleavage must not be exposed. Undergarments must not be visible under any circumstances. Blouses and shirts must be long enough so that when the arm is raised, the midriff does not show.
  - Shirt straps must be no less than a credit card in width
  - Pant, shorts, and skirts must be worn at the waist and fit properly. Articles of clothing worn too low, too long, too large, too short, or too loose are not permitted. Skirts, shorts and dresses must be mid-thigh or longer in front and back. No slits or leg openings may be above mid-thigh. Leggings/Jeggings may only be worn as an accessory to a dress, skirt, or appropriate top that is at least mid-thigh length in front and back.
  - Pajamas, fleece, and athletic shorts are not permitted.
  - Sweatpants & athletic pants are not permitted (ACMS only).
  - Clothing, tattoos or paraphernalia promoting activities prohibited by school policies are not allowed.
- Belongings and garments may not contain offensive or vulgar insignia, obscene language, unacceptable graphics, or illegal substances, including armbands, decals, slogans, controversial writings, or drawings having double or questionable meanings. This includes, but is not limited to, items showing firearms, alcoholic beverages, tobacco products, handwritten messages, and/or illustrations which portray controversial and/or extremist groups, gangs, or which otherwise create a hostile and/or offensive learning environment.
- Any item worn which could be considered a weapon or potentially harmful to others, such as spurs, metal wristbands, chains whether around the neck, attached to wallets, etc, may not be worn.
  - The following shoes are not permitted: spiked heels, cleated shoes, bedroom shoes, skate shoes, etc...
  - Sunglasses, hats, caps, bandanas, sweat bands, and other head wraps, curlers, picks, or other head covering may not be worn to school. Head coverings are not permitted in the school building.
  - Headbands or athletic wraps are not permitted.
  - Jewelry that could be considered a safety concern should not be worn.
  - Purses larger than a folded piece of 8½" X 11" notebook paper are not allowed in classrooms.
  - Book bags, travel bags, and athletic carry-on bags are not allowed in classrooms.

*Note: Alexander City Schools will consider reasonable accommodations on a case by case basis in the areas of dress and grooming related to religious affiliations and medical conditions.*



## LOCKER PROCEDURE

The ACS has outlined the following procedure with regard to student use of school lockers. Students and their parents/guardians should understand that student lockers are the sole property of the ACS. Students must abide by the following provisions in the use of lockers:

- Each student is responsible for the contents of his/her own locker and may **not** permit any other student to use the locker. The student is responsible for any items placed within the locker assigned to them.
- Only the following items may be kept in the locker:
  - Clothing necessary for the day and clean gym clothes
  - School related books and supplies
  - Book bags are **not** allowed in the classroom and must be placed in the locker during the school day.
- Under no circumstances can an item be kept in a student's locker if possession of that item is illegal in this state or nation.
- No lock other than a school supplied lock or one approved by school officials may be used. Any other locking device is subject to removal without notice or compensation to the student.
- Lockers are subject to random search at any time there is reasonable cause or suspicion to believe that items kept there are in violation of law or Board policy. Individual lockers may be searched in response to any suspicious circumstance. The Board does **not** recognize any right of privacy that a student may wish to claim with regard to the locker.
- Violation of this policy may result in loss of the property in question, detention, suspension, expulsion, or other school imposed penalty. Furthermore, the school will turn over to police any evidence of criminal activity.

## SEARCHES

### Search of Property

School system property:

All school system property, facilities, equipment, and grounds may be entered, inspected, and searched for any lawful purpose by school administrators or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.

Personal property:

A student's personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers and personal electronic communication devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community or significantly disruptive to the overall discipline of the school or is evidence of a crime or violation of this code, provided that the nature and extent of the search shall be reasonably related and limited to the suspected violation.



### **Search of a Student's Person**

Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. The search must be conducted by a school administrator in the presence of another certified school employee and may include a frisk or “pat down” of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. However, a law enforcement officer may be called to conduct the search in the presence of a school administrator. Personal searches will be conducted with due regard for the age and gender of the students. Searches that require physical contact between the school official and the students should be conducted in a way that preserves the dignity of the student to the extent practicable under the circumstances.

### **USE OF METAL DETECTORS**

Metal detector searches may be conducted by school administrators/designee.

### **Confiscated Items**

Any items which are specifically prohibited by law or by Board policy may be impounded by school administrators/designee. Such prohibited items shall include, but not be limited to, the following: (1) knives of any size or type, including pocket knives, (2) other weapons, (3) tobacco/vapes, (4) drugs or drug paraphernalia of any sort, (5) alcoholic beverages, (6) pornographic material, (7) property that is alleged to belong to another party, and (8) unauthorized electronic devices (i.e., phones, iPads, etc.).

### **Refusal**

Refusal to submit to a search or to cooperate in a search may be grounds for disciplinary action.

### **Law Enforcement Searches**

Law enforcement agencies are allowed to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs or other justifiable reasons. These visits may be unannounced to anyone except the local Superintendent and building principal.

## **SPECIAL ROLE OF SCHOOL RESOURCE OFFICER**

The School Resource Officers assigned to Alexander City Schools assist school officials with school safety. Their role is to build relationships with students, teach them about the law, and serve as a positive role model. The day-to-day conversations and interactions between students and the School Resource Officer are not to be construed as “interviews” and do not require prior parent approval.





## DISCIPLINE

Violations of the Alexander City Board of Education's Code of Student Conduct are generally grouped into three classes — Minor Violations (Class I), Intermediate Violations (Class II) and Major Violations (Class III). The disciplinary procedures for each class may be different, depending on the recommended action which is to be taken.

Some problems (Class I) are best handled by classroom personnel without resorting to the more formal procedures contained within this Code of Student Conduct. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class disciplinary action, by making oral or written contact with the child's parent or guardian when feasible, and by scheduling conferences with parents, guardians and other school staff. If the action taken by the teacher is ineffective or the disruption is, in the teacher's judgment, sufficiently severe, the student may be referred to the principal or his or her designee.

When a student is referred to the principal or his or her designee, the principal will then have the discretion to determine the nature and classification of the violation committed by the student, as well as the level of disciplinary action that may be assigned. Due process will be followed during the administrative investigation of each referral. Each student will be allowed to provide a written or oral (written is preferred) explanation to include any details and/or witnesses pertinent to the reason of the referral. This portion of the due process allows the student to admit or refute the referral prior to any final disciplinary action taken.

For any violation for which an in-school parental conference is required, it is the parent's or guardian's responsibility to make arrangements for the conference within twenty-four (24) hours of being notified of the problem. No student will be allowed to return to school until the parent or guardian conference is held. Only the parent having primary physical custody, or the parent listed on the birth certificate, or the court appointed legal guardian will be allowed to attend the Class III Hearing held at the Central Office.

For violations which are being investigated as a Class III violation, the principal or designee should apprise the student of the suspected or pending allegations and should provide the student with an opportunity to admit or refute those allegations. This process is called a "Disciplinary Hearing." It should be noted that any statement the student makes may be used to prove the student's culpability regarding the referral to school administration. Any allegations involving alcohol, drugs, weapons, aggressive behavior, or a suspected crime may result in intervention by law enforcement authorities or the Department of Human Resources. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

Following the disciplinary hearing and review of the facts surrounding the referral to school administration, if the principal or his/her designee believes the student to be guilty of a Code of Conduct violation scheduled under Class III Violations, the student may be suspended, pending a hearing at the Alexander City Board of Education with Director of Student Services. The administrative hearing facilitated by the Director of Student Services Department is to determine both whether a student is guilty of the alleged offenses and the appropriate disciplinary action which should be taken if the student is found to have committed the violations alleged.

All suspensions subject to an administrative hearing will remain in full force and effect until either an administrative hearing is held or the student is expelled. The local school administration will set up a time for the parent, student, and school administrator to meet for an administrative hearing with the Director of Student Services. School officials should forward a copy of the Due Process Referral Form for Class III Violations and other pertinent information to the office of the Director of Student Services.

Parents are **not** allowed to view school documents, pictures, or videos that include other students unless the following has taken place:



- Administration uses the information in making the discipline decisions, and said information becomes a part of the student record and
- All attempts have taken place to redact other students’ personal information or identifiable images (FERPA).

**CLASSIFICATIONS OF VIOLATIONS**

Violations of the established standards are categorized according to the type of violation and subsequent disruption of the educational environment of the student and others. Each type of violation is followed by a range of disciplinary responses. The specific response to be implemented will be determined by the school principal, the school assistant principal, the Superintendent’s designee, and/or the Board of Education based on the severity of the act and the judgment of the administrator. Parents will be notified of any infraction that results in disciplinary action from school administration. In the event the disciplinary infraction was of a violent or dangerous nature, Alexander City Schools reserves the right to assign the student to In-School Suspension (ISS), Alternative School, or an Alternative Placement during the investigative process.

The following types of violations are examples and are not intended to be all-inclusive:

**Class I Violations:**

- 1.1. Tardiness
- 1.2. Littering of school property
- 1.3. Minor disruption in the classroom or during school activities
- 1.4. Failure to serve a school-based disciplinary assignment
- 1.5. Verbal abuse of another person
- 1.6. Non-directed use of profane or obscene communication (verbal and/or written gestures)
- 1.7. Unauthorized student fundraising
- 1.8. Vehicular violations
- 1.9. Inappropriate affectionate behavior
- 1.10. Non-conformity to dress code
- 1.11. Minor disruption on school bus- Follow Bus Discipline Policy
- 1.12. Failure to obey directions in hallways, assemblies, etc.
- 1.13. Displaying unsportsmanlike conduct at school events
- 1.14. Unauthorized use of school property or personal property
- 1.15. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

**Teachers will attempt to address Class I Violations as a part of their individual classroom management plans before referring students to school administration.**

**CLASS I – DISCIPLINARY ACTION MATRIX**

**K – 6**

FIRST OFFENSE:	1-2 days of After School Detention (ASD) or 1 day of In School Suspension (ISS)
SECOND OFFENSE:	2-3 days of ASD or 1-2 days of ISS
THIRD OFFENSE:	Saturday School or 3-5 days of ASD or 1-3 days of ISS
FOURTH OFFENSE:	Corporal Punishment or 3-5 days of ASD or 2-4 days of ISS
FIFTH OFFENSE:	See Class II 1 <sup>st</sup> Offense



## CLASS I – DISCIPLINARY ACTION MATRIX

7– 12

FIRST OFFENSE:	1-3 days ASD or 1 day of ISS
SECOND OFFENSE:	3-5 days ASD or 2 days of ISS
THIRD OFFENSE:	3 days of ISS or Saturday School
FOURTH OFFENSE:	Corporal Punishment or 3-5 days of ISS or 1 day Out of School Suspension or Saturday School
FIFTH OFFENSE:	See Class II 1 <sup>st</sup> Offense

### Class II Violations:

- 2.1. Repeated and/or excessive Class I offenses
- 2.2. Use of obscene or profane communication (verbal and/or written gestures) directed toward another person
- 2.3. Unauthorized absence from class (skipping)
- 2.4. Intentionally touching or striking another student against his/her will
- 2.5. Horseplay, which may lead to a physical/verbal altercation
- 2.6. Attempting to incite a fight or confrontation
- 2.7. Stealing – Larceny - Petty Theft
- 2.8. Possession of fireworks or other pyrotechnic devices
- 2.9. Vandalism or the intentional damage to property
- 2.10. Offensive touching of another student
- 2.11. Cheating
- 2.12. Trespassing
- 2.13. Insubordination to or disrespect toward a school employee
- 2.14. Providing false information to a Board of Education employee
- 2.15. Intimidation, harassment, hate speech, or bullying
- 2.16. Possession of stolen property with the knowledge that it is stolen
- 2.17. Possession and/or use of matches or lighter
- 2.18. Possession of inappropriate objects, materials or replicas (i.e., water gun, gun magazine, etc.)
- 2.19. Improperly restricting or inhibiting other users from using electronic communication devices
- 2.20. Participating in games of chance for money or other objects (gambling)
- 2.21. Violation of the “Acceptable Use” policy regarding technology
- 2.22. Creating/publishing an unauthorized recording of a student, Board of Education employee or authorized guest
- 2.23. Inappropriate or unauthorized use of any electronic resources
- 2.24. Willful disobedience
- 2.25. Fleeing a School Board employee
- 2.26. Possession of vape pen or tobacco products  
Note: \*The first offense for simple possession of a vape without any other factors will result in a vape education program to be completed outside of school after initial meeting at Phoenix Academy (grades 7-12) or In-School Suspension classroom during the school day (grades K-6).  
Upon completion, the student will present a final project to an administrator at their assigned school before returning to classes.
- 2.27. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances



**CLASS II – DISCIPLINARY ACTION MATRIX**

**K – 6**

FIRST OFFENSE:	Corporal Punishment (accumulation of Class I only) or Saturday School or 3-5 days of ASD or 1-3 days of ISS
SECOND OFFENSE:	Corporal Punishment or Saturday School or 3-5 days of ISS or 1-2 days of Out of School Suspension (OSS)
THIRD OFFENSE:	Corporal Punishment or Saturday School or 5 days of ISS or 1-3 days of OSS
FOURTH OFFENSE:	5 days of ISS or 3-5 days of OSS
FIFTH OFFENSE:	3-5 days of OSS
SIXTH OFFENSE:	5 days of OSS
SEVENTH OFFENSE:	Suspended pending DRC Hearing

**CLASS II – DISCIPLINARY ACTION MATRIX**

**7 – 12**

FIRST OFFENSE:	Corporal Punishment (accumulation of Class I offenses) or Saturday School or 2 -5 days of ISS or 1-3 days Out of School Suspension (OSS)
SECOND OFFENSE:	Corporal Punishment or 5 days of ISS or 1-3 days OSS
THIRD OFFENSE:	Corporal Punishment or 5 days of ISS or 2 -5 days OSS
FOURTH OFFENSE:	5 days of ISS or 3-5 days OSS
FIFTH OFFENSE:	5 days of OSS
SIXTH OFFENSE:	Suspended pending DRC Hearing

*Note: \*After three discipline referrals for Class I or Class II violations, the student will be referred to Response to Instruction (RtI)/Problem Solving Team (PST) for targeted behavioral support.*

*\*\*Parents will be notified of any Class II violation(s) that results in disciplinary action by school administration.*

**Class III Violations:**

- 3.1. Repeated and/or excessive Type II offenses
- 3.2. Possession of firearms (including air guns or any replica of weapons)
- 3.3. Possession of a deadly weapon or knife of any kind (including, but not limited to, hunting knife, pocket knife, or X-Acto knife)
- 3.4. Possession of ammunition for a weapon
- 3.5. Bomb Threats
- 3.6. Arson
- 3.7. Willful and unauthorized possession and/or use of illegal or legal drugs, drug paraphernalia or alcoholic beverages, or being under the influence of the same
- 3.8. Selling, dealing, or attempting to sell unauthorized drugs or substances purported to be drugs
- 3.9. Criminal mischief
- 3.10. Sexual harassment



- 3.11. Sexual misconduct
- 3.12. Stalking
- 3.13. Sexual acts, including proposition to engage in sexual acts
- 3.14. Sexually explicit material
- 3.15. Offensive touching of another person
- 3.16. Striking or causing bodily harm to a School Board employee
- 3.17. Assault or battery of another person
- 3.18. Inciting or participating in a major student disorder
- 3.19. Robbery
- 3.20. Stealing, larceny, or grand theft
- 3.21. Selling or attempting to sell stolen property
- 3.22. Trespassing with intent to commit an offense when school premises are closed
- 3.23. Willful and malicious vandalism or damage of property
- 3.24. Other criminal acts
- 3.25. Unjustified activation of a fire alarm system or fire extinguisher
- 3.26. Violating the security of any electronic resource or undermining its integrity
- 3.27. Preparing, possessing, or igniting explosives, fireworks, firecrackers, or smoke bombs
- 3.28. Continued disruption of the educational environment
- 3.29. Gang-related activities
- 3.30. Participation in a non-school sanctioned group that is deemed disruptive to the school environment
- 3.31. Intimidation, harassment, bullying, threats, hazing or extortion by two (2) or more students acting as a group
- 3.32. Intimidation, harassment, threats, hazing or extortion by an individual who threatens the safety of a person or the safety or security of the school environment (including electronically, written, verbal, physical, or other methods)
- 3.33. Violation of the “Acceptable Use” policy regarding technology (Involving other Class III violations)
- 3.34. Fighting  
Note: \*Any additional offenses after the 1st offense will result in a DRC Hearing.
- 3.35. Use of a vape pen or vaping; a vape pen is considered an explosive device and potential drug paraphernalia (JUUL or other e-cigarette vaporizers); Use, sale and/or distribution of tobacco products.
- 3.36. Possession and/or use of prescription, non-prescription medication, inhalants, aerosol sprays, or other over-the-counter products
- 3.37. Profanity directed toward a school board employee
- 3.38. Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

### ***Further Explanation of Class III Violations:***

- **Drugs:** Unauthorized possession, distribution, transfer, use, or sale of drugs, drug possession or paraphernalia. Unauthorized consumption of drugs while at school including over the counter and prescription medications or attending school under the influence of legal or illegal drugs. In accordance with **The Code of Alabama**, 16-1-24.1 (b) (c), the principal shall notify appropriate law enforcement officials when any student violates School Board policy concerning drugs and /or alcohol. The Code authorizes that following discipline measures:
  - Immediate suspension, expulsion, initiation of criminal charges,
  - Denial of readmission until any criminal charges are settled,
  - Denial of readmission until the conditions set by the School Board are met.



- **Alcoholic Beverages:** Possession, transfer, distribution, procurement, or sale of alcoholic beverages, attending school under the influence of alcoholic beverages;
- **Arson:** The willful and malicious burning or attempting to burn any part of School Board property. In accordance with **The Code of Alabama**, 16-1-24.1 (e) (2), parents are liable for damages to school property caused by their child;
- **Assault/Battery Upon School Board Employee:** The intentional, unlawful threat by word or act to do violence, or the intentional causing of bodily harm to a School Board employee. In accordance with **The Code of Alabama**, 13A-6-21, and **Legislative Act No. 96-533**, it is a second degree felony to cause physical injury or threaten to cause physical injury to teachers or employees of the School Board. In accordance with **The Code of Alabama**, 16-1-24.1 (b) (c), the principal shall notify appropriate law enforcement officials when any student violates School Board policy concerning physical harm or threatened physical harm against another student or employee of the School Board. The Code authorizes the following discipline measures: immediate suspension, expulsion, initiation of criminal charges, denial of readmission until any criminal charges are settled, and/or denial of readmission until the conditions set by the School Board are met;
- **Aggravated Assault/Battery:** Intentionally causing great bodily harm, disability, permanent disfigurement, or the use of a deadly weapon. See applicable statutes under Class III. **NOTE: The perpetrator must be arrested, and the victim must seek medical attention for this code to apply;**
- **Robbery:** The taking of money or other property from the person or custody of another by force, violence, assault or instilling the fear of same;
- **Stealing - Larceny - Grand Theft:** The intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another;
- **Burglary of School Property** (including any vehicle): Entering or remaining in a structure or conveyance with the intent to commit or committing an offense therein during the hours the premises is closed to the public;
- **Criminal Mischief/ Vandalism:** Willful and malicious injury or damages at \$100.00 or more to public property, or to real or personal property belonging to another;
- **Possession of Firearms:** Any firearm (including a starter gun or facsimile of a gun) which will, or is designed to, or may to, or may fire 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 destructive device. In accordance with **The Code of Alabama**, 13-A-1 1 -72(d), Handgun possession of a deadly weapon with intent to do bodily harm on school system property, including a school bus, is a Class C felony. In accordance with **The Code of Alabama**, 16-1-24.1 (b) (c), the principal shall notify appropriate law enforcement officials when any student violates School Board policy concerning physical harm or threats of physical harm. Other Weapon harm against another student or employee of the Board. The Code authorizes the following discipline measures: immediate suspension for rifle/shotgun possession, then expulsion, initiation of criminal charges, denial of readmission until any criminal charge is settled, and/or denial of readmission until the conditions set by the Board are met.

In accordance with **Public Law 103-282; "Improving America's Schools Act of 1994;" Part F, Section 14601**, Gun-Free Requirements and **Alabama Legislative Act (94-820 & 94-817)**, a student shall be expelled from school for not less than one (1) calendar year if found to be in possession of a firearm on school property, to include property not owned by the school system but where any official school-sponsored activities is held. Any student determined by the Board to have brought a weapon or firearm on school property as defined above shall be referred to the criminal justice or juvenile delinquency system;

- **Possession of Weapons:** Possession of scissors, box cutters, lasers, razors, metal knuckles, artificial weapons or any other object not specifically listed that is primarily meant or that may be adapted, used, or threatened to be used, for attack or for infliction of injury including toy firearms, replicas and facsimiles.
- **Bomb Threats:** Any such communication(s) concerning School Board property which has the effect of interrupting the educational environment. Immediate proceedings shall be initiated for expulsion;



- **Explosives:** Preparing, possession, or igniting explosives on School Board property; possession likely to cause bodily injury or property damage;
- **Illegal School Entry:** Breaking, entering or remaining in an ACS’ structure or conveyance without justification;
- **Sexual Acts /Harassment:**
  - Unwelcome sexual advances, requests for sexual favors, and other verbal or attempted physical conduct of a sexual nature
  - Acts of a sexual nature, including but not limited to battery, intercourse, or attempted rape
  - Indecent exposure - Intentional explicit exposure of private parts, “mooning”
  - Written or verbal proposition to promote sexual acts
- **Display or Distribution of Obscene, Pornographic, or Sexually Explicit Material:** Including having this material visible where others can intentionally or unintentionally see it.
- **Inciting or Participating in a Student Disorder:** Leading, encouraging, or assisting in disruptions which result in destruction or damage of public property; personal injury to participants or others during any school sponsored activity;
- **Bullying, Harassment, Intimidation, Threats, or Hate Crimes:** Verbally, non-verbally, or by written or printed communication maliciously threatening injury to another student, property or reputation of another; intent to extort money or any pecuniary advantage at all, or with the intent to compel the student threatened, or any other student to do any act or refrain from doing any act against his/her will, threatening words or actions, coupled with an apparent ability to carry out the threat, creating a fear in the other student, including instigation of a fight;
- **Threats/Extortion:** Verbally or by written or printed communication, the malicious threatening of an injury to the person, property, or reputation of another with the intent to extort money of pecuniary advantage whatsoever or with the intent to compel the person so threatened, or any other person, to any act or refrain from doing any act against his/her will;
- **Directing Obscene or Profane Language:** Toward a School Board employee (verbal, written, gesture);
- **Major Disruption of the Educational Environment:** Any participation in a major disorder involving five or more students that places students, staff or the educational process at risk, or results in destruction or damage to public or private property or causes personal injury to participants or others.. Leading, encouraging or promoting a major disorder through words or actions, videoing a fight, refusal to comply, and any other offense that may fall within this category;
- **Fighting:** Any physical conflict, hitting or the contact, exchange or blows between two or more individuals, or physical conflict in which significant injury occurs;
- **Criminal Acts:** As defined under the laws of the City, State of Alabama, or the United States.

### CLASS III – DISCIPLINARY ACTION MATRIX

#### K – 6

FIRST OFFENSE:	5 days Out of School Suspension or Suspended pending DRC Hearing
SECOND OFFENSE:	Suspended pending DRC Hearing
THIRD OFFENSE:	Suspended pending DRC Hearing
FOURTH OFFENSE:	Suspended pending DRC Hearing
FIFTH OFFENSE:	Suspended pending DRC Hearing
SIXTH OFFENSE:	Suspended pending DRC Hearing



### CLASS III – DISCIPLINARY ACTION MATRIX

7– 12

FIRST OFFENSE:	5 days Out of School Suspension or Suspended pending DRC Hearing
SECOND OFFENSE:	Suspended pending DRC Hearing
THIRD OFFENSE:	Suspended pending DRC Hearing
FOURTH OFFENSE:	Suspended pending DRC Hearing
FIFTH OFFENSE:	Suspended pending DRC Hearing
SIXTH OFFENSE:	Suspended pending DRC Hearing

**\*\*Parents will be notified of any III violation(s) that results in disciplinary action taken by school administration.**

#### DISCIPLINARY ACTION DEFINITIONS

This Code of Student Conduct prescribes that certain disciplinary action may be taken in response to student behavior. The following descriptions should provide general explanations of some of the ways discipline may be applied. However, the following is not exhaustive and will not limit the discretion of the local school or School Board employees regarding disciplinary alternatives.

- **Academic Work Assignment:** The principal or designee has the authority to assign an assignment as a disciplinary action.
- **Administrative referral to other school personnel:** The administrator may refer students to the counselor, instructional coach, or other support personnel in an effort to support a change in the student’s behavior.
- **Alternative Educational Programs:** The Board offers short term and limited long-term educational opportunities. Students disciplined under Class II or Class III procedures may be required to attend the Phoenix Academy in lieu of other disciplinary alternatives. Any student assigned to Phoenix Academy or while under local school suspension will be prohibited from entering onto any School Board property other than the location to which the student is assigned and from attending or participating in any local school or School Board activities which are not made a part of the student’s assignment in the program, whether on or off school or School Board grounds (see Suspension).
- **Corporal Punishment:** Corporal punishment is defined as bodily punishment by use of a paddle on the buttocks and may be used as a disciplinary option as prescribed herein. It shall not be administered as punishment for failing grades, nor in the presence or sight of students. Corporal punishment shall be administered by the principal or his/her designee. A certificated person other than the one administering the punishment shall be a witness to all such incidents. Parental approval of corporal punishment shall not be required prior to its administration; however, a parent’s written request to restrict the use of corporal punishment shall be respected. Use of corporal punishment as a consequence is at the discretion of the building principal.
- **Detention:** Assignment to a designated room on a school campus, either outside the regular school day, including Saturday, or during the regular school day, for a specified period of time. A failure to comply with school detention procedures will result in additional disciplinary action.





- **Discipline Of Students with Disabilities (Special Education as identified under IDEA 2004):** With respect to students with disabilities as defined by law (IDEA 2004 and Rules of Alabama State Board of Education, Special Education Services) application of the procedures and consequences specified in this Code of Student Conduct will be subject to appropriate modification when such modification is indicated, or required, by a student's disability as defined by IDEA 2004 and Rules of Alabama State Board of Education, Special Education Services, Individualized Education Plan (IEP) or other legal requirement. In all cases, this Code of Student Conduct shall be construed and applied to comport with applicable laws and regulations governing the discipline of students with disabilities. For additional information, contact the Special Education Coordinator.
- **Driving Privileges:** The driving of vehicles to school by students is considered a privilege, and this privilege may be revoked at the discretion of the principal.
- **Expulsion:** Expulsion is the removal of a student from the Alexander City School System. An expelled student shall not attend Alexander City Schools, enter onto any Board property, or attend or participate in any school or Board-related activities, regardless of the nature or location of the activity. Any student removed from the school system who is found in violation of the above will be considered trespassing.
- **In-School Suspension (ISS):** In-School Suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. All principals will follow the Board approved in-school suspension procedures.
- **Required In-School Parental Conference:** A required in-school parental conference is a meeting at the school with the principal or his/her designee, parent(s) or guardian and student to resolve the disciplinary problem. After notification of the problem, it is the parent(s)' or guardian(s)' responsibility to arrange for the conference within twenty-four (24) hours.
- **Restorative Justice:** This includes but is not limited to a written or verbal apology, restitution, written agreements, peer conferences, and community service.
- **Suspension:** Suspension is a temporary removal of a student from his or her regular program and from the school. When suspended, a student is prohibited from entering into any Alexander City Schools property and from attending or participating in school or School Board-related activities (for example, athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule may result in additional charges of trespassing against the student. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises.
- **Work Detail:** The principal or designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a specified period of time.



### **Expulsion:**

The Board will consider and come to a decision on all Superintendent recommendations for student expulsion as further set forth in this document and as dictated by the Code of Alabama.

Students may be expelled from school for offenses serious enough to warrant such action as provided in the *Code of Student Conduct* or other Board disciplinary policies. Students who are recommended for expulsion may be suspended until such time as the Board meets to consider the recommendation for expulsion. Parents will be given reasonable notice of the proposed action, the reasons therefore, and an opportunity to be heard by the Board regarding expulsion. The Superintendent will notify the student and/or the student's parent or guardian, in writing, of any action taken by the Board. The term of an expulsion may extend to the maximum permitted by law.

The Board may impose such reasonable limitations on the student's right to re-enroll in the school system following expiration of expulsion as may be permitted by law. A student who withdraws from school prior to the Board's consideration of a proposed expulsion may not re-enroll in the school system until the Board holds a hearing or other appropriate proceedings regarding the recommended expulsion. Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the *Individuals with Disabilities Education Act* ("IDEA") and its implementing regulations.

***Note: Students who are placed in alternative school or expelled from the Alexander City Schools are not allowed to attend any school functions nor be on any of the Alexander City Schools campuses for the duration of the alternative placement or expulsion. Any violation of this guideline could result in a report to law enforcement authorities and/or arrest.***

### **Discipline of Incidents Involving Drugs, Alcohol, or Weapons**

In compliance with *Code of Alabama* § 16-1-24.1, as amended, the following policies, practices, and procedures have been set forth to deal with students or other persons who bring illegal drugs, alcohol, or weapons on the school campus.

1. The principal of the school shall notify appropriate law enforcement officials when any person violates the system's policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person.
2. The student involved shall immediately be suspended from attending regular classes.
3. If the student is found to have violated the Board's policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the student may not be admitted as a transfer student or readmitted to Alexander City Schools until:
  - a. Criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities; and
  - b. Only upon such conditions as the Superintendent shall prescribe for the preservation of the safety and security of students and employees of the Alexander City Schools, which may include, but is not limited to, psychiatric or psychological evaluation and counseling.

### **Discipline of Incidents Involving Firearms**

In compliance with *Code of Alabama* § 16-1-24.3 *Prohibition on the Possession of Firearms*

a student who has been determined to have brought to school or to have in their possession a firearm in a school building, on school grounds, on school buses, or at other school sponsored functions will be expelled for a period of one year. For the purpose of this section, the term "firearm" has the same meaning as defined in *Title 18 U.S.C. § 921*.

The expulsion requirement may be modified in writing by the ACS Board of Education upon the recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school



classes in any public school in the state during the expulsion period. Students who are expelled from schools for firearm possession may be permitted to attend alternative schools designed to provide education services as approved by the Board. Discipline of students with disabilities who violate the ACS firearm possession policies shall be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy and law enforcement officials will be notified by the school principal of violations.

#### **Authorized Assignments and Agents**

Principals may assign a disciplinary action of:

- up to ten (10) days of Out-of-school suspension and/or
- up to ten (10) days of In-school suspension (ISS).

The Superintendent or his/her designee may assign:

- a placement in an alternative school or
- an alternative placement.

The ACS Board of Education

- Any disciplinary action including expulsion

### **Phoenix Academy (K-12) Alternative Learning Program**

Students may be assigned to the alternative learning setting at any time during the school year by the Discipline Review Committee (DRC), the Director of Student Services, or the Superintendent of Schools. Any suspension that follows initial placement may result in the student becoming a candidate for expulsion.

Students returning from the Department of Youth Services placement, as part of their transition back to general school populations, may be placed in an alternative learning setting (Phoenix Academy) for a period of 10 to 25 days. Any student charged with a felony, awaiting trial, or sentencing may be placed in an alternative learning setting for a period of 90 to 178 days.

A transition plan will be developed with input from the student and his/her teachers to assist the student in the transition back to the general school populations. Re-entry to the main campus will require a behavior contract and transition plan. Students attending an alternative learning setting will receive credit for all coursework completed. Transportation for a child assigned to/from Phoenix Academy shall be the responsibility of the parent(s) of the child. Under **no** circumstances will a child assigned to Phoenix Academy be allowed to ride the bus to/from school.

### **DRC Composition and Actions**

1. The DRC shall be composed of the following persons/positions:
  - a. Director of Student Services
  - b. An administrator from another school in the district
  - c. A school counselor or other school or district personnel deemed appropriate by the Director of Student Services.
  
2. The DRC shall:
  - a. Hear, review, and weigh the evidence and information presented on behalf of the student and the school,
  - b. Review the student's total disciplinary record and previous disciplinary sanctions,
  - c. Review teacher evaluation forms for all current teachers of the student,
  - d. Make a fair and reasonable decision concerning the best interest of the student and the total school population.
  
3. The DRC shall perform the following:
  - a. Forward a written statement outlining the decision of the DRC Committee to the Deputy Superintendent and the building principal.



- b. Send a written notice of the decision of the Committee to the student's parent/guardian.

Should the parent/guardian disagree with the decision of the committee, they may appeal the decision to the Deputy Superintendent within five days. If there is an appeal, new information not provided or discussed during the DRC Hearing must be presented to the Deputy Superintendent for consideration. If no new information is presented to the Deputy Superintendent, the original decision will stand.

## **BUS DISCIPLINE POLICY**

The Alexander City Board of Education provides bus transportation to students who are eligible to ride based on State and Local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow all rules and regulations regarding school buses.

The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others. At such times as it becomes necessary to deny a student the privilege of riding ACS buses, it becomes the parent's sole responsibility to transport the student to and from school in a timely manner.

Each bus will have a seating chart that will be created and may be modified by the bus driver. The seating chart will be posted in the front of the bus for morning and afternoon routes. Students are expected to sit properly in their assigned seat until reaching their drop-off point or the bus driver instructs them otherwise. Failure to do so will result in the student being placed in the Hierarchy of Bus Discipline, which could result in removal from the bus.

For all Class III violations, which include, but are not limited to, fighting, bringing drugs or alcohol on a bus, using profanity toward the bus driver or other school official, or bringing any kind of weapon on the bus, the result is immediate **removal from the bus for one calendar year from date of referral (morning and afternoon routes)**. When a student is removed from the bus that means removal from all buses, not just the bus on which the disciplinary infraction occurred.

**Note: Any Class III violations committed on the bus will result in disciplinary action outlined under Class III violations on page forty four.**

For Class I or Class II violations such as failure to follow directions, refusing to sit in the assigned seat, being too loud, being disrespectful to the bus driver or other school official or any other action that causes the attention of the bus driver to be drawn from the duty of safely operating the bus, the procedure is as follows based on the student's grade level:

### **First Offense K-4**

The student is **warned and parent(s) or guardian(s) are contacted** and made aware of the consequences of another referral.

### **First Offense 5-12**

The student is **warned and parent(s) or guardian(s) are contacted** and made aware of the consequences of another referral.

### **Second Offense K-4**

The student is **removed from the bus for five school days (morning and afternoon routes)**. The student and parent(s) or guardian(s) are contacted and made aware of the consequences of another referral.

### **Second Offense 5-12**

The student is **removed from the bus for ten school days (morning and afternoon routes)**. The student and parent(s) or guardian(s) are contacted and made aware of the consequences of another referral. Any student engaged in the following infractions will be referred to DRC:

### **Third Offense K-4**

The student is **removed from the bus for ten school days (morning and afternoon routes)**. The student and parent(s) or guardian(s) are contacted and made aware of the consequences of another referral.



### **Third Offense 5-12**

The student is **removed from the bus for thirty school days (morning and afternoon routes)**. The student and parent(s) or guardian(s) are contacted and made aware of the consequences of another referral

### **Fourth Offense K-4**

The student is **removed from the bus for thirty school days (morning and afternoon routes)**. The student and parent(s) or guardian(s) are contacted and made aware of the consequences of another referral.

### **Fourth Offense 5-12**

The student is immediately **removed from the bus for one calendar year from the date of referral (morning and afternoon routes)**. The student and parent(s) or guardian(s) are contacted and made aware of the removal for one calendar year.

### **Fifth Offense K-4**

The student is immediately **removed from the bus for one calendar year from the date of referral (morning and afternoon routes)**. The student and parent(s) or guardian(s) are contacted and made aware of the removal for one calendar year.

### **ACS Bus Rules**

1. All students will follow the directions of the bus driver immediately.
2. All students will sit properly in their assigned seats until the bus stops at their drop-off point.
3. All students will keep their body parts and personal belongings to themselves at all times.
4. All students will use a conversational voice volume.
5. All students will refrain from the use of profanity.
6. No students will throw objects out the windows.
7. No food or drinks will be allowed on buses.

Any violation of these rules will result in the student being placed within the Hierarchy of Bus Discipline which can result in permanent removal from the bus. Behaviors such as but not limited to the following: fighting, destruction of property and/or defiance of authority will result in immediate and permanent removal from the bus for one calendar year from the date of the referral. Parental concerns about bus discipline should first be addressed with school administration. If the situation is not resolved, the parent may appeal in writing to the Director of Student Services within five days of the initial offense. The discipline assigned by the school will remain in effect until the appeals process is complete.

**Note: Any student caught recording or sharing a recording of a bus incident will result in the student being placed on step 2 of the Hierarchy of Bus Discipline.**

### **Procedures Involving Bus Video**

The video from a bus in the Alexander City School System may be viewed by the administration of any school involved in the incident being investigated, the administration of the Central Office, law enforcement officer, and Court officials.

The purpose of cameras on each bus is to properly provide and maintain a safe and secure environment while transporting students. To ensure this process, videos will be viewed at random and upon particular situations where video evidence is necessary to properly apply the Code of Conduct.

**For reasons of privacy, students and/or parents may not view bus video unless subpoenaed by Court officials, unless this information becomes part of the student's record.**

**\*\* Procedure effective date August 6, 2012**

### **No Trespassing On A School Bus**

Individuals who trespass on a school bus will be subject to the legal ramifications as defined in the Charles "Chuck" Poland, Jr. Act (Alabama Act 2013-347). No one is allowed to step on a school bus unless given permission to do so by a school official. This law imposes penalties, including potential jail time, for unauthorized entry onto school buses and aims to enhance the safety of students and bus drivers by addressing the issue of trespassing on Alabama school buses.



## ATTENDANCE

Regular attendance is essential for a student's successful progress in the instructional program. Failure to comply with attendance procedures can result in Educational Neglect and Truancy, Title 16-28-12, **Code of Alabama**. Truancy guidelines also apply to students that chose the virtual school option.

### ***Student Responsibilities:***

- Be punctual and regular in attendance.
- Provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence.

### **Excused Absences**

In accordance with state law, a parent/guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a dated, written excuse signed by the parent/guardian stating the reason for and date(s) of the absence. Any student who returns to school without a proper excuse will have three (3) days to bring a note to clear the absence(s). A written note does not guarantee that an absence will be marked excused. After this three (3) day period, the absence will automatically become unexcused. After a total of **five (5) daily absences (“mama notes”) per year**, the parent/guardian will be required to provide medical or legal documentation in order for absences to be excused. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations. Appointments will be excused for the portion of the day that the appointment denotes.

**Due to problems associated with receiving faxed doctor's excuses and a request from Tallapoosa County Court System, the Alexander City Schools will no longer accept faxed or emailed doctor's excuses from the physician's office. Only hand-delivered excuses will be accepted at the school. Such excuses may be delivered by the parent, student, or through formal communication procedures established by each school.**

**Note: As of the 2023-2024 school year, excuses for all absences can be submitted electronically via Formsite.**

### **Excused Absence, Tardy, Late Arrival and Early Dismissal**

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

- The student is too ill to attend school;
- As determined by the Superintendent or principal, inclement weather which would make school attendance dangerous for students;
- Legal quarantine;
- Death in the immediate family;
- Special conditions as determined by the Superintendent or principal;
- Court appearance, military orientation, or driver's license test;

### **Unexcused Absences**

- Absence for reasons other than those defined above shall be considered as unexcused. Examples include the following: personal business, hair appointments, employment, business, work, baby-sitting, shopping, vehicle breakdown, parent or guardian failure or refusal to require student's attendance, missed bus, oversleeping, and unauthorized absences from class after arrival at school.



- Any student accumulating more than ten (10) unexcused absences, during one semester, may not be awarded credit for the course(s) taken and may be considered a candidate for retention.
- A student shall be under the jurisdiction of the school from the time the student arrives at school each day until he/she leaves the school campus in the afternoon. In case a student rides a bus, he/she shall be under the jurisdiction of the school from the time he/she boards the bus until the student exits the bus in the afternoon. In addition, a student shall be under the jurisdiction of the school while attending any school-sponsored activity either at school or away from school. This shall apply to all students, including members of athletic teams, pep clubs, band, and other student organizations.

## **Make-up Work**

If a student is absent for any excused reason, the student must make arrangements with the teacher within three (3) days of his/her return to school to complete missed assignments. In making arrangements for make-up work, the teacher should consider the type of absences, the length of time absent, the amount and nature of work missed and number of make-up assignments due in all classes.

**\*Students may earn a grade no higher than 70% for make-up work from unexcused absences in Grades 7-12.**

## **Absences Defined**

**School Day** – A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present for more than fifty percent (50%) of the scheduled school day.

**Class Absence** – A class absence is defined as non-attendance for more than fifty percent (50%) of a regularly scheduled class. To be counted present, a student must be present more than fifty percent (50%) of the scheduled class time. A student must be present more than fifty percent (50%) of the school day to be counted present in the Attendance Register.

## **Religious Absences**

Students may be excused to attend religious holiday services/functions on officially recognized religious holidays when their parent/guardian contacts the principal in advance to arrange for such absences. Students given prior permission by the principal shall be allowed to make-up work missed during such absences.

## **Student Tardiness**

Tardiness is defined as a student's arrival after the official time set for the beginning of each respective school's regular daily activities. Students are required to report to schools no later than the official beginning of the school day and to be on time for all classes during the day. Students who arrive after school has begun must be checked in by a parent/guardian. Tardiness is excused for the same reasons as absences. Principals, with the advice and counsel of staff members at the respective schools, shall be responsible for establishing specific rules and regulations governing tardiness.

## **Late Arrivals/Early Dismissals**

Late arrivals/early dismissals shall be considered an unexcused absence or tardy from those class periods missed unless evidence is presented to the principal or designee by the parent/guardian that the late arrival/early dismissal was for an excused reason. Students must make arrangements for late arrivals/early dismissals through the school office and in compliance with local school procedures.

## **Perfect Attendance Award**

A Perfect Attendance Certificate shall be awarded only to those students who have attended school every day, for the entire day, during the school year. Attendance records from other school systems will be checked for students enrolling after the beginning of the school year. Students receiving the Perfect Attendance Certificate shall **not** have any tardiness or late arrivals/early dismissals.



## **Participation in Extra or Co-curricular Activities**

Students who are absent from school for an excused or unexcused reason shall **not** participate in any school extracurricular or co-curricular activities that day (including athletic events, cheerleading, club activities, etc.).

## **Participation in School-Sponsored Activities**

Any student participating in off-campus activities, under the sponsorship of the school is required to have written permission from the parent/guardian. Students must arrange to make-up assignments missed while participating in school-sponsored or sanctioned activities. Students may choose not to participate in non-required off-campus activities. Students who would miss labs or tests, students who are failing classes, and/or students who have excessive absences may be denied the right to participate in selected school-sponsored activities by respective subject area teachers.

In the case of on-campus club activities, individual teachers, with the approval of the principal, have the option to deny permission for selected students to participate for the same reasons they might deny permission for selected students to participate in off-campus activities. It is the student's responsibility to inform all teachers prior to the activity and to make arrangements for making up all work missed. Students who are away from school or class due to participation in official school-sponsored activities shall be marked present and allowed to make-up missed work. These days should be coded with an "s" to indicate school-sponsored activity.

## **EARLY WARNING TRUANCY NOTICE**

Daily attendance is vitally important to the acquisition of knowledge. Students gain considerably as the result of being in class each day. It is the purpose of this program to do everything possible to encourage good attendance by involving as many supportive groups as necessary and by developing a uniform method of addressing this important issue.

Students deserve every opportunity for academic success and prompt, regular, daily attendance not only teaches life supporting skills but, also, increases the likelihood of school being a positive experience. A uniform attendance emphasis must then define the responsibilities of the groups of people directly related to the program. These groups will be: students, parents, teachers, administrators, and courts.

### **Responsibilities of the Student**

- A. Arriving at school prior to the opening time.
- B. Being seated and ready for instruction in each class before the tardy bell rings.
- C. Bringing to each class those books and materials necessary to make attendance meaningful.
- D. Remaining in class for the entire class period.

### **Responsibilities of the Parents**

- A. Encouraging their child to be present daily and on time.
- B. Discouraging their child from absences related to family trips and/or vacations during the school year, and appointments that could be better scheduled so as to not interfere with the school day.
- C. Refraining from asking the school to violate the checkout procedure approved by the Alexander City Board of Education.
- D. Scheduling necessary appointments for their child outside the school day when possible.
- E. Cooperating with the school in providing valid excuses for their child's absence.
- F. Attending conferences arranged by the principal.

### **Responsibilities of the Teacher**

- A. Developing class incentives related to improved attendance.





- B. Establishing contact with parents concerning their child's attendance patterns.
- C. Working with the guidance counselor in scheduling students in programs that meet their individual needs.
- D. Demonstrating to the student that planned learning experiences will take place each day.

### **Responsibilities of the Administration**

- A. Designing local school plans for improving attendance.
- B. Enforcing a checkout system consistent with administrative policy.
- C. Considering many alternatives in an effort to reduce the number of suspensions and, thereby, absent days.
- D. Attempting to keep parents aware of each absence daily.

### **PARENTAL NOTIFICATION EARLY WARNING TRUANCY PREVENTION PROGRAM**

#### **1. ATTENDANCE**

The Alabama Compulsory School Attendance Law (Sec. 16-28-3) requires children between the ages of six (6) and seventeen (17) to enroll and attend school. Additionally, Section 16-28-12 of the Code of Alabama, as amended May 17, 1993, requires that any parent/guardian who enrolls a student in school will be responsible for the child's regular attendance and proper conduct. Parents and/or guardians must provide to the child's teacher an explanation of each absence within three days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant. Except in emergency situations, out of town trips must have the principal's approval prior to taking the trip, if the absence is to be coded excused.

#### **Schools shall follow the following protocol when absences occur:**

##### **1. First Truancy/unexcused absences (written notification)**

Parent/guardian shall be notified by the school principal or designee that the student was truant and the date of the truancy.

##### **2. Second Truancy/unexcused absence (written notification)**

Parents will receive a letter from the school notifying them of actions that will be taken by the school and courts should truanancies continue.

(i) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

##### **3. Third Truancy/unexcused absence (school conference)**

Parents will participate in a truancy intervention conference with the school principal and/or designee (counselor, assistant principal, lead teacher, etc...).

##### **4. Fourth Truancy/unexcused absences (written notification)**

Parent/guardian shall be notified by the school principal or designee that the student was truant and the date of the truancy.

##### **5. Fifth Truancy/unexcused absence (referral to Early Warning Truancy Prevention Program)**

(i) The parent, guardian, or person having control of the child shall (1) attend an early warning program provided by the Director of Student Services.

(ii) Failure to appear at an early warning program may result in the filing of a complaint/petition against the parent under Code of Ala. 1975, §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

##### **6. Sixth Truancy/ unexcused absence (letter of non-compliance)**

Parent/guardian shall be notified in writing that any additional unexcused absences will result in the filling of a complaint/petition against child or parent/guardian with Juvenile Court.



**7. No earlier than seventh unexcused absence.**

(i) File a complaint/petition against the child and/or parent/guardian, if appropriate.

**Early Warning Program**

1. **Purpose:** The Early Warning Program is a school/community-based program to assist public school personnel, parents, and law enforcement personnel in providing for early intervention for children and youth who are truant or in danger of becoming truant. A child is truant if no explanation is provided for absences or the child is absent for reasons other than those recognized as excusable.

2. **Description:** The Early Warning Program is a cooperative effort involving the Alexander City Board of Education; Juvenile Court Services; and Community Agencies.

3. **Procedure:** Parents will be notified in writing of the date they are scheduled to attend the Early Warning Program. Per State Department guidelines, participation in the Early Warning Program is required.

4. **Tuancies after Referral to Early Warning:** Non-attendance of the Early Warning Program and/or subsequent tuancies may result in a truancy petition (against student) or a contributing to truancy petition (against parent/guardian) to be filed with the Tallapoosa County Juvenile Court.

**TENTH ABSENCE CODED EXCUSED:** Students who accumulate ten excused absences may also be required to attend the Early Warning Truancy Prevention Program. This action will require approval of the principal.

**RESTRAINT AND SECLUSION**

The Superintendent is authorized to develop written procedures governing the use of physical restraint as required by state law. The procedures will be published in accordance with the requirements of state law.

**Physical Restraint**

For schools and programs within the school district that use physical restraint as defined the State Board of Education rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include, at minimum, the following:

- A. Positive Behavioral Interventions will be used to de-escalate, if possible, before initiating restraint.
- B. When a pattern of aggressive behavior is established, training in therapeutic restraint will be provided for staff involved with the student.
- C. When possible, a third party will assist by monitoring the safety of the student.
- D. Documentation of the use of physical restraint will be submitted to the building administrator and appropriate central office personnel and upon request, the Alabama Department of Education.
- E. The school nurse will see the student as soon as possible after the restraint on the day of the restraint.
- F. Staff will notify the parent on the day of the restraint and within 24 hours send home a written notification of the restraint.
- G. Staff will meet to debrief after the restraint. Debriefing will include assessing steps taken to de-escalate the behavior both before and during the restraint.

**Seclusion**

The Board of Education also prohibits the use of seclusion, as that term is defined in State Board of Education Rule 290-3-1-.02(1)(f).



## **Alabama Code §290-3-1-.02(1)(f) Seclusion and Restraint for ALL Students**

### 1. Definitions

Physical Restraint – Direct physical contact from an adult that prevents or significantly restricts a student’s movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

Physical Restraint that restricts the flow of air to the student’s lungs – Any method (face-down, face-up, or on your side) of physical restraint in which physical pressure is applied to the student’s body that restricts the flow of air into the student’s lungs. Use of this type of restraint is prohibited in Alabama public schools and educational programs.

Seclusion – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined in paragraph (1.) (vi) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room. Use of seclusion is prohibited in Alabama public schools and educational programs.

### 2. Requirements

The use of seclusion is prohibited in Alabama public schools and educational programs.

The use of physical restraint is prohibited in Alabama public schools and educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Notwithstanding the foregoing, physical restraint is prohibited in Alabama public schools and educational programs when used as a form of discipline or punishment.

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

## **NOTIFICATION OF RIGHTS UNDER PUBLIC LAW 93-380**

Parents or guardians have the right to inspect and review all official records, files, and data directly relating to their children including the permanent record folder. This right is conferred upon the student when the student becomes 19 years of age.

A request to review such records must be made in writing to the school principal. Upon review of such records, the parent, guardian, or eligible-age student may request in writing a hearing to challenge the content of such records if desired.

No personally identifiable information of students will be released without the written consent of parent, guardian, or eligible-age student except to:

1. School personnel involved in the educational process
2. Officials of other schools in which the student enrolls or intends to enroll
3. Authorized representative of
  - a. Comptroller General of the United States
  - b. The Secretary of the Office of Education
  - c. An Administrative Head of an Education Agency
  - d. Any State Education Agency



Transcripts of permanent records will be sent to another school in which a student enrolls, or intends to enroll when requested in writing by school officials or when requested in writing by the parent, guardian, or eligible-age student.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Alexander City Board of Education (ACBOE), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the ACBOE may disclose appropriately designated "Directory Information" without written consent, unless you have advised the District in writing that you do not want your child's information disclosed. The primary purpose of directory information is to allow the ACBOE to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA in writing that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want the ACBOE to disclose directory information from your child's education records without your prior written consent, you must notify the School principal in writing within fifteen school days of the student's first day of attendance. The ACBOE may disclose the following examples as directory information:

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

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



## **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days after the day the Alexander City Schools receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Alexander City Schools to amend their child's or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Alexander City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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



**See the list below of the disclosures that elementary and secondary schools may make without consent**

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C

## **Asbestos Inspections Of Our Schools**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education agencies throughout the country, public and private, to inspect their buildings for asbestos containing building materials (ACBM's) and to take appropriate response actions if necessary to control the release of asbestos fibers into the environment.



In compliance with this law, each building of Alexander City Schools has been inspected and special “Management Plan” reports have been developed by an accredited engineering firm. Each Management Plan describes the results of its corresponding inspection along with recommended response actions in the event of ACBM identification. A copy of the Management Plan for each building is available for your review in the principal’s or supervisor’s office during normal office hours. If you have any questions regarding this matter, feel free to contact Maintenance at 256-329-6553.

## **HEALTH PROGRAM**

The School Health Program of Alexander City Schools exists in order to foster academic achievement of all students in a safe, healthy, and nourishing environment. The program serves to:

- Promote health and wellness
- Prevent disease, disorders, and injury
- Manage and support students with chronic health care needs
- Promote positive health and safety behaviors

### **PROGRAM SERVICES**

Alexander City Schools provides school health services in compliance with state and federal mandates. Health services offered in the school setting include:

- Monitoring students’ immunization status and ensuring compliance with immunization law
- Monitoring for the presence of communicable, or infectious, diseases and illnesses
- Routine management and specialized procedures for students diagnosed with a chronic condition
- Medication administration for students diagnosed with a chronic or emergency condition
- Case management (medical and resource referrals)
- Emergency response
- Health screenings (vision, hearing, and scoliosis)
- Health and wellness promotion (flu vaccination clinic, dental services, health education, mental health services)

### **HEALTH PROGRAM GUIDELINES AND PROTOCOLS**

All parents and guardians are responsible for following guidelines and protocols established for the Health Program of Alexander City Schools. The guidelines and protocols indicated below are in place to ensure the health and safety of all students. Complete guidelines may be obtained from the school nurse.

- Initial Enrollment and Annual Registration Requirements
- Immunization Guidelines
- Sick Day and Acute Illness Guidelines
- Medication Guidelines
- Guidelines for Management of Chronic Medical Conditions
- Medical Emergencies
- Health Screenings (i.e. vision, hearing, scoliosis)
- Flu Clinic Guidelines
- Food Allergy and Anaphylaxis Guidelines
- Head Lice Guidelines



## **HEALTH PROGRAM ENROLLMENT AND REGISTRATION RESPONSIBILITIES OF PARENTS AND GUARDIANS**

Initial Enrollment and Annual Registration Requirements

### **Health Assessment Record:**

You must complete, sign, and submit a State of Alabama Health Assessment Record (HAR) for each child at the time of initial enrollment and for every year enrolled as part of the annual online registration process.

### **Immunization Documentation:**

You must submit one (1) of the following immunization forms to the school nurse in order to enroll your child in school. You must also submit one (1) of the following any time additional immunizations are given as required for school entry (i.e. Tdap when 11 years old and entering 6<sup>th</sup> grade). In the event of a real or threatened disease outbreak, students who have not been vaccinated may be excluded from school.

Students who do not have one (1) of the required documents will not be allowed to enroll or register:

- ✓ A valid and up to date Alabama Certificate of Immunization
- ✓ A valid Alabama Department of Public Health Certificate of Religious Exemption
- ✓ A valid Alabama Certificate of Medical Exemption

## **IMMUNIZATIONS**

### **Required Immunizations for School Attendance:**

<b>Name of Immunization</b>	<b>Number of Doses</b>
Diphtheria/tetanus/pertussis	<ul style="list-style-type: none"><li>• Five (5) Doses (Four (4) if the 4<sup>th</sup> dose was given after the 4<sup>th</sup> birthday)</li><li>• A Tdap booster vaccine at eleven (11) or twelve (12) years old before beginning 6<sup>th</sup> grade</li><li>• If a Tdap booster was not given before entering 6<sup>th</sup> grade and has not been given since eleven (11) years of age, one (1) booster is required to enroll or register in any grade above 6<sup>th</sup> grade</li></ul>
Polio	Four (4) doses (three (3) doses if the 3 <sup>rd</sup> was given on or after the 4 <sup>th</sup> birthday)
Measles/mumps/rubella	Two (2) doses
Hib	Four (4) doses up to five (5) yrs of age
PCV	Four (4) doses (Refer to catch-up schedule for children who have fallen behind on immunizations.)
Varicella	Two (2) doses separated by at least twenty-eight days for persons who are thirteen (13) years old or older when beginning the vaccination series)

### **Recommended Immunizations**

- **Flu:** Yearly vaccination against the influenza virus is recommended for all school-age children, except when contraindicated due to individual factors.
- **HPV Series:** HPV is now a two-dose series if given before the age of 15 and three-dose if after 15. Boys and girls between the ages nine (9) and twenty-six (26). Although most HPV (Human Papillomavirus) infections cause no symptoms and are self-limited, persistent HPV infection can cause certain cancers in males and females.
- **Meningococcal (MCV4)** - Eleven (11) – twelve (12) year olds and unvaccinated adolescents and a booster is given at age 16. Meningococcal disease is serious and is the leading cause of bacterial meningitis in children two (2) – eighteen (18) years old.
- **Hepatitis B-** If your child has not already completed the three (3) dose vaccine series.





## STUDENT ILLNESSES AND CONDITIONS

### Sick Day and Acute Illness Guidelines

School nurses monitor for symptoms of communicable, or infectious, health conditions. When symptoms exist, your child may not attend school. If symptoms occur in school, you will be contacted and you must pick your child up from school. If your child is diagnosed with an infectious illness or has symptoms of an infectious condition at home, you must keep your child home from school. \* The following guidelines must be adhered to:

- **Persistent Fever:** Oral temperature of 100.4 degrees or higher  
Cannot attend school until fever free twenty-four hours without fever-reducing medication.
  - **Vomiting:** Cannot attend school if the following exist:
    - o One (1) episode of vomiting + the presence of another symptom (fever, diarrhea, etc.); or
    - o Two (2) or more episodes of vomiting within a twenty-four hour period, even if no other symptoms exist.
  - **Diarrhea:** Cannot attend school if the following exist:
    - o One (1) episode of diarrhea + the presence of another symptom (dehydration, fever, etc.); or
    - o Three (3) or more episodes of diarrhea in a twenty-four hour period, even if no other symptoms exist.
  - **“Pink Eye”:** Cannot attend school until medication has been administered and symptoms are no longer present.
  - **Chicken Pox:** Cannot attend school until all blisters have formed scabs.
  - **Strep Throat:** Cannot attend school until eighteen hours after medical treatment and no fever for twenty-four hours
  - **“Flu”:** Cannot attend until fever free twenty-four hours without fever-reducing medication. You should inform the school nurse if your child is diagnosed with the flu.
  - **Impetigo:** Cannot attend school until twenty-four hours after prescribed medical treatment.
  - **Ringworm:** Your child must not attend school until treatment has been started.
  - **MRSA: “Staph infection”:** Cannot attend school until prescribed medical treatment is started, fever is absent, and the area is covered and drainage is not seeping through it.
- \***COVID-**People who test positive for COVID-19 should follow CDC guidelines. Stay at home for 24 hours after both symptoms are improving overall and fever free without the use of fever reducing meds.
- \* **You must submit proof of treatment or a statement of clearance from the health department or medical provider if proofs are requested by the school nurse.**

## **FOOD ALLERGIES AND ANAPHYLAXIS**

### **What is Anaphylaxis?**

Anaphylaxis is a life-threatening allergic reaction, which occurs very quickly after exposure to an allergen. Strict avoidance is key.

### **Common Foods**

The foods that most commonly cause anaphylaxis include: Peanuts (the main cause of allergies in children), fish, tree nuts (such as walnuts, pecans and cashews), cow’s milk, eggs, wheat soy, and shellfish.

### **Guidelines for Alexander City Schools (ACS) Food Allergy and Anaphylaxis**

The Anaphylaxis Preparedness Program focuses on providing a safe and healthy environment for all students to learn. School personnel are provided food allergy anaphylaxis education and training. Students receive food allergy anaphylaxis awareness education.



### **Responsibilities of Parents/Guardians**

- Because certain food items or ingredients may be dangerous for an individual to eat, you should tell your child not to share any food item with another student or accept and eat any food from another child. You should ensure your child knows, understands, and follows your plan for his or her daily school meal and snack.
- You should teach your child to wash his or her hands with soap and water before and after eating.
- You should not send in any food items to be shared during classroom parties or celebrations without speaking with your child's teacher and principal and adhering to the school's guidelines for sending food items from home. All food items should be pre-packaged with the ingredient label intact.
- If your child is diagnosed with a food allergy or anaphylaxis, you must notify the school nurse before the beginning of the school year to develop a written plan of care for your child. If your child requires any food substitutions or accommodations, you must have your child's medical provider complete and sign the Medical Statement for Students Requiring Special Meals and Accommodations (on page 76). Completed forms must be submitted directly to the school nurse.

### **HEAD LICE**

Lice are transmitted by direct head-to-head contact when heads touch. Symptoms may not exist until two (2) months after transmission. Prevention begins at home. Parents should know how to prevent, identify, and treat lice.

What are head lice?

Head lice are tiny, wingless insects that live close to the scalp, often behind the ears or at the nape of the neck. Lice are the size of a sesame seed and appear tan to grayish-white. Lice do not live more than twenty-four hours away from the scalp. The eggs, or nits, are tiny, "tear-drops" that attach to the hair shaft. Viable nits are yellowish or white and are not removed easily. Nits cannot hatch or survive away from the scalp.

Who gets head lice?

Anyone can get head lice if his/her head has direct contact with an infected person's head. Lice is not related to cleanliness or socio-economic status. Lice do not affect health or cause disease. Lice do not fly or jump! A person cannot get lice by being in the same room or near someone who is infested.

How can I prevent head lice in my child?

Teach your child not to place his or her head directly against someone else's head. Check your child's scalp for head lice every week. Instruct your child not to share any personal items.

What do I do if my child gets head lice?

- Contact your medical provider for treatment. Multiple treatment options are available. A second treatment may be needed. Resistance to some treatments is possible. Frequent and repeated treatment may be harmful. Household members should not be treated unless they have live lice.
- All household bedding, cushions, pillows, worn clothing, stuffed animals, etc. should be washed at approximately 130 degrees or placed in plastic bags for forty-eight hours when unable to be washed. It is important to continue to check all household members weekly for three (3) weeks after initial treatment.
- Contact the school nurse so that she can check your child and ensure treatment has been effective.

The school nurse will notify you if your child is found to have live lice. Your child should be treated before returning to school. The school nurse will check your child when he or she returns to school.

Who can be screened in school?



Mass screenings are not conducted at school. A child may be checked for lice upon request or when referred to the School Nurse.

## **Meningococcal Disease**

### What is meningococcal disease?

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*.
- It is the leading cause of bacterial meningitis in children two (2) – eighteen (18) years of age in the U.S.
- Meningococcal disease can be very serious, even life threatening in forty-eight hours or less.

### What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include:  
Sudden onset of a high fever                      Increased sensitivity to light  
Headache    Rash  
Stiff neck    Confusion  
Nausea    Vomiting  
Severe aches and pain in the muscles, joints, chest or belly

### How does meningococcal disease spread?

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.

### Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to [www.voicesofmeningitis.org](http://www.voicesofmeningitis.org) and type meningococcal disease in the SEARCH box.

## Meningococcal Vaccine

### Who should get the meningococcal vaccine?

- Adolescents eleven (11) through eighteen (18) years of age are routinely recommended for two (2) doses of meningococcal conjugate vaccine (MCV4).
- Preteens should get the first dose of MCV4 at their eleven (11) – twelve (12) years of age check-up and a booster dose of MCV4 is recommended at sixteen (16) years of age.
- Teenagers who missed a dose and are heading off to college as a freshman living in a residence hall. Ask your doctor about getting the vaccine now.

## **MEDICATION GUIDELINES**

Medications taken one (1) to three (3) times a day should be given at home to prevent unnecessary disruption of learning. Medication administration at school is intended for students diagnosed with a chronic medical condition requiring medication at school to attend school. If you want your child to have medication not required at school for a diagnosed chronic condition, you may:

- Give the medication at home
- Take and give the medication to your child at school
- Deliver the medication and adhere to medication guidelines

### **General Policy Definitions**

Medication- Any medicinal preparation (i.e. prescription, over-the-counter (OTC), alternative medications)

Alternative Medication- Unregulated substance intended as medication or treatment

Medical Provider- Anyone legally authorized to prescribe a medication



### **Notification and Authorization**

- You must notify the school nurse if your child needs medication.
- You must authorize and submit all medical orders and medication documentation to the school nurse.
- All medication is administered per guidelines. If you have any questions, contact the school nurse.
- A School Medication Prescriber/Parent Authorization (PPA) form is required for all medications.
- A parent authorization is required for all Over The Counter (OTC) medication(s) and alternative medications to be used for a one (1) time period of no more than ten (10) consecutive school days during a current school year. A PPA is required for all subsequent use of the OTC medication(s) and alternative medications.
- You must give the first dose of a new medication at home. (Exception: in the case of the need for emergency drugs such as Diastat or EpiPen or Glucagon).
- You must give controlled substance medication for acute conditions or complaints, like pain, at home.

### **Supply and Delivery of Medications**

- You must provide/deliver all medication/supplies to the nurse. Students cannot deliver medication.
- You must submit a separate medical order for each medication when medication is delivered.
- Up to a thirty school day supply of medication can be accepted.
- Consult with the school nurse if you have questions about the procedure.

### **Medication Containers and Labels**

Prescription Medication- Must be in the original container with the pharmacy label intact. Unlabeled devices (i.e. inhalers, EpiPens, etc.) must be in a box with a pharmacy label attached or pharmacists can label the device for school setting.

Over-the-Counter Medication- Must be in original, unopened/sealed container with label and child's name

### **Self-Administer and/or Self-Carry Medication**

- Only emergency medication (i.e. asthma inhalers, epinephrine devices, Glucagon, and insulin) can be carried by a student after parents/guardians deliver and verify documentation with the nurse.
- The school nurse is responsible for final authorization to self-administer and/or self-carry.

### **Field Trips and Off Campus Sporting or Activity Events**

- Only emergency or medication identified on a School Medication Prescriber Parent Authorization (PPA) may be administered.
- Medication not routinely administered must be submitted directly to the nurse two (2) weeks prior to the trip.

### **Expired, Discontinued, and Unused Medications**

- You must pick-up expired or discontinued medication within five (5) days of the specified date.
- You must pick-up unused medication by the end of the last school day.

## **CHRONIC MEDICAL CONDITIONS AND SPECIALIZED HEALTH SERVICES**

A chronic medical condition may include but is not limited to a diagnosis for diabetes, seizures, anaphylaxis, asthma, cystic fibrosis, hemophilia, or cerebral palsy.

### **Chronic Medical Condition Management**

If your child has a diagnosis of a chronic medical condition like diabetes, asthma, or seizures, and will require specialized services at school, contact your school nurse to schedule a meeting to develop an Individual Health Care Plan.

**Specialized Service's Needs** - If specialized services are to be administered in the school setting, you must notify the school nurse of your child's condition and health care needs.

**Protocol for Notifying the school nurse for a diagnosed chronic medical condition requiring specialized health services at school**

- Notify the school nurse before the first day of school



- Schedule a conference with the school nurse to develop your child's plan of care
- Submit all medical orders and documents, medications, equipment, and supplies to the school nurse
- Sign your child's Individual Health Care Plan
- Provide and maintain up-to-date emergency contact information
- Notify the school nurse at least two (2) weeks in advance if your child will:
  - o Ride the school bus to or from school
  - o Participate in a school's after school program
  - o Play a school sport or participate in another extracurricular activity
  - o Attend a field trip, including overnight or extended hour trips
  - o Attend a summer school program

### **MEDICAL EMERGENCIES AND INJURIES**

You must provide active contact information at the beginning of every school year and at any time contact information changes. Accurate contact information must be maintained in the event your child becomes ill with a potentially infectious condition, is injured, or experiences an emergency at school. In the event of a life-threatening emergency, Emergency Medical Services (EMS: 911) will be called for your child. School staff are not responsible for making the decision to transport your child by ambulance. EMS personnel will advise you and decide if your child needs EMS transport by ambulance. If you cannot be reached at contact numbers provided to the school, EMS will make the final decision regarding transporting your child by ambulance. You will be responsible for all EMS transport and treatment costs. Alexander City Schools will not be financially responsible for EMS treatment or transport costs.



## ***SUBSTANCE ABUSE and EXTRACURRICULAR PARTICIPATION***

### **ACS PROHIBITIVE SUBSTANCE TESTING PROCEDURES FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES OR STUDENTS WITH ON-CAMPUS PARKING PRIVILEGES**

#### **I. Overview Statement**

The ACBOE recognizes and values the importance of providing a safe environment for all students, staff, and visitors. Accordingly, the Board has adopted a system goal that aligns to its value of safety. In addition, the Board has adopted two substance abuse policies that allow for prohibited substance testing for students who participate in extracurricular activities and for those who are granted on-campus parking privileges – policies 5.91 and 5.92. Substance abuse can be a serious threat to the school system, its students, visitors and employees. While the percentage of substance abusing student participants may be relatively small in absolute terms, any substance abuse may significantly affect the health and safety of the abusing student, fellow students, faculty and staff, school visitors, or the student’s teammates or opponents. Moreover, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Board that the benefits derived from the prohibited substance testing objectives outweigh the potential inconvenience to students. In implementing the substance abuse policies, the Board earnestly solicits the understanding and cooperation of all students and parents, especially those seeking on-campus parking privileges and those participating in extracurricular activities.

The Board requires that all students report to school, extracurricular meetings/practices, and extracurricular events without prohibited substances in their system. No student shall use or be under the influence of prohibited substances while driving/parking on-campus or participating in any extracurricular practices, events, or otherwise while under the care and supervision of the school system.

On-campus parking privileges and participation in student extracurricular activities are a privilege, not a right. Students wishing to participate in extracurricular activities and/or to receive on-campus parking privileges must be willing to conform to the guidelines set forth in all substance abuse policies and related procedures.

In order to avoid creating safety problems and to remain in compliance with policy, students participating in extracurricular activities must inform their sponsor, director, coach or assistant coach when they legitimately possess and are taking medications which may affect their ability to practice or compete.

In order to enforce these rules, the Board reserves the right to require all students to submit, at any time prior to, during, or following a practice, competitive event, extracurricular activity, or otherwise while under the supervision or care of this school system, to a drug test to determine the presence of prohibited substances.

Students applying to participate in competitive extracurricular activities may also be screened as a condition for participating in the program. Students may also be required to undergo screening in conjunction with scheduled physical examinations, where a trained School Board observer has reasonable suspicion to believe a student has violated its student substance policies while on school property, at a school function, or while under the control, custody, and supervision of the school district, and/or in a random basis without advance notice.

Violation of these rules, including testing positive and/or refusal to undergo testing will subject the student to discipline, including suspension from student on-campus parking privileges and/or student extracurricular activities in accordance with the penalty structure set forth herein. Refusal to cooperate in any test investigation may also result in discipline, including immediate suspension of on-campus parking privileges and/or from participating in student extracurricular activities. No student testing positive, refusing to cooperate with testing, or being in violation of the student substance abuse policies will be penalized academically. Information, including testing positive, shall be held in the strictest confidence and will not be released to criminal or juvenile authorities, absent compulsion by law or consent of the student, the student’s parents or legal guardian



All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its prohibitive substance testing program, are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in the following (a) as directed by the specific, written consent of the student and the student's parents or legal guardian authorizing release of the information to an identified person; or, (b) to the tier of fact(s) in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, or otherwise under compulsion of law. The Board reserves the right to amend its student substance abuse policies (5.91 & 5.92) in a manner consistent with normal policy adoption/amendment procedures.

The Board also reserves the right to amend procedures related to these policies. Students covered by these policies and procedures will be informed of changes.

## **II. POLICY OBJECTIVES**

1. To create and maintain a safe, drug-free environment for all students participating in extracurricular activities or parking on-campus.
2. To deter drug and alcohol use among students participating in extracurricular activities or parking on-campus.
3. To encourage any student with a dependence on or addiction to alcohol or other drugs, to seek help in overcoming the problem.
4. To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
5. To minimize the likelihood that school property will be used for illicit drug activities.
6. To protect the reputation of the school system and its students.
7. To educate parents and students to the warning signs and dangers of alcohol and illegal drugs.
8. To undermine the efforts of peer pressure by providing a legitimate reason for students to refuse the use of prohibited substances.

## **III. ENFORCEMENT**

Pursuant to school policy and regulations, students who participate in extracurricular activities or receive on-campus parking privileges, with appropriate student and/or parental consent, may be tested prior to the beginning of a school year, season or activity, during the school year, season of the activity, or on any random schedule without advance notice. Once a student is placed in the random testing pool, the student is subject to testing for the remainder of the year.

When a school employee has reasonable suspicion to believe a student participating in extracurricular activities or one who has on-campus parking privileges has violated the student substance abuse policies (5.91 & 5.92), the student may be required to undergo drug and/or alcohol testing. Failure to comply will render the student ineligible for on-campus parking privileges and/or extracurricular activities for which he/she is currently participating and from other activities for the duration of the school year.

A student who has tested positive for alcohol and/or other drugs and who has had the positive test result confirmed by the Medical Review Officer (MRO) will be governed by the consequences outlined in these procedures. The student's, parent's, or guardian's refusal to cooperate with the ACBOE, the Board representatives, and/or with medical personnel during the course of collecting the clean and unadulterated sample, reporting information about the sample, or enforcing the penalties and required counseling associated with a positive sample shall result in immediate suspension of on-campus parking privileges and/or from participation in extracurricular activities for the duration of the school year.

No student testing positive, refusing to test, refusing to cooperate with testing, or being in violation of this policy will be penalized academically. Information, including testing positive, will not be released to criminal or juvenile authorities unless under compulsion by valid state or federal laws.

## **IV. TESTING PROCEDURES**

### **1. Random Testing**

The school will conduct random drug testing of students with on-campus parking privileges and those participating in extracurricular activities. Those students participating in extracurricular activities in grades 7-12 will be submitted to the



testing pool. At its discretion, the school district will determine the rate and intervals of testing, but a minimum of four testing sessions will be conducted annually. For each testing session, the randomly selected group to be tested will consist of approximately 20% middle school students and 80% high school students. The student information in the pool will be updated periodically. The school also reserves the right to do baseline testing, which is defined as testing of all students who participate in extracurricular activities. Students who transfer into ACS and are participants in extracurricular activities and/or granted on-campus parking privileges will be entered into the random testing pool upon admission to the school. These students are subject to baseline testing.

## **2. Test Day Check-Outs, Check-Ins, or Absences**

- A student who is selected for random testing and is absent on the day of the random drug screening will not be penalized in any way should his/her name be on the random list for testing that day.
- A student, who is selected for random testing and is absent when the random drug screening process begins, but checks in before the process is completed, will be subjected to testing at the time of check-in.
- A student, who possesses a check out note that was generated by the office in conjunction with a note from a parent or guardian prior to the testing day and that specifies a time and date when the student should check out, will be permitted to check out at the predetermined time. Should his/her name be on the randomly generated list for testing on that day, he/she will not be penalized.
- A student whose name is selected for random testing and who wishes to check out of school after the drug testing agency has come on-campus, may do so, but only after completing the required drug testing. Leaving campus without submitting to or completing testing will be seen as a refusal to test, and the penalties will be the same as those penalties for a student who refuses to test.

## **3. Reasonable Suspicion**

When there are observable circumstances that provide reasonable suspicion to believe a student with on-campus parking privileges or one who participates in extracurricular activities has used alcohol and/or other drugs, the student may be required to take a drug and/or alcohol test. Determination that reasonable suspicion exists must be based on observations.

## **4. General Guidelines**

The school and its lab shall rely, when practical, on the guidance of the federal Department of Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392, 395.

## **5. Substances Tested For**

The school will maintain a list of substances for which students may be screened. That list is subject to review and change without advance notice. This list may include, but is not limited to the following: alcohol, ecstasy (MDMA), marijuana, synthetic marijuana (Spice or K2), amphetamines, cannabinoids (marijuana and its derivatives), cocaine, opiates, anabolic steroids, barbiturates, benzodiazepines, LSA methadone, methaqualone, oxycodone, heroin, phencyclidine, inhalants, ketamine, GHB, GBL, and rohypnol.

Any illegal or prescription drug may be included on the list, and any student who is included in the testing pool is subject to being tested for all or any combination of drugs on the screening profile without advance notice.

## **6. Collection Site**

The ACBOE will designate collection sites where individuals may provide specimens. Such designation will be determined by the Drug Testing Coordinator (DTC) and will be subject to the review and approval of the Superintendent and the Board of Education.

## **7. Collection Procedure**

The school and the approved laboratory are responsible for developing and maintaining a documented procedure for collecting, shipping, and accessing specimens. A tamper-proof sealing system, identifying numbers, labels, and sealed containers will be used for specimen transportation.





The school and its laboratory will utilize a standard Urine Custody and Control Form for all drug testing. Any student governed by the substance abuse policies will be required to complete the ***STUDENT CONSENT/RELEASE FORM FOR PROHIBITED SUBSTANCE TESTING***.

**8. Evaluations and Return of Results to the School**

The testing laboratory will transmit by fax, mail, or computer, but not orally, the results of all tests to the Board of Education's and the school's MRO who will be responsible for reviewing test results. Prior to making a final decision and prior to contacting the school's DTC, the MRO will notify the parent or guardian of a positive result and give the parent or guardian the opportunity to discuss the result.

Depending on the substances found in the urine, the parent or guardian will be given the opportunity to submit a valid prescription that may have produced a positive result. After final review, the MRO will, promptly and in a confidential manner, transmit to the DTC the name of any student who has tested positive.

After being informed of a positive test result, the DTC will schedule a conference between the student and his/her parents or guardians to discuss the test result and the consequences.

**9. Request for a Retest**

A student may, together with his/her parents, request a retest of the split specimen collected on the original testing date. This request must be made to the MRO within 72 hours of notification of the final test results. Written requests must be submitted to the DTC. The parent or guardian will be required to pay the cost associated with the retest in advance, but the school will reimburse him/her if the result of the test is negative.

**10. Release of Test Results**

All information, interviews, reports, statements, and test results, whether written or otherwise, received by the Board or school through its prohibitive substance testing program are confidential communications and will remain strictly confidential.

Students will be required to execute a ***STUDENT CONSENT/RELEASE FORM FOR PROHIBITED SUBSTANCE TESTING*** permitting the school or its designee to release test results and related information to school officials who need to know such as the Board of Education, Superintendent, school principal, coach, director, or sponsor of the activity from which the student is suspended, and the counseling agency or counselor responsible for mandated counseling.

- IV. NOTICE REQUIREMENTS** - School officials shall make the basic provisions of the student substance abuse policies and related procedures available to students in a timely manner. Students will be notified of any modifications of such policies and related procedures. In addition, certified employees shall, at the beginning of the school year, participate in scheduled discussions of the substance abuse policies. The discussions shall include, but are not limited to the following topics: purpose of the policies, random sampling, and collection and reporting procedures.
- V. CONSEQUENCES OF POSITIVE PROHIBITIVE SUBSTANCE TEST** - Once a student has tested positive, his/her name will be removed from the random pool of names and placed on a list of students who will be subject to testing every time drug testing is conducted for one calendar year.

**ALCOHOL**

***First Violation:***

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification.) This will be paid for by the parent/guardian.
- Enrollment in an alcohol education program (student expense)
- The student must retest negative before he/she can resume privileges. (student expense)
- Complete a suspension of 15% of contests (not from practice) and/or parking days



***Second Violation:***

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification.) This will be paid for by the parent/guardian
- Enrollment in an alcohol education program (student expense)
- Complete a suspension of 40% of contests (not from practice) and/or parking days
- The student must retest negative before he/she can resume any privileges. (student expense)

***Third Violation:***

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification.) This will be paid for by the parent/guardian.
- Enrollment in an alcohol education program (student expense)
- Suspension for one calendar year from participation in any extracurricular activity and/or on-campus parking privileges
- The student must retest negative before he/she can resume privileges. (student expense)

**ILLCIT OR BANNED SUBSTANCES OTHER THAN ALCOHOL**

***First Violation:***

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification.) This will be paid for by the parent/guardian
- Enrollment in a drug education program (student expense)
- The student must retest negative before he/she can resume any privileges. (student expense)
- Complete a suspension of 30% of season contests per year (student will not practice during this suspension) and/or parking days

***Second Violation:***

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification.) This will be paid for by the parent/guardian
- Enrollment in a drug education program (student expense)
- Suspension for one calendar year from participation in any extracurricular activity and/or parking privileges
- The student must retest negative before he/she can resume any extracurricular activity and/or parking privileges (student expense)

***Third Violation:***

- Permanent suspension from participation in any extracurricular activities and/or parking privileges



## ACS APPENDIX OF PENALTIES

For

### STUDENT SUBSTANCE ABUSE POLICIES 5.91 & 5.92

School and Activity	Approximate Season Dates	Approximate number of contests in regular season	10%	15%	30%	40%
BRHS Football	Aug. – Dec.	10	1	2	3	4
BRHS Volleyball	Aug. – Nov.	15	2	2	5	6
BRHS Wrestling	Nov. – Feb.	14	1	1	2	3
BRHS Boys Basketball	Oct. – Mar.	20	3	4	8	11
BRHS Girls Basketball	Oct. – Mar.	20	3	4	8	11
BRHS Cheerleading	Aug. – Mar.	30	3	5	9	12
BRHS Golf	Mar. – May	14	1	2	4	6
BRHS Track	Mar. – May	10	1	2	3	4
BRHS Softball	Feb. - May	18	3	4	8	11
BRHS Baseball	Feb. - May	18	3	4	8	11
BRHS Soccer	Mar. - May	20	2	3	5	7
BRHS Tennis	Mar. - May	18	2	3	5	7
BRHS JV - Softball	Feb. – Apr.	18	2	2	5	6
BRHS JV - Baseball	Feb. – Apr.	18	2	2	5	6
BRHS Marching Band	Aug. – Dec.	10	1	2	3	4
BRHS Dance Team	Aug. – Mar.	30	3	5	9	12
BRHS Cross Country	Aug. – Oct.	10	1	2	3	4
ACMS Boys Basketball	Oct. – Jan.	16	1	2	4	5
ACMS Girls Basketball	Oct. – Jan.	16	1	2	4	5
ACMS Football	Aug. – Oct.	8	1	1	2	3
ACMS Baseball/Softball	Feb. – Apr.	14	1	2	4	6
ACMS Cheerleading	Aug. – Mar.	22	2	4	7	10
ACMS Wrestling	Oct. – Feb.	8	1	1	2	3
ACMS Golf	Mar. - May	8	1	1	2	3
ACMS Volleyball	Aug. – Oct.	10	1	2	3	4
ACMS Track	Mar. - May	8	1	1	2	3
ACMS Soccer	Mar. - May	14	1	2	4	6
ACMS Dance Team	Aug. – Mar.	22	2	4	7	10
ACMS Cross Country	Aug. – Oct.	8	1	1	2	3
*BRHS Parking Privilege	Aug. – May	180 days	18	27	54	72

**Note: Other competitive groups may be added to the above list. The Board will approve such additions, and affected students will be notified prior to being placed into the random testing pool**



## **CLARIFICATION STATEMENTS** **PROHIBITED SUBSTANCE TESTING PROCEDURES**

- In extracurricular groups where there is all-day tournament play, double headers, or all-day meets/events (any situation where more than one game or event occurs on a calendar day), that day will count as **one play/event date** using the penalties prescribed in the *Appendix of Penalties for Student Substance Abuse Policies*.
- If the student is a member of any extracurricular group that is not in-season at the time of a positive test, that student's penalty will be delayed until the beginning of an extracurricular season, possibly into the next school year. Counseling and re-testing, however, will begin immediately.
- If a student is a member of more than one extracurricular group at the time of his/her positive test result, the student will be suspended from all of those activities as prescribed in the *Appendix of Penalties for Student Substance Abuse Policies*.
- If a student is a member of an extracurricular group and is serving a suspension from that group and the season ends before he/she has served his/her entire suspension, the remainder of the suspension will roll over into the next sport or activity in which the student participates in the school year.
- If a student is a member of an extracurricular group and is serving a suspension from that group and the season ends before he/she has served his/her entire suspension and the student does not belong to any other sports or activities through which the penalty can roll over, that student will serve the remaining percentage of his/her penalty in the first in-season activity in the next school year to which he/she is a member.
- **Parking Privileges and Consequences of Positive Prohibitive Substance Test** – A student's suspension from parking on-campus will be a percentage of the total 180 days in a school year.
- **Drug Testing Coordinator** – School representative designated by the Superintendent to coordinate all testing and other procedures related to student substance abuse policies (5.91 & 5.92).
- **MRO** – An independent medical professional who is contracted to confirm all positive test results.
- **Testing Laboratory** – the Company contracted by the school system to randomly select students for testing, to collect specimens, and to conduct prohibited substance analysis of specimens.
- The Board of Education acknowledges and understands that there are students involved in extracurricular activities and/or have parking privileges that have legitimate medical prescriptions for identified medical conditions. Should a student test positive for a prescription drug for which he/she possesses a valid prescription in his/her name, the parent or guardian of that student will have an opportunity to give the MRO a copy of that prescription. The opportunity to provide the prescription will come after the positive urine test result has been released to the school's MRO, but before that information is released to the Board's DTC who will be a representative of the ACBOE. A laboratory test that yields a presumptive positive result will be reported as a negative to the school by the MRO if the student is able to produce a valid prescription in the student's name that could have legitimately accounted for the test result upon request by the MRO.

**FOR PARTICIPATION IN PARKING AND EXTRACURRICULAR ACTIVITIES,  
PLEASE COMPLETE, DETACH, AND  
RETURN THE STUDENT PROHIBITIVE SUBSTANCE FORM TO YOUR CHILD'S SCHOOL.**



## ***STUDENT INTERNET ACCEPTABLE USE POLICY***

The Alexander City School System is pleased to make available to students access to interconnected computer systems within the district and to the internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the Alexander City School System to be able to continue to make its computer network and internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below are the *Acceptable Use and Internet Safety Policy* of the school district and the *Data Acquisition Site* that provides internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents/guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and her/his parents or guardians.

The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and her/his parents or guardians. Listed below are the provisions of your agreement regarding computer network and internet use. If there are questions about these provisions, contact the designated Alexander City School System employee. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

- i. Personal Responsibility** – By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.
- ii. Term of the Permitted Use** – A student who submits, to the school as directed, a properly signed policy and follows the policy to which he or she has agreed will have computer network and internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

### **III. Acceptable Uses**

- A. Educational Purposes Only** – The Alexander City School System is providing access to its computer networks and internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network** – Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Alexander City School System Code of Student Conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; or intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that



misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the internet; upload a worm, virus, “trojan horse,” “time bomb” or other harmful form of programming or vandalism; or participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the internet. For example, do not disclose or share your password with others, and do not impersonate another user.
4. Users that are personal, commercial transactions. Students and other users may not sell or buy anything personal over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
5. Uses that jeopardize the security of student access and of the computer network or other networks on the internet. For example, do not disclose or share your password with others, and do not impersonate another user.
6. Users that are personal, commercial transactions. Students and other users may not sell or buy anything personal over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette – All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format which the recipient can open.

D. Internet Safety

1. General Warning: Individual Responsibility of Parents and Users – All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. Personal Safety – Be Safe. In using the computer network and internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or the internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the internet in a secluded place or in a private setting.
3. “Hacking” and Other Illegal Activities – It is a violation of this policy to use the school’s computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.



4. Confidentiality of student information – Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Alabama law, for internal administrative purposes or approved educational projects and activities.
5. Active Restriction Measures – The school, either by itself or in combination with the Data Acquisition Site providing internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by the school principal for purposes of bona fide research or other educational projects being conducted by students age 17 or older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- A. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or erection;
- B. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. Taken as a whole lacks serious literary, artistic, political, or scientific value to minors;
- D. Privacy – Network and internet access is provided as a tool for your education. The Alexander City School System reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such use. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials;
- E. Warranties/Indemnification – The Alexander City School System makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user of his or her parent(s) or guardian(s) arising from the user’s use of its computer networks or the internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and internet access opportunity to the Alexander City School System and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the school in the event of the school’s initiating an investigation of a user’s use of his or her access to its computer network and internet, whether that use is on a school computer or on another computer outside the Alexander City School System’s network.



- F. Updates – Users, and if appropriate, the user’s parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or her/his parents or guardians) or such new policy must be signed if the user wishes to continue to receive service. If, after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

***REFERENCE (S): CODE OF ALABAMA 16-11-9, 16-12-3, 16-13-231 CHILDREN’S INTERNET PROTECTION ACT***





## CLASSROOM OBSERVATIONS BY AUTHORIZED AGENTS

Education is a shared responsibility between parents/guardians and school personnel. At times, parent/or other authorized outside providers (such as doctors, psychologists, and other educational evaluators with parent approval) may wish to formally observe a specific student in a classroom. As assigned by the Superintendent, each Principal shall be responsible for and have authority over the actions of students, professional support staff, visitors, and persons hired to perform special tasks. To ensure a successful observation, the following procedures will be followed:

1. Parent/legal custodians must contact the building Principal to arrange a mutually agreed upon date and time for the requested classroom observation.
2. All observation sessions will be scheduled in advance and at least 48 hours in advance prior to the requested time of the classroom observation. Observations will be limited to no more than one time per month for no more than 60 minutes per visit in order to avoid distraction or disruption to the instructional schedule. Only in exceptional circumstances involving an evaluation, upcoming IEP or other educational Team meetings or crisis intervention, in the event that additional or longer observation times are needed, a parent/legal custodian or provider may request additional days or times for observation. The Principal is directed to use his or her discretion and authority to either approve or decline such requests.
3. In the case of a request for a classroom observation by an authorized outside provider, the parent/legal custodian must provide to the Principal at the time of the request a signed FERPA release and written consent that describes the reason for the observation.
4. To protect the learning environment, the parent/legal custodian or authorized outside provider will be the only visitor in the classroom during the observation, and they will be allowed to observe from a designated location that minimizes disruption and distraction.
5. Observers are not permitted to use any electronic equipment, such as cell phones, while observing in the classroom. Audio and/or video recording of the observation is prohibited unless expressly approved in writing by the Principal prior to the observation. Even with prior written approval of the Principal, all recordings are subject to the District's Use of Audio and/or Video Recording Device Procedures.
6. During the observation, the Principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
7. Observers should not disrupt the learning environment by engaging any student or the teacher in conversation. A follow-up teacher conference may be scheduled as needed to answer questions or concerns.
8. The procedures apply to formal classroom observation and do not include times when parents/legal custodians are invited to a classroom for a special event or presentation, to serve as a volunteer with a teacher, or to have lunch with their student.
9. The Principal has the authority to decline any request for classroom observation if it is determined that such an observation would cause undue disruption to the educational process. The Principal has the authority to prohibit the entry of a person to a school or to expel any person from school property if there is reason to believe that the presence of the person would disrupt the orderly and efficient operation of the school. If such an individual refuses to leave school grounds or creates a disturbance, the Principal has the authority to issue a trespass warning and thereafter request assistance from appropriate local law enforcement for the removal of the individual.
10. Parents/legal custodians who disagree with any decision by the Principal under these procedures may appeal the decision in writing to the Superintendent. The decision of the Superintendent shall be final.
11. For security reasons, all visitors are required to adhere to all school sign in procedures at the school office, which includes signing in, providing identification in order to receive a visitor's badge, and to indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors must adhere to all signing out procedures when leaving the building.



## PERSONAL CHECKS

Your personal check is welcome at all schools in the Alexander City School System. The Alexander City School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check will be returned by your bank. In order to recover these funds in a private and professional manner, the ACS has contracted with Envision Payment Solutions, Inc. for collection of returned checks.

Each person writing a check to a school or the school system should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the school system, the person writing the check agrees that, if the check is returned, it may be represented electronically on the same account, and that the fee established by law, now \$30, may be debited from the same account.

Payments of the check and fee may be made electronically at [customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com) using a credit card, debit card or electronic check without additional fee. If the check and fee are not collected electronically, Envision Payment Solutions will contact you by mail and by telephone in order to make arrangements to pay. For a convenience fee, payments may be made over the telephone by credit or debit card or electronic check. Envision Payment Solutions can be contacted at 877-290-5460 or P.O. Box 157, Suwanee, GA 30024-0157.

## CHILD NUTRITION PROGRAM

It is the intent of the Alexander City Schools Child Nutrition Program to provide nutritionally balanced meals for students during each school day. It is also the policy of the Alexander City Board of Education to operate in compliance with federal, state, and local regulations pertaining to the National School Lunch and Breakfast Program.

All school locations offer a school breakfast and lunch meal for enrolled students as part of the National School Breakfast and Lunch Program.

	LUNCH PRICES	BREAKFAST PRICES
<u>Elementary Schools (students)</u>	Free	Free
<u>Middle School (students)</u>	Free	Free
<u>High School (students)</u>	Free	Free
<u>All adult school personnel</u>	\$4.65	\$3.15
<u>Adult Visitors</u>	\$4.65	\$3.15
<u>Child Visitors</u>	\$4.65	\$3.15

### CHILD NUTRITION PROGRAM PAYMENT

It is the responsibility of the parent/legal guardians to pay for student meal purchases in advance or on a daily basis. (Code of Federal Regulations NSLP 7 CFR 210, Revised 01-01-09) Parents may access and deposit funds in each student's meal account online at <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>.

### A – LA – CARTE ITEMS

Students who bring their meals from home may purchase items offered in the cafeteria at a-la-carte prices. Students will not be allowed to charge a-la-carte items.



# ALEXANDER CITY SCHOOLS PARENT ACKNOWLEDGEMENT FORM

Please Complete One Form for Each Child

Please check the appropriate box for your child's School:

- Benjamin Russell High School     Alexander City Middle School     W. L. Radney Elementary  
 N. H. Stephens Elementary     Jim Pearson Elementary

WE (I) \_\_\_\_\_  
Name of Parent(s) –Please Print

PARENT(S)/LEGAL GUARDIAN(S) OF: \_\_\_\_\_  
Name of Student – Please Print

HomeroomTeacher \_\_\_\_\_  
Please Print

**PLEASE CHECK THE APPROPRIATE BOXES, SIGN THIS PAGE, DETACH AND RETURN THE FORM TO YOUR CHILD'S SCHOOL.**

**We (I) Hereby Acknowledge, by Our (My) Signature That We (I) Have Received and Read or Had Read to Us (Me) the Following:**

- |   |  |
|---|--|
| <input type="checkbox"/> THE 2024-2025 STUDENT/PARENT INFORMATION GUIDE | <input type="checkbox"/> CODE OF CONDUCT |
| <input type="checkbox"/> PARENT'S RIGHT-TO-KNOW                         | <input type="checkbox"/> FERPA RIGHTS    |
| <input type="checkbox"/> STUDENT INTERNET ACCEPTABLE USE POLICY         |  |
| <input type="checkbox"/> BUS DISCIPLINE POLICY                          |  |
| <input type="checkbox"/> ATTENDANCE/TRUANCY LAW                         |  |

**In Addition to the Above Items, I Authorize the Following:**

I **authorize** the school nurse, the registered nurse or licensed practical nurse, to talk with the physician(s) should a question come up about my child's medical conditions,

I hereby **authorize** the use of corporal punishment under the conditions outlined in this handbook.

I hereby **authorize** and grant the school permission to transport my child by bus for school related activities to other schools within the school district.

The school has permission to include photographs of my child on the School District websites.

The school has permission to videotape my child for education related presentations and projects.

The school has permission to include photographs of my child in the school yearbook.

The school has permission to include photographs of my child taken during school events in The Outlook, or any other public news release.

\_\_\_\_\_  
Parent's/Legal Guardian's Signature

\_\_\_\_\_  
Parent's/Legal Guardian's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Grade                      Date

**NOTE: If the student lives with both parents, both parents are required to sign this statement. If the student lives with one parent or legal guardian, one parent or legal guardian is required to sign this statement.**



## ALEXANDER CITY BOARD OF EDUCATION STUDENT CONSENT/RELEASE FORM FOR PROHIBITED SUBSTANCE TESTING

We have read the *Alexander City Schools Students Substance Abuse Policies* (5.91 & 5.92) and the related *Prohibitive Substance Testing Procedures for Students Participating in Extracurricular Activities or Students with On-Campus Parking Privileges*. We agree to abide by such policies and procedures. We agree that the below signed student will submit to prohibited substance testing at any time as a result of his/her initial or continued participation in school-sponsored extracurricular activities and/or on-campus parking privileges. We authorize any laboratory or medical provider to release these results to the Alexander City Board of Education or its designee and the MRO. We authorize the MRO to release final test results to the student, parent/guardian, and DTC. We authorize the DTC to release information to the school officials who have the need to know such as the Board of Education, Superintendent, school principal, the coach or sponsor of the activity or activities, from which the student is suspended, and the counselor or counseling agency responsible for mandated counseling.

We also expressly authorize the DTC or MRO to release any test-related information, including confirmed positive results, in accordance with the federal Family Education Rights and Privacy Act (FERPA),

- (A) As directed by the parents or guardian's specific, written consent authorizing the release of the information to an identified person; and/or
- (B) To the parent or guardian's decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the student-participant.

We understand that this agreement in no way limits the below named student's right to terminate athletic or extracurricular activity participation or to be terminated from such activity participation by the coach or sponsor.

***\*REFUSAL TO SUBMIT TO THIS POLICY WILL DISQUALIFY THE STUDENT FROM ON-CAMPUS PARKING PRIVILEGES AND/OR EXTRACURRICULAR PARTICIPATION.***

\_\_\_\_\_  
STUDENT/STUDENT PARKING ON-CAMPUS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT ID NUMBER / SOCIAL SECURITY NUMBER

\_\_\_\_\_  
PARENT OR LEGAL GUARDIAN

\_\_\_\_\_  
DATE

### CONTACT INFORMATION

**PRINT STUDENT NAME:** \_\_\_\_\_ **HOMEROOM:** \_\_\_\_\_

Student's Address: \_\_\_\_\_

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

Students Cell Phone #: \_\_\_\_\_

Students' e-mail Address: \_\_\_\_\_

**Guardian #1:** Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

**Guardian #2:** Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

\_\_\_\_\_ **Parking Privileges ONLY**                      \_\_\_\_\_ **Extracurricular Activity Participant**

**\*\*PLEASE COMPLETE THE ABOVE FORM, DETACH AND RETURN TO YOUR CHILD'S SCHOOL FOR PARKING AND EXTRACURRICULAR PARTICIPATION**



**MEDICAL STATEMENT FOR STUDENTS REQUIRING SPECIAL MEALS AND/OR ACCOMMODATIONS**

Please note: This statement must be updated annually **and** when there is a change or discontinuance of a diet order.

Student's name \_\_\_\_\_

Birth date \_\_\_\_\_

School attended \_\_\_\_\_

Gender  M  F

Parent/guardian name \_\_\_\_\_

Grade \_\_\_\_\_ Primary phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Physician/Medical Provider's Name \_\_\_\_\_ Phone \_\_\_\_\_

**\*\*\*FOR PHYSICIAN'S USE ONLY\*\*\* (TO BE COMPLETED BY A LICENSED PHYSICIAN)**

Indicate medical diagnosis necessitating food restriction, substitution, or special diet. \_\_\_\_\_

**Check major life activities affected by the student's disability or medical condition.**

Caring for self    Eating    Performing manual tasks    Walking    Seeing    Hearing

Speaking    Breathing    Learning    Working    Other \_\_\_\_\_

Major bodily function (i.e. immune system, neurological, respiratory, circulatory, endocrine, & reproductive functions)

Life-threatening (Epinephrine required)

**Diet prescription** (check all that apply)

Food allergy (please specify all) \_\_\_\_\_

Diabetic (attach meal plan)    Calorie level (attach meal plan)    Modified Texture (describe) \_\_\_\_\_

Other (describe)

**OMITTED FOODS/BEVERAGES**

**ALLOWED SUBSTITUTIONS**

OMITTED FOODS/BEVERAGES	ALLOWED SUBSTITUTIONS

Please check here if additional food lists are included in the order.

**\*\*If milk allergy listed above in the omitted box, please specify fluid milk substitution:** \_\_\_\_\_

**\*\*\*If lactose intolerance, please specify one of the following:**

No fluid milk only (may have cheese, yogurt, pudding, ice cream, etc.)

No milk products (no fluid milk, yogurt, cheese, pudding, ice cream, etc.)

No milk products and no products prepared with milk (i.e. no breads, desserts, or other products prepared with milk)

PHYSICIAN/MEDICAL PROVIDER'S SIGNATURE & DATE \_\_\_\_\_

**PARENT/GUARDIAN:** I understand it is my responsibility to instruct my child not to share food items or eat any food item except those prepared for him/her in our home or by the school according to these prescribed orders. I further authorize the above diet orders as prescribed. (Both provider and parent/guardian signatures are required to authorize these diet orders.)

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
School Nurse/Date

\_\_\_\_\_  
Nutritional Manager/Date



## BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Alexander City Schools 375 Lee Street · Alexander City · AL · 35010

**DIRECTIONS:** Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the principal at the student victim's school. Contact the school for additional information or assistance at any time. If a threat of suicide is reported, the principal/designee will inform the parent or guardian.

**DEFINITION:** Bullying, harassment, and intimidation are intentional verbal, written, and/or physical conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities and performance, or with a student's physical or psychological well-being and is as follows:

- Motivated by an actual or perceived personal characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status or physical or mental ability or disability
  - Threatening or seriously intimidating
  - Occurs on school property, at a school activity or event, or on a school bus
  - Substantially disruptive to or interfering with the orderly operation of a school
- "Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to telephone, cellular phone, or computer or pager.

Today's Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

1. Name of student victim: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_
2. Name(s) of alleged offender(s) (If Known) \_\_\_\_\_
3. School: \_\_\_\_\_ Is he/she a student? \_\_\_\_\_
4. On what date(s) did the incident(s) happen: \_\_\_\_\_
5. Where did the incident(s) happen (Circle all that apply)  
On School Property    Off School Property    On a School Bus    At a School-sponsored activity/event
6. Place an X next to the statement(s) that best describes what happened (choose all that apply)  
Hitting, kicking, shoving, spitting, hair pulling, or throwing something  
Coercing another person to hit or harm the student  
Repeated teasing name-calling, making critical remarks, or threatening, in person or by other means  
Making rude and or threatening gestures Intimidating, bullying, extorting, or exploiting Spreading hurtful rumors or gossip  
Electronic communications (specify): \_\_\_\_\_ Other (specify) \_\_\_\_\_
7. Did a physical or psychological injury result from this incident: Explain \_\_\_\_\_  
\_\_\_\_\_
8. Was the victim absent from school as a result of this incident? \_\_\_\_\_ If yes, how many days? \_\_\_\_\_
9. What did the alleged offender(s) say or do: \_\_\_\_\_  
\_\_\_\_\_
10. Why did the bullying, harassment or intimidation occur? (Attach a separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Is there any additional information that you would like to provide (Attach a separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PERSON REPORTING INCIDENT

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

Place an X in the appropriate box:

Student (victim) \_\_\_\_\_ Student (witness/bystander) \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ School Staff \_\_\_\_\_ Other \_\_\_\_\_

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

Signature of Complainant \_\_\_\_\_



## Benjamin Russell High School

### Senior Attendance Full Day Attendance Waiver Information

Under Alabama law, “Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor.” This has been interpreted by the Alabama State Department of Education to require students to be expected to attend school for a full day. There are exceptions to this policy, and one of which allows for the following:

*A fifth-year senior or a student eligible to graduate during the current scholastic year may attend only the number of class periods necessary to take the courses needed to complete requirements for his/her diploma but must have the approval of the local board of education. [Special circumstances may warrant a special schedule with principal approval. Authority: Alabama Administrative Code 290-3-1-.02(7)(b)(1)]*

In keeping with the policy above, Seniors who are in good standing to graduate will be able to apply to attend school at the time of the courses they will need to graduate. They can either arrive late, leave early, or some combination thereof.

Seniors will qualify for this opportunity if they meet the following criteria:

- On track to graduate with all required courses
- Must have earned a College & Career Ready (CCR) credential
- Application/Acknowledgement signed by parent/guardian

Please note: A senior must be enrolled in classes that allow for daily attendance. A senior should come when appropriate, stay, and leave. **There will be NO coming to school for a class, leaving for two periods, coming back for a class, leaving for a period, and then coming back for another class.** For example, a Senior Softball player in good standing may come 3rd-4th period. She came 3rd period, she stayed for 4th, went to practice and then went home.





**Benjamin Russell High School**  
**Senior Attendance Full Day Attendance Waiver Parent/Guardian Acknowledgement**

**Student Information (please print)**

\_\_\_\_\_

Last Name	First Name	Middle Initial
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\_\_\_\_\_

Phone Number	SSN	
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**Parent and Student Acknowledgement**

By signing below I agree to assume responsibility for my child for the time he/she is not at school during normal school hours. I also understand that it is my responsibility to provide transportation to and from school if outside of normal school start and dismissal times, when buses are not available.

\_\_\_\_\_

Student Signature	Date
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\_\_\_\_\_

Parent/Guardian Signature	Date
---------------------------	------