

Welcome Parents/Guardians of Andalusia High School:

The policies and information contained in this student handbook are an effort on behalf of the administration and the faculty to provide students with the guidelines relating to school life. This information has been carefully prepared and presented to clarify rules as they apply to our students. The handbook will be of great value in helping students adjust to our school and become an intricate part of it.

The ultimate purpose of education is to help the student to become an effective citizen in a democracy. The development and acceptance of the responsibilities and obligations of good citizenship will enable students to participate successfully in the world of tomorrow. We hope that all students will participate in our varied activities and thus find within our school the experiences that will prepare them to live a better life and finally take their place in this complex society. Remember that success in school is directly proportional to effort.

Sincerely,

Mr. Ray Wilson
Principal

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ANDALUSIA CITY SCHOOLS

The Andalusia City Schools System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discriminatory policies: Lindsey Cross, Title IX and 504 Coordinator, 1201 C.C. Baker Ave., Andalusia, AL 36421, 334-222-3186, crossl@andalusia.k12.al.us and Jenifer Earnest, Federal Programs Coordinator, 1201 C.C. Baker Ave., Andalusia, AL 36421, 334-222-3186, earnestj@andalusia.k12.al.us

Jurisdiction of the School Board

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

Equal Access to Programs

The Andalusia High School shall not discriminate or deny access to students desiring to participate in any school sponsored program or activity based on race, sex, religion, color, creed, national origin, or handicap.

Andalusia High School encourages the participation of students, regardless of race, sex, religion, color, creed, national origin, and/or handicap in all school sponsored academic and extra-curricular programs.

Andalusia High School encourages all students to challenge themselves academically. If you need additional assistance in making academic choices, feel free to see a staff member.

Asbestos Management Program

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

Emergency and Disaster Procedure

A severe weather and fire disaster plan has been developed for Andalusia High School. All classrooms have a visible copy posted. Emergency drills will be conducted during each reporting period. All emergencies will be handled in accordance with the Emergency Crisis Plan developed by the Andalusia City School System.

Parents Right-to-Know Notice

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

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

To receive information about your child/s assignment to a teacher or paraprofessional you may obtain a **Parents Right To Know-Request Teacher Qualifications** form from the school office. Upon receipt of the request, a response will be mailed to parents. Andalusia City Schools will provide information to parents in their native language either through a written translation or through the services of an interpreter for parents of English Learners (EL). Home visits will be made when necessary to explain educational decisions that impact their child(ren).

If you have additional questions related to teacher qualifications, please contact the Teacher Certification Specialist at the Andalusia City Schools Board of Education at 334-222-3186.

Child Find

In accordance with the Individuals with Disabilities Education Act (IDEA), Andalusia City Schools conducts ongoing *Child Find* activities to locate, identify and evaluate children with disabilities from 3-21 years of age.

The Board authorizes the superintendent and/or designee to prepare and maintain a comprehensive plan for the development and implementation of individual instructional programs for all exceptional children of school age residing within the school district who are in need of specialized assistance. The Superintendent and/or designee shall be instructed to include within this plan procedures which fully comply with the equal protection and due process clauses of the U.S. Constitution as these relate to identification, testing procedures relative to assignment, actual assignment and instruction, an other legal aspects concerning exceptional children. All development and implementation procedures shall comply with specified State and Federal statutes concerning education programs for exceptional children. The Board is required to provide free appropriate public education for all eligible children with disabilities, ages 3 through 21 years, inclusive, in accordance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities act and all amendments thereto.

Contact:

- **Preschool ages 3-5** residing within the Andalusia City School District: Mrs. Alexa Padgett at 222-1224 ext 306
- For Students **ages 6-21** residing within the Andalusia City School District and/or enrolled in one of the Andalusia City Schools, you may contact the guidance counselor or RtI Chairperson at your child's respective school
- District Level Contact: Mrs. Jenifer Earnest at 222-3186 ext 60232

Response to Instruction (RtI)

Response to Instruction (RtI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. RtI combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems.

The RtI process requires the involvement of classroom teachers, parents, student (when appropriate), building specialists, (e.g., principals, academic coaches, special education teachers, ELL teachers, counselors, gifted teachers, speech therapists) and community service providers. The ultimate purpose of the RtI process is to enhance the success of students with a variety of academic and/or behavior needs, rather than solely determine whether a student qualifies for child's school and speak with the RtI Chairperson.

INTERNET

Telecommunication Acceptable Use Form

Andalusia High School students will have access to Internet services within the school classrooms. Each student must read and sign the Telecommunications Acceptable Use Form before they are allowed to gain access to Internet facilities. Students are not to use the Internet as a personal tool to attack students, faculty or the dignity of AHS. Students doing this at home or in school will be subject to extreme discipline measures, i.e. expulsion, and /or referral to the proper law enforcement agency for prosecution.

Andalusia City School District Network and Internet Access Agreement and Policy for Students

The purpose of the computer network and Internet access is to assist students in preparing themselves for the future. These are valuable tools but, like most tools, there are right and wrong ways to use them. As with other pieces of school equipment, a student must understand what they can and cannot do with that equipment. They must also understand there are consequences for incorrect usage.

Anyone using the Andalusia City Schools Network and Internet resources at school or away from school must comply with the following:

- A. The use of the Network and Internet are considered privileges that may be revoked by the District at any time and for any reason. There are many reasons these privileges can be revoked. Some of these reasons are:
- ◆ the changing of system software.
 - ◆ the placing of unapproved information on the computer system.
 - ◆ the placing of a virus or harmful program on or through the computer system in either public or private files or messages.
- The District can remove files, limit or deny access, and refer the student for other disciplinary actions. (See the applicable portions of the Student Handbook.)
- B. Students will not use the District's equipment or facilities to obtain, view, download, or gain access to any materials that may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students violating these rules could have their access limited or denied, and the student can be referred for other disciplinary actions. (See the applicable portions of the Student Handbook.) The District has all rights to material stored in files. The District will remove any materials that it believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users. Any use of these resources for commercial-for-profit or other unauthorized purposes (e.g., advertisements, political lobbying), in any form, is expressly forbidden.

- D. The District's Network and Internet resources are for the use of approved users. The student is responsible for the use of his/her account/password and access privilege. A student's account is his/her responsibility. A student is not to allow another student to use his/her account or password. It is forbidden to use someone else's account/password. Such a use may be grounds for a loss of privileges and/or referral for further discipline. (See the applicable portions of the Student Handbook.)
- E. Any misuse of an account could result in the suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but is not limited to:
1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 2. Misrepresenting other users on the Network
 3. Disrupting the operation of the Network through abuse of the hardware or software
 4. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 5. Interfering with others' use of the Network
 6. Extensive use for non-curriculum-related communication
 7. Illegal installation of copyrighted software
 8. Unauthorized copying of licensed or copyrighted software
 9. Unauthorized use of licensed or copyrighted software
 10. Installation of software that is not approved by the District
 11. Allowing anyone to use an account other than the account holder
- F. The use of District Network and Internet resources are for the purposes of (in order of priority):
1. Support of the academic program
 2. Telecommunications
 3. General information
 4. Recreation
- G. The District does not guarantee that the functions of the Network and Internet resources will meet any specific requirements that a user may have. The District cannot guarantee the Network and Internet resources will be error free or uninterrupted. Nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred concerning the use, operation, or inability to use the system.
- H. The student will delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail space.
- I. The district will periodically make determinations on whether specific uses of the Network and Internet resources are consistent with the acceptable-use practice. The District reserves the right to log Internet use and monitor electronic mail space utilization by users.

- J. The student may transfer files from information services and electronic bulletin board services. Any file received should be scanned with virus screening software. The student agrees to make a reasonable effort to ensure that the virus scanning software is turned on. The student also agrees to seek help from the adult in charge when a virus is detected or when the computer gives them other warnings during this process. Should the student recklessly or intentionally transfer a file, shareware or software which infects the Network with a virus and causes damage, the student may have to pay the cost of repair to the Network system. S/he may be subject to other disciplinary measures. (See the applicable portions of the Student Handbook.)
- K. The student may not transfer files, shareware, or software from information services and electronic bulletin boards that would incur a cost or fee without the permission of their building principal. The student will be liable to pay the cost or fee, whether intentional or accidental, without such permission.
- L. The student may not log on and use the Network or Internet unless under the supervision of an authorized staff member. S/he must also use his/her account number or password if applicable.
- M. The District has the right to monitor computer use and fileserver space utilization by users. The District also has the right to remove a user account on the network to prevent further unauthorized activity.
- N. The rules and regulations of Network and Internet usage may be changed from time to time by the District. These rule changes will be made known to all users and will be available on hardcopy in the Principal's office.

The Andalusia City School District makes no warranties of any kind, either expressed or implied, for the Network and/or Internet access it is providing. The District will not be responsible for any damages users suffer including, but not limited to, loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on district diskette, hard drives, or servers; nor will it be responsible for the accuracy, nature, or quality of information gathered through district-provided Internet process. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet. By his/her use, any user of the District's Network and Internet resources releases any and all claims of any nature arising from his/her ability or inability to use the District Network and/or Internet resources.

ANDALUSIA HIGH SCHOOL 7-12

FOREWORD

The Andalusia High School Handbook is prepared and presented by the representatives of the faculty, staff, students, and administration of Andalusia High School.

The handbook is an informational booklet to help students and parents in all aspects of student life. Anytime a large group of people come together to live and work, it is necessary that rules of conduct be formulated to protect the best interest of all concerned. It is in this spirit that this book has been formulated.

Andalusia High School

Where “Old School” traditions meet “New World” expectations.

Our Mission

Learning is our core purpose.

Our Vision

Andalusia High School is a place...

- Where decisions are made only through the lens of improving student achievement.
- That challenges students with rigor and relevance and supports struggling learners systematically.
- That prepares students for opportunities after high school.
- Where staff work with students to develop relationships inside and outside of the classroom.
- Where people work together as interdependent teams and are accountable for results.
- That values the pursuit of greatness in everything we do.

Expected Schoolwide Learning Results

- Students will be proficient or advanced in English Language Arts.
- Students will be proficient or advanced in Reading.
- Students will be proficient or advanced in Math.
- Students will be proficient or advanced in Science.
- Students will be proficient or advanced in History.
- Students will challenge themselves with their most rigorous course of study.

THE ANDALUSIA HIGH SCHOOL ALMA MATER

Elaine (Snead)Prestwood

H.S. Thompson

Andalusia, our dear mother,
‘Tis to Thee we sing.
Our true love and fond allegiance
Ever we shall bring.
Through the years dear Alma Mater,
This shall be our aim
Always, ever, to endeavor
To honor Thy fair name.

Memories of happy school days
Linger in each heart.
Friendship’s bond we ne’er shall sever
Though we soon must part.
Though we’ll tread life’s separate pathways
In the years to be,
This our pledge, dear Alma Mater,
We’ll be true to Thee.

A Little History of The Alma Mater By Joseph Cecil Wingard

According to James Morgan Prestwood, Jr., his mother came to write the alma mater in this way. In the spring of 1928 someone in the senior class, or perhaps the principal of the high school, Mr. P.G. Myers, asked Mrs. Prestwood to write an alma mater for the high school. She consented to try and collected several tunes to put lyrics to. She decided upon “Far above Cayuga’s Waters,” the Cornell University Alma Mater, written by H.S. Thompson. (Cornell is located at Ithaca, New York, near Cayuga Lake.) Having written her lyrics in ink on a piece of white typing paper, she sent them by James to the high-school office, then located on Church Street in what is now the Church Street Elementary School. Whatever happened to that handwritten draft, no one knows, but a copy of the lyrics appeared on page three in the *Andalusia Star*, May 29, 1928. Seemingly, according to a newspaper article, the lyrics were first sung publicly at Senior Class Night, May 25, 1928, in the East Three-Notch auditorium. They were sung at the graduation exercises, May 28. Mrs. Prestwood dedicated her “Alma Mater” to the Class of 1928 and its sponsor, Miss Mildred Striplin, an English teacher. It is interesting that Mrs. Prestwood’s eldest son, Roger, was a member of the graduating class. It is also interesting that the high-school alma mater was written by one who was not a graduate of the high school.

2022 - 23 School Calendar

Monday, August 8-----Students Return to Class
Monday, September 5 -----Labor Day Holiday
Monday, October 10----- Columbus Day
Friday, November 11-----Veterans’ Day Holiday
Monday, November 21 – Friday, November 25 -----Thanksgiving Holidays
Monday, December 19 - Monday, January 2 -----Christmas Holidays
 Wednesday, January 3 – Thursday, January 4 Teachers Return (In-Service Days)
 Friday, January 5 – Students Return

Monday, January 16----- King /Lee Holiday
Monday, February 20 -----Presidents Day
Monday, March 27 - Friday, March 31-- -----Spring Holidays
Friday, May 19 -----Graduation
Thursday, May 25-----Last Day for Students

Note: Holidays are those announced and approved by the Andalusia City School System.

ATTENDANCE

Bell Schedule 2022-2023

TEACHER ARRIVAL	7:30
DISMISS FROM VB GYM	7:38
TARDY BELL	7:45
ADVISORY	7:45 - 8:30
1ST BLOCK	8:35 - 10:02
BREAK	
10:02 - 10:12	
2ND BLOCK	10:17 - 11:44
FIRST LUNCH	
11:44 - 12:04	
3RD BLOCK (non - split)	12:09 - 1:36
3A (1st Half)	11:49 - 12:30
SECOND LUNCH	
12:30 - 12:50	
3B (2nd Half)	12:55 - 1:36
4th BLOCK	1:41 - 3:07

SCHOOL OFFICE

Fees

The following fee schedule has been adopted by the Andalusia City Schools Board of Education.

<u>Course</u>	<u>Fee per term</u>
Art	\$10.00
Anatomy Lab	10.00
Biology Lab	10.00
Chemistry Lab	10.00
Physical Science Lab	10.00
Physics Lab	10.00
Technology Essentials	10.00
Driver's Education	10.00
Family & Consumer Sciences	10.00
Agriscience Lab	20.00
Class Fee	
Freshman	20.00
Sophomore	20.00
Junior	20.00
Senior	20.00
Locker Fee	10.00
Parking Fee	15.00
Summer School (Per Class)	80.00

Locks and Lockers

Each student may rent a lock and locker for a rental fee of \$10.00. Only locks provided by Andalusia High School may be used. Locks that are not affixed to the locker will be issued by the office. Locks are school property and are to be turned in to the office at the end of the school year. Leaving locks on the lockers does not fulfill this obligation. This must be done or the student will be charged a \$10.00 replacement fee for misplaced, lost, or damaged locks.

Students entering another student's locker without consent may be suspended until damages have been paid. Andalusia High School assumes no responsibility for lost or stolen articles. The school reserves the right to search a locker without the consent or presence of the student using the locker. A locker search of this nature would be conducted only if there appears to be a just reason or probable cause to do so has been established. **Students should not share lockers.** Do not place stickers, gum, etc. inside or outside lockers. Do not deface lockers in any way.

Textbooks

Textbooks will be furnished to all students. When textbooks are issued to students, they become the student's responsibility for the year. If a student's textbook is lost, abused beyond repair, or attempts are made to alter the textbook number, the student will be required to pay for the textbook. Any student who still owes for a textbook from the previous year must pay for the book(s) before being issued textbooks for the current year. Replacement costs will be charged for lost or damaged textbooks.

Summer School

Summer school classes will be offered for core curriculum courses provided the following criteria is met.

1. Summer school classes will be offered to students who have failed any core curriculum classes during the regular school year.
2. The fee for the class will be based on the expenses incurred for the course being taught: such as, teacher salary and any special materials that would be used in the course.
3. A certified teacher will be employed.
4. Students attending summer school must have the approval of their school principal.
5. Summer school enrollment is a tuition-based program. There must be enough students enrolled to make the program self-supportive.

Visitors

We ask that parents notify us in advance if they wish to see a specific person. ALL visitors must report to the office upon arrival on campus. Students may not bring visitors to school without prior administrative approval. This approval will be granted only in extreme emergency situations. We feel it is necessary to stay focused on the educational process and to provide a safe environment.

Worthless Checks Policy

Parent Information

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

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

Out-of-Town Trips

Parental contact is required in order to obtain an excused absence when a student is going out of town for any reason. Prior approval should be requested. Students will be required to attend Saturday School to make up any missed work.

Student/Parent Rights and Responsibilities Handbook

The Andalusia City Schools System, in accordance with the laws of the State of Alabama has developed and published a "Statement of Policy" related to student/parent responsibilities. Upon reading this guide, the student and parent/guardian's signatures will be required acknowledging that the student and parent/guardian have read school policies.

Grievance Procedure

The student should take any grievance to the person whom the grievance occurs. The following is recommended as the chain of recourse.

1. Teacher
2. Counselor
3. Principal or Assistant Principal (if the grievance is with administration, the procedure begins at this level and excludes the teacher.)
4. Superintendent or his/her designee
5. Board of Education

Anti-Harassment Policy

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

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

Section 2: Definitions

(a) The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls in to one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may be any of the following:

- Place a student in reasonable fear of harm to his or her person by damage to his or her property.
- Have the effect of substantially interfering with the educational performance of the school.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, or school property, on school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive education environment for a student.

(b) The term ”violence” as used in this policy means the infliction of physical force by a student with intent to cause injury to another student or damage the property of another student.

(c) The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

(d) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

(e) The term “student” as used in this policy means a student who is enrolled in the Andalusia City School system.

Section 3: Description of Behavior Expected of Students

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage which such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in the policy.

(b) Violence, threats of violence, harassment, and intimidations are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student's race;
- The student's sex;
- The student's religion;
- The student's national origin; or
- The student's disability

Section 4: Consequences for Violations

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

Section 5: Reporting, Investigating, and Complaint Resolution Procedures

(a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parents or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

(b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period, taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s).

(c) Acts of reprisal or retaliation against any student who has reported a violation of the policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct.

(d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or principal's designee will inform the student's parents or guardian of the report.

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

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

Harassment Report Form

The law and policy of the Andalusia City School's Board of Education forbids discrimination against any student on the basis of race, color, creed, religion, gender, age, disability or national origin. This policy of harassment applies to students who are enrolled in Andalusia City Schools.

A provision is noted on the form, for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will complete this form and inform the parents or guardian of the report.

Complaint: _____

Date of Alleged Incident(s): _____

Name of person you believed harassed you: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary). If a threat of suicide was reported, describe the details of the report.

This complaint is filed based on my honest belief that _____
has harassed me. I hereby certify that the information I have provided in this complaint is true, correct,
and complete to the best of my knowledge and belief.

Complainant Signature

Date

Received By

Date

Harassment Complaint Form

Student _____ Date _____ Grade _____ School _____

Describe the harassment (attach additional pages, if necessary) _____

Who was responsible for the harassment? _____

Date(s), time(s), and place(s) the harassment occurred. _____

Were there other individuals involved in the harassment? YES NO
If so, name the individual(s) and what their role was. _____

Did anyone witness the harassment? YES NO
If so, name the witness(es). _____

What was your involvement in the harassment? _____

What was your response to the harassment? _____

Describe any prior incidents. _____

Have you asked for help with this from any other adult at this school. If so, who? When?

Signature of School Official Signature of Student or Parent/Legal Guardian

Action Taken At School/Follow Up: _____

Sexual Discrimination and Harassment

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination.

Learning and working environments that are free from sexual harassment shall be maintained. It will be a violation of board policy for any student to harass other students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment. The school principal will notify the appropriate law enforcement authority and the parents.

Student Sexual Harassment

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

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

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

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

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The custodial parent(s) of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent or the Superintendent's designee and legal counsel for prompt and appropriate action, if warranted. A written response to the student's complaint will be provided to the custodial parent(s) of the student and the student within forty-five (45) days of the date the student first registered the complaint. The student or the custodial parent(s) of the student may appeal the decision within ten (10) days of receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting of the Board. The Board shall make a final decision and notify the student and the custodial parent(s) of the student in writing of the Board's decision.

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

For further information, contact the Title IX Coordinator at Andalusia City Schools, 122 Sixth Avenue, Andalusia, Alabama 36420.

CONDUCT

Student Code of Conduct

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

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

Each classroom teacher will seek to correct classroom disruption by taking in-class disciplinary action, by making a personal call to a student's parent(s) or guardian when possible, and by scheduling conferences with other school staff, parent(s) or guardian. Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe, will the student be referred to the principal (or designee). Failure to bring notebook, pencil, books, or required materials and equipment to class is not cause for disciplinary referrals. When a student consistently exhibits such work habits, the school should notify the student's parent(s) or guardian.

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

Alabama Law, Act 94-782, requires:

- (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 or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

Parents/Guardians will receive notification from the principal's office of conduct offenses according to the Andalusia City Schools Code of Conduct. Parents/Guardians are expected to respond appropriately to notifications from the principal's office regarding their child's conduct in order to be in compliance with act 94-782.

Honor Code

Andalusia High School's tradition of excellence is long-standing, and we believe one of our main goals is the development of character in our students. While personal integrity can be encouraged, each individual has the responsibility for his or her own actions. Therefore, honor can be defined as conformity, without compromise to ethical principles.

Our Honor Code is intended to motivate students to develop integrity in the area of academics. Academic dishonesty is defined as the use of any deceptive method of improving a grade and any student found guilty of violating the honor code will receive a "zero" on the work and will be assigned to Saturday School.

A student is guilty of academic dishonesty when he or she engages in any illegal or improper activity for the purposes of improving a grade on an assignment or assessment. This includes, but is not limited to:

1. Any form of cheating (i.e. giving or receiving answers for any type of assignment, quiz, or test without the teacher's authorization); or
2. Plagiarizing (i.e. submission of research papers, reports, etc. that are not original works by the student unless otherwise authorized by the teacher.)

Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act.

The teacher will handle Level One violations. Students caught cheating will receive a zero (0) on the assignment, quiz, or test. Students found guilty of Level One violations will be ineligible for National Honor Society for the next eligible year.

Examples of Level One Violations:

- Looking on another student's quiz or test
- Willingly giving another student answers for an assignment/quiz/test
- Using another student's assignment to complete an assignment without a teacher's authorization
- Using electronic devices or other secretive method to give answers on quiz or test
- Taking substantial information from another source, but not crediting the source
- Using a cheat sheet
- Changing a grade or answer on a returned test or paper
- Changing a grade in a teacher's grade book or computer

The principal or assistant principals of Andalusia High School will handle all Level Two violations. Students found guilty of Level Two violations will receive a zero (0) on assignment, quiz, or test and may be subject to suspension or a recommendation for expulsion. Students found guilty of a Level Two violation will be ineligible for National Honor Society for the remainder of their time at Andalusia High School.

Examples of Level Two violations:

- A second Level One violation
- Taking research papers from the Internet, other publications or students and/or people
- Taking any test or part of any test to use or give to others.

Conduct

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

Rules of Conduct

Student rights are:

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

The student will:

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

Classification of Code of Student Conduct Violations

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

- 1. Class I – Minor Offenses**
- 2. Class II – Intermediate Offenses**
- 3. Class III – Major Offenses**

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

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

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

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

Class I – Minor Offenses

- 1.01 Excessive distraction of other students – (any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping for instruction)
- 1.02 Harassment or intimidation of other students – (the continued annoyance, teasing, or tormenting of another student)
- 1.03 Gambling – (any participation in games of chance for money and/or other things of value)
- 1.04 Tardiness – (reporting late to school or class)
- 1.05 Use of profane or obscene language
- 1.06 Non-conformity to the Andalusia City Schools Dress Policy
- 1.07 Minor disruption on a school bus
- 1.08 Inappropriate public displays of affection
- 1.09 Offensive Touching – (not sexual)
- 1.10 Unauthorized absences from class or school
- 1.11 Intentionally providing false information to a School Board employee including, but not limited to, giving false student information, forgery or school notes, and concealment of information directly relating to school business
- 1.12 Any other violation the principal (or designee) may reasonably deem to fall within this category

Disciplinary Actions for Class I Violations

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

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

Class II - Intermediate

- 2.01 Defiance of School Board Employee's Authority – any verbal or nonverbal refusal to comply with a reasonable direction or order of a School Board employee
- 2.02 Continued Violation of the Andalusia City Schools' Dress Code Policy
- 2.03 Possession and/or Use of Tobacco Products - having and/or using tobacco products, including possession of cigarette rolling papers, on the school premises. **Applicable laws will be followed. Note:** This may constitute a Class III offense.
- 2.04 Possession of Cigarette Lighters or Matches - **Note:** Use of these items on school premises may constitute a Class III offense
- 2.05 Battery upon Students- actually and intentionally pushing or striking another student against the will of the other student
- 2.06 Simple Assault on a School Board Employee and/or Student - the intentional, unlawful threat by word or act to show violence to the person of another, coupled with an apparent ability to do so, and the doing of some act that creates a well-formed fear in the other person that violence is imminent. **Note:** Severity of the offense and the maturity of the participants may constitute a Class III offense.
- 2.07 Threats, Intimidation, and/or Extortion - verbally, non-verbally, or by written or printed communication maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage at all, or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will. **Note:** Completion of the threat, either by the victim complying with the demands or the carrying out of the threat against the victim, constitutes a Class III offense.
- 2.08 Fighting - any physical conflict between two or more individuals.
- 2.09 Stealing, Larceny, and Petty Theft - the intentional unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another
- 2.10 Possession of Stolen Property with the Knowledge It is Stolen
- 2.11 Trespassing - willfully entering or remaining in any structure, conveyance, or property, without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so. **Note:** Trespassing on school property while the student is on suspension constitutes a Class III offense
- 2.12 Offensive Touching of Another Person with Sexual Connotations - such as patting, pinching, or brushing against another's body
- 2.13 Sexual Harassment - use of vulgar or sexually explicit comments, gestures or conduct, notes, obscene or sexually explicit pictures: sexually oriented "kidding", teasing, or practical jokes directed toward another person or offensive to a third party observer
- 2.14 False Accusation of Sexual Harassment
- 2.15 Directing Obscene or Profane Language to a School Board Employee
- 2.16 Leaving School Grounds Without Permission
- 2.17 Unauthorized Use - of a stand-alone computer system, computer network, Internet or use or knowledge of restricted passwords; physical damage to any technology device
- 2.18 Any other violation that the principal (or designee) may reasonably deem to fall within this category

Disciplinary Actions for Class II Violations

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

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

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

Class III – Major Offenses

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

- 3.01 Drugs - the unauthorized possession, transfer, use, or sale of drugs. This includes over-the-counter and prescription medications
- 3.02 Alcoholic Beverages - possession, transfer, use, or sale of alcoholic beverages
- 3.03 Arson - the willful and malicious burning of any part of a building or its contents
- 3.04 Battery - the actual unlawful touching or striking of a school board employee intentionally, or during the course of a physical altercation between students; the causing of bodily harm to a school board employee or student
- 3.05 Aggravated Battery - intentionally causing great bodily harm, disability or disfigurement; use of a deadly weapon
- 3.06 Stealing, Larceny and Grand Theft - the intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession of another
- 3.07 Illegal School Entry - breaking, entering, or remaining in an Andalusia City School structure or conveyance without justification or excuse during the hours the premises are closed to the public
- 3.08 Criminal Mischief - willful and malicious injury or damages equal to, or more than, \$200 to public property, or to real or personal property belonging to another
- 3.09 Possession of Firearms - discharge, possession, transfer or sale of any firearm (including a starter gun, BB gun, or pellet gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any similar destructive devices such as a stun gun
- 3.10 Possession of Weapons - possession of a knife, including, but not limited to, a switchblade knife, metallic knuckles, laser pointer, tear gas gun, chemical weapon or device, (including mace or pepper spray) or any other weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm including toy firearm replicas
- 3.11 Bomb Threat - any such communication directed at any Andalusia City School facility that has the effect of interrupting the educational environment
- 3.12 Explosives, Ammunition (bullets), or Firecrackers - preparing, possessing, or igniting explosives on school board property, which are likely to cause injury or property damage
- 3.13 Sexual Acts - acts of a sexual nature including, but limited to, repeated sexual harassment, battery, intercourse, attempted rape, or rape

- 3.14 Any Major Disruption of the Educational Process - caused by the wearing or apparel, possession or writing or drawings, or the performance of gestures or signals which indicate affiliation with a gang, secret organization or other social group whose presence on school grounds poses a threat to the educational environment
- 3.15 Inciting or Participating in a Major Student Disorder - leading, encouraging, or assisting in (major) disruptions that place students, staff, and the educational process at risk, or which result in destruction or damage or private or public property or personal injury to participants or others
- 3.16 Unjustified Activation of a Fire Alarm or Fire Extinguisher System
- 3.17 Possession of a Pocket Pager or Electronic Communication Device - after individual warning or any time the device is used for disruptive or unethical purposes
- 3.18 Sabotage of a Computer or Computer System - resulting in data modification, disclosure of restricted information, major disruption of the educational process, or the introduction of unauthorized software into the computer system
- 3.19 Repeated Disruptive and Defiant Behavior -despite school based intervention (documentation of interventions required)
- 3.20 Miscellaneous Offenses - any other offense that the principal (or designee) may reasonably deem to fall within this category

Disciplinary Actions for Class III Violations

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

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

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

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

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

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

Descriptions of Formal Disciplinary Action

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

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

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

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

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

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

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

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

Social Activity Probation – A student may not attend school activities that are not related to academic standing.

Extended Social Probation – A student may not attend activities that are not related to academic standing.

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

Saturday School – A student may be assigned Saturday School by the principal or assistant principals for violation of school rules.

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

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

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

Expulsion – Action by the Board of Education

Corporal Punishment (paddling) as a form of punishment IS NOT utilized in Andalusia City Schools by the school administration. Parents/Guardians who feel that corporal punishment is necessary to control student behavior will be allowed to come to the school and administer corporal punishment only in the Principal or Assistant Principal’s office

Student's Education/Conduct Responsibilities

The Right to Learn

Student rights are:

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

The student will:

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

Student's Attendance

Student rights are:

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

The student will:

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

Student's Free Assembly

Student rights are:

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

The student will:

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

Student's Free Speech and Student Publications

Student rights are:

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

The student will:

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

Student's Participation in School Programs and Activities

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

Student rights are:

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

The student will:

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

Student's Respect for Person, Privacy, and Property

Student rights are:

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

The student will:

- abide by laws, local board of education and individual school rules and policies regarding respect for person, privacy, and property.
- respect the recognized privacy rights of others.
- attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.
- respect the property rights of those at school and the general public.
- demonstrate a respect for the property of other individuals and school property.
- understand that any contraband found in a locker will be attributed to all persons sharing that locker.
- know that a locker is available to each student attending the high or middle school.
- conduct him/herself in a safe and responsible manner and not place others in a dangerous or unpleasant situation.
- be clean, neat, and dress in an appropriate manner as outlined in individual school handbooks.
- demonstrate pride and a sense of responsibility for the appearance of the school room, building and campus.
- demonstrate a respect for and be courteous toward other students, teachers, administrators, and other school staff and personnel.

DISCIPLINE

Procedure

Students are expected to follow rules of proper conduct as mandated by the Andalusia City Board of Education. Failure to do so may involve the student and parent being referred to the Early Warning Program. See Andalusia City Board of Education “Policy on Student/Parent Responsibilities”. You should become familiar with this policy statement booklet.

Video cameras may be used to monitor classes and survey the movement of students between classes. Metal detectors may be used when deemed necessary by the principal. A.H.S. works with the Andalusia City police Department in order to provide safety for all students. Police officers may come on campus to assist school officials when it is deemed necessary by the school principal. The canine unit will visit the school periodically during the school year.

The teachers or administrators shall have the same rights as a parent or guardian to control and discipline a child while the child is in attendance in school or in school vehicles to or from school or while attending or participating in any school function authorized by the school district.

All students enrolled in the school will be expected to abide by the rules and regulations set forth by the administration, teachers, and the board of education while in attendance at school or school-sponsored activities, or while being transported to or from school or school-sponsored activities in district-owned transportation. Any student who is found to be disobeying the rules or showing disrespect for any teacher and/or school property may be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulation.

Special Education Discipline

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

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

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

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

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

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

School officials may also seek to obtain a court order to remove a child with a disability from school, or to change his/her current educational placement if they believe that maintaining the child in the current educational placement is substantially likely to result in injury to the child or others. School officials may report crimes committed by children with disabilities to appropriate law enforcement authorities to the same extent as they do for crimes committed by non-disabled students. An agency reporting a crime committed by a child with a disability shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to which the agency reports the crime.

Discipline Plan

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

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

Violation of School Rules: Consequences

Students who have violated school and /or classroom rules may receive disciplinary action that is appropriated from the particular offense. Efforts will be made to communicate with parents to help prevent further misconduct by students. Each time a student commits an offense against established rules; they will proceed through one of the following steps:

1. Student conference with administrator
2. Assignment of one or more of the following
 - a. After-school detention
 - b. Saturday School
 - c. In-school suspension
 - d. Suspension from school (one to ten days)
 - e. Evidentiary hearing results (modified schedule, referral to appropriate community agency, referral to alternative school, or expulsion)
3. Parent contact
 - a. Letter
 - b. Telephone
 - c. Conference

Stay-In Policy

A teacher may require a student to stay in after school for inappropriate behavior including class tardiness. Students should be required to stay in the same day the inappropriate behavior occurs or the next day, whichever is more mutually convenient for the teacher and student. In situations where the teacher has a prior commitment on one of these days, the teacher's schedule takes precedence. Regardless of normal after school activities (Co-op, athletics, cheerleading, band, or car pool), students will be expected to follow the instructions of the teacher in this respect. FAILURE TO STAY IN FOR A TEACHER AFTER A SECOND OPPORTUNITY HAS BEEN GIVEN BY THE TEACHER WILL RESULT IN PARENTAL CONTACT, AFTER SCHOOL DETENTION, AND THE STUDENT WILL STILL BE OBLIGATED TO STAY IN FOR THE TEACHER AT THE TEACHER'S CONVENIENCE. A teacher may assign scrubbing windows, cleaning desks to a student who is staying in.

Detention Hall

Students may be assigned stay-in time by the principal or assistant principal. Students will be expected to report to the detention hall at 3:15 p.m. and remain until 5:15 p.m. Detention hall will meet on Monday through Thursday and will be supervised by a faculty member. Failure to report to or misbehavior during detention hall will result in further disciplinary action. Students tardy to detention hall may be assigned additional stay-in time.

Suspensions

Any student suspended for one or more classes will receive an unexcused absence, which means that any work or test missed must be made up in after school detention, in school suspension, or Saturday School. A grade of ZERO will be assigned to all work missed in classes. Also, a student may not attend any school function either on or off campus while under suspension.

All suspended absences will be coded as Out of School Suspension and will count in the Early Warning Program referral policy.

In-School Suspension/Alternative School

In-school suspension/alternative school removes students from the regular school program for a designated period of time. The programs are highly structured class situations with emphasis placed on student accountability. Students who refuse to adhere to the policies set forth may be suspended from school for as many as ten days. When the student returns to school, he or she will be required to complete the in-school suspension or alternative school penalty before returning to regular classes.

Repeated Misconduct

Severe misconduct or repeated misconduct at school activities or when going to and from school will result in more severe consequences. Parental support for school-assigned consequences is extremely important in the process of modifying student behavior.

Students failing to serve any assigned consequences may receive additional consequences until the original consequence is served.

AHS Dress Code

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

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

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

General Rules:

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

Tops:

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

Bottoms:

13. All bottoms (including pants, shorts and skirts) will be worn at the natural waist level, no sagging. Waistbands must be above one’s derriere at all times.
14. All shorts, skirts, dresses, and slits, etc. must be worn at an appropriate length; no shorter than the end of the fingertip when the arm is extended straight down the side of the body.
15. No athletic bottoms may be worn to school.
16. All snaps and/or buttons on trousers, coveralls, overalls, etc. should be fastened.
17. No pants with words across the seat may be worn.
18. Leggings can be worn with a shirt, skirt or dress only when the shirt, skirt or dress is fingertip-length.

Accessories

19. Students should wear shoes that will be safe for all activities, including P.E. Shoes are to be worn by everyone at all times. Bedroom slippers are not appropriate footwear.
20. No blankets should be brought to school
21. Chains hanging from pockets, belt loops or waist are not permitted.
22. Hats or head coverings should not be worn or brought to school. Exception: baseball/softball team members may bring caps to be worn during the game
23. No sunglasses should be worn in any classes, the auditorium, the cafeteria, or the office. Exception: medical reasons.
24. No hoods or du-rags of any type are to be worn inside the school buildings
25. No bandannas, coats or any other type of gang-related paraphernalia will be allowed.

Appearance

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

Appearance Violation

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

Electronic Communication Devices

Students will not be allowed to use electronic communication devices (including cell phones, smart watches, iPads, etc.) during the instructional day. “Instructional day” includes but is not limited to class instructional time, study halls, lunch periods, class changes and other structured or unstructured activity that occurs during the normal school day. All electronic communication devices are to be left in the locker during the “Instructional Day” as described above.

Exceptions to this policy for health or other extraordinary needs must be approved by the school principal and board of education. In addition, should a student need to make a call during the school day, that student should report to the office to use the office phone.

A student who possesses an electronic communication device shall assume responsibility for its care. At no time shall the school system be responsible for preventing theft, loss or damage to such devices brought onto school property.

Laser pointers are prohibited on campus during the regular school day and at any extra-curricular activity.

Electronic Communication Device disciplinary actions are as follows:

1. **First offense:** The device will be confiscated and turned in to the office. The student may retrieve the device at the end of the school day and a 1st offense referral will be recorded.
2. **Second offense:** The device will be confiscated and sent to the office along with the student. The parent/guardian will be required to retrieve the device at the end of the school day and a 2nd offense referral will be recorded.
3. **Third offense:** The device will be confiscated and held in the office pending a parent, student, administrator conference and a 3rd offense referral will be recorded.

Disciplinary actions will be strictly enforced and no exceptions will be made.

Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. A student who fails to comply with directions of teachers, student teacher, substitute teachers, teacher aides, principals, or other authorized school personnel during any time when he or she is properly under the authority of school personnel shall be in violation of school rules and subject to disciplinary action.

Disruptions Include:

1. Students may not bring to school or have in their possession, dice, playing cards of any kind, or cellular phones.
2. Students bringing firecrackers, water pistols, water balloons, alcoholic beverages, or drugs not prescribed by a doctor to any school function (i.e. homecoming float sites, athletic events) will be disciplined in accordance with school policy.
3. Students who yell or make loud noises, wrestle, create disruptive insurrection, or block the normal flow of traffic in the halls may be subject to disciplinary action

Fighting

All students are expected to behave in a manner that is acceptable to everyone concerned. Fighting will not be tolerated at school. Any student that is involved in a fight may be subjected to suspension and removed from school by the appropriate law enforcement authority.

Profanity/Obscenity/Pornography

The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in in-school suspension or expulsion from school. Pornography in any form is unacceptable. Students found to be in possession of pornography or pornographic material may be subjected to in-school suspension, suspension, or expulsion. Parents will be contacted on each offense. The school principal will notify the appropriate law enforcement authority.

Drug Policy

The Andalusia City Board of Education recognizes the importance of providing a safe environment for all students. It is imperative that a drug-free campus be maintained. School administrators are empowered to use necessary means to identify those who may be using, selling, possessing, transmitting, intending to transmit, or being under the influence of a “prohibited substance”. **Andalusia High School will enforce a zero tolerance drug policy.** Students found to be in possession, under the influence or selling an illegal controlled substance may be expelled from school.

Prohibitions: No student shall unlawfully possess, use, sell, buy, transmit, dispense, manufacture, or be under the influence of alcohol or drugs, or attempt to engage in any such activity, while:

- a. On the property or premises owned, leased or used by the school system
- b. At school–sponsored or supervised activities;
- c. In any school owned, leased or used vehicles;
- d. While engaged in or going to or from school activities.

Definition of Drugs: For the purposes of this policy, the term “drug” shall include any “illicit drug,” “controlled substance,” “intoxicating substance,” “marijuana,” “cannabis,” “opiate,” “hallucinogens,” “narcotic,” or any lawful drug or substance which is misused, abused, or used in an inappropriate manner.

In certain situations students may be subject to searches or required to undergo drug testing. Law enforcement agencies may be called at any time to assist in searches or to help with investigations. These searches will be at the discretion of the school officials when there is reasonable cause. Cause may be, but is not limited to, (1) drug dog searches (2) odor on the individual (3) suspicious behavior, (4) students exhibiting erratic behavior, (5) possession of a controlled substance, or (6) information provided by others.

When a school official determines that a violation has occurred, he/she will notify law enforcement officials. An attempt will also be made to contact the parent to inform them of the violation. A drug test may then be required if deemed necessary by school officials. If a test is needed, it can be done with or without parental consent. The student will pay for the cost incurred as a result of a positive test.

If a student is found guilty of violating the drug and alcohol policies of the Andalusia City Schools, he/she will be disciplined in accordance with the policies and procedures approved by the Board of Education. All Federal and State laws dealing with prohibited substances will be adhered to. Appropriate law enforcement and court officials will be notified in cases where students refuse to be drug/alcohol tested.

The possession or use of alcohol or any other illegal drug shall not be tolerated and shall result in immediate suspension from school and may result in expulsion.

Smoking /Tobacco Policy

Andalusia City Schools shall maintain a tobacco-free, electronic cigarettes and or vaping - free policy at all schools, maintenance, and administrative buildings, on all system grounds, and in all system owned or operated vehicles. This policy applies to all students and visitors. Non-conformance with this policy by students will result in disciplinary action. Smoking paraphernalia (i.e. matches and lighters) will be treated as tobacco in possession.

Alabama law prohibits children under the age of 21 from buying, possessing, transporting, and/or distributing any tobacco,electronic and/or vaping device. Any violation of the policy and state law will be turned over to the proper legal authorities.

Theft from Lockers

Each year thefts from lockers occur. These thefts are preventable if the user of the locker will follow these suggestions:

1. Ensure that other students are unable to see the combination of your lock as you open your locker.
2. Do not under any circumstance give your combination to a fellow student.
3. Lock your locker and ensure that the door is closed.

If a theft does take place from your locker, we ask that you do the following:

1. Report the theft in writing to the principal
2. Secure another lock from the office immediately.

Theft from Gym Lockers

Students who take physical education classes should never under any circumstances leave valuables in the gym dressing rooms. Give valuables (i.e. wallets, watches, jewelry) to the teacher to be locked up or secure them in a locked dressing room locker. **DO NOT BRING LARGE SUMS OF MONEY OR WEAR EXPENSIVE JEWELRY TO SCHOOL.** Following the above suggestions may prevent you from experiencing the cost and inconvenience of having a wallet or other personal items stolen.

Advice Regarding Thefts

Andalusia High School is a busy, populated community of more than 500 students and staff members. It is inevitable that, from time to time, personal belongings brought to school will be lost, misplaced or even stolen. When small valuable items such as jewelry, cash or electronic devices go missing they are often gone for good. The school has very limited resources to devote to locating missing belongings. **Do not bring items of great value to school.**

Search and Seizure

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General searches of school property may be conducted at any time.
2. Search of an area assigned to a student should be for a specific purpose and be in his/her presence whenever possible.
3. Illegal items (firearms, drugs, weapons) or other possessions reasonably determined to be a threat to the health, safety and welfare of others may be seized by school officials.
4. Items that are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

Whenever it is necessary for an officer of the law to speak to, question, or take any student enrolled in Andalusia High School into custody, it shall be done in the presence of, or in the office of either an administrator, the superintendent, or his/her designee. The student will be advised of his/her right to remain silent and his/her right to counsel.

Due Process

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

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

Classrooms, Buildings, and Grounds Maintenance

All students are expected to do their part to keep Andalusia High School a clean and an attractive school. **NO FOOD OR DRINKS ARE ALLOWED IN ANY BUILDING ON CAMPUS EXCEPT THE LUNCHROOM. USE TRASH CANS FOR YOUR TRASH!** Be proud of your school. **Help keep the campus clean and beautiful!**

Gum Chewing/Eating in the Classroom

Careless disposal of gum in drinking fountains, floors, and furniture presents sanitation and cleaning problems, as well as costly repair. Therefore, gum chewing and/or eating in class is not permitted. A student caught chewing gum will be referred to the office.

Destruction of School Property

ANY STUDENT DAMAGING, DEFACING, OR BREAKING SCHOOL PROPERTY MAY BE SUSPENDED FROM ALL CLASSES UNTIL PAYMENT HAS BEEN RECEIVED FOR THE DAMAGED ARTICLE. Further disciplinary action may be administered.

Changing Classes and Moving in the Halls

It is necessary that certain traffic rules be observed when a large number of people are moving in one building. Students are not to run to classes or to the lunchroom. Students should walk on the right side of the corridors to facilitate movement. **STUDENTS SHOULD NOT CONGREGATE IN A MANNER THAT WOULD BLOCK PASSAGEWAYS AT ANY TIME.** Students who “horseplay” in the halls during the changing of classes or during break times will be subject to disciplinary action.

Hall Passes

Any student who is out of an assigned room must have a pass issued by the teacher. Passes will be issued only under special circumstances. No student should be in the halls without a pass unless accompanied by a teacher.

Book Bags

Book bags are not permitted beyond a student’s locker. No book bags are to be carried to classrooms, gym class, or gym locker areas. Tote bags fall into this category. Book bags or tote bags are not to be left in the halls or outside classroom doors.

Assemblies

Special assemblies are held during the school year. All students are expected to attend and be on their best behavior.

Parties and Activities

No party or activity will be recognized as a school function unless approved in advance by the principal and the appropriate faculty committee. Students attending school, school activities, or athletic events are expected to abide by the same rules as if they were in school. Such activities should be scheduled well in advance and submitted to the principal’s office. This will allow the event to be placed on the school calendar.

Student Relationships

Boys should conduct themselves as gentlemen and girls as ladies. Students should be courteous, considerate and respectful of one another.

Handholding, arms around one another, and other displays of affection are unacceptable on campus.

Library

Students are encouraged to use the library for reference work and to check out books. There are special rules that apply for the use of reference books, magazines, and reserved books. Learning to use the library and observing its rules helps develop good citizenship. Filmstrips, tapes, and records are available. The librarian is available to assist those who need help. The library is open from 7:45 a.m. until 3:40 p.m. A book may be checked out for two weeks and renewed for the same period. Students are charged ten cents a school day for overdue books. If a student loses a book, he must pay the replacement cost and shipping. All library debts must be cleared before a student may take exams.

Automobiles

The following rules apply:

1. It is the student's responsibility to see that his/her car is parked properly. Students who drive to AHS must park in the designated student parking lot and have a valid AHS parking sticker visible. Students may not park in nearby yards or on curbs parallel to the school.
2. The speed limit on campus is 15 miles per hour.
3. Parking permits are \$15.00 and must be displayed at all times. A registration form must be filled out and a copy of license will be obtained before hang tags are issued.
4. **A STUDENT SHOULD LEAVE HIS/HER CAR WHEN PARKED ON CAMPUS AND NOT RETURN TO THE CAR UNTIL READY TO LEAVE CAMPUS. THE PARKING LOTS ARE OFF LIMITS DURING THE SCHOOL DAY.**
5. Students who bring vehicles on campus are responsible for any violation that another student may incur with that car or motorcycle.
6. All rules governing automobiles on school grounds will be strictly enforced. Any student violating parking or driving regulations may be suspended from driving a vehicle on campus and/or fined.
7. AHS assumes no responsibility from damages resulting from accidents or vandalism. Accidents or vandalism should be reported to the police department (222-1155).
8. Student vehicles may be subject to search if there is reason to believe drugs, alcohol, weapons, stolen property, or other contraband might be present.
9. **Reserved parking permits are non-transferable. Anyone parking on campus without a parking permit or if you park in the wrong space, you will be subject to a \$10 fine.**
10. No guns or archery equipment may be left in vehicles.
11. Due to dangers of excessive and unnecessary traffic in parking lots, students are instructed to park their vehicles in the appropriate parking space when arriving on campus. If a student is seen driving through the parking lot repeatedly before, during, or after school, disciplinary action may be taken.
12. Students who drive on campus or on streets around campus with a loud radio as to be disruptive will be subject to disciplinary action.
13. Lewd or suggestive stickers are not permissible on cars parked on school grounds.
14. **CAR ALARMS MUST NOT BE ACTIVATED WHILE PARKED ON CAMPUS. DRIVING PRIVILEGES WILL BE REVOKED FOR THIS NUISANCE.**

ATTENDANCE

Policy

All students are expected to attend school regularly and to be on time for classes. Students who have good attendance generally achieve higher grades and enjoy school more. When it is necessary for a student to be absent from school, **the parent or guardian is requested to provide a written documentation of the reason for the absence.** If a doctor's visit was made, a doctor's form excuse should be provided to the school upon the student's return. Following an absence, a student must come to the office to obtain an absentee slip before going to any class. It is the responsibility of the student to obtain an absentee slip before the first block. Failure to do so will result in the student being counted tardy from the class in which time was missed.

If your child reaches seven (7) absences in any class during a semester, he/she will be classified as having excessive absences and become at risk for receiving a "no credit" for that class. School policy states that parents/students must provide an "honest explanation and appropriate documentation" for absences. If your child is absent at any time, you need to send a note of explanation or a doctor's office excuse. This documentation will excuse your child so that he/she may make up work; however, this excused absence is still counted as a day missed from class. Students who are frequently absent may be referred to Saturday School or the Early Warning Truancy Program. These students may also be subject to having their driving license suspended. See Andalusia City Board of Education "Policy on Student/Parent Responsibilities."

Absences

Punctual and regular attendance is very important. Upon returning to school after being absent for any reason, a pupil must present a written excuse including the reason for absence, date absent, and the signature of a parent or guardian. **Students who have been absent must receive an admit slip within three days of the absence. After three days without an admit slip the absence is coded “Unexcused” and no make-up work will be permitted.** An admit slip will be given to the student in the office. All teachers whose class the student missed must sign the admit slip. Admit slips must be obtained between the hours of 7:30 a.m. and 7:45 a.m. **Failure to obtain an admit slip from the office before the 7:45 a.m. bell will result in an unexcused tardy.**

Excused absences include time missed due to illness, death in the immediate family, and dangerous weather (determined by the principal). Extenuating circumstances may cause a student to miss school, but **prior permission of the principal** must be granted for the absence to be excused. The principal should be notified at least one week before the planned absence.

Unexcused absences include working, truancy, and school time missed with parental permission that is not included in the excused categories. Students who miss classes due to attendance at meetings or going on trips that are not school related will receive an unexcused absence.

The following, although non-inclusive, are examples of excused and unexcused absences.

Excused

Attending the wedding of a relative
Degree/honor for a family member
Driver’s license test
Family crisis
Illness/treatment for family member
Legal appointments
Medical appointments
Military orientation
Preparing/assisting family relocation
*Visiting prep school or college

Unexcused

Concerts/performances
Business trip with family
Competitions and/or presentations
Hunting/fishing trips
Out of Town
Personal grooming
Shopping
Ski trips
Vacations
Undisclosed personal reasons

*Seniors will be given **one day during their senior school year** which will be exempt from absence. Proper documentation from the college must be presented to the attendance clerk in order to receive the exemption. Any other “college” days necessary for scholarship interviews, counseling, etc. may be excused with proper documentation, **but will be counted as an absence.**

******THERE IS NO SENIOR SKIP DAY AT ANDALUSIA HIGH SCHOOL******

Arrival at School

The school building will be open at 7:30 a.m. unless there is inclement weather. Students are asked to arrive on campus from 7:30 until 7:40a.m.

The official school day/tardy bell rings at 7:45. All students should be in their assigned class in time for roll call. The Pledge of Allegiance, moment of silence and morning announcements will be made at the beginning of class. Students are to remain quiet and attentive during announcements.

Tardy Policy

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

1. First tardy-----warning
2. Second tardy---15 minutes stay in time for the teacher
3. Third tardy-----30 minutes stay in time for the teacher with parent contact
4. Fourth tardy----office referral/1 hour detention hall
5. Fifth tardy-----2 hours detention hall
6. Sixth tardy-----Saturday School
7. Seventh tardy—Office referral/suspended until parent contact

Tardies caused by car trouble, rides being late, oversleeping, faulty alarm clock, and bad weather are unexcused tardies.

Tardiness due to illness or medical or dental appointments that could not be arranged before or after school will be excused. However, a doctor's excuse will need to be provided to the office when checking in.

Any check-in during the first block, unless accompanied by a doctor's excuse, will be counted as a tardy or an unexcused absence.

Class Dismissal

The dismissal bell in the classroom is not a sign for students to move to the next class. It is a signal for the teacher to conclude that particular class. The teacher, not a bell, will dismiss students from class.

Checking Out Procedures

Being in all of your classes has never been more important! The administration discourages students from leaving school during the school day. Students and parents should try to schedule appointments that do not conflict with the school day. If students check out for a doctor's appointment, a note signed by the doctor must be brought into the office for verification.

If it becomes necessary for a student to check out of school the following guidelines must be followed:

1. **For the safety of the child, the parent/guardian/authorized person listed on the NOTARIZED check-out form must appear in person and have a valid driver's license before a student is allowed to check out. If a pending check-out is planned, arrangements may be made with the office before or after school prior to the scheduled appointment.**
2. When the student returns to school, he/she must bring a note to the office from the doctor or a guardian confirming the reason for an absence, to obtain an admit slip to class.

Students must never leave school without first checking out through the office. Violation of these rules will result in the student being charged with truancy.

Truancy

Truancy is defined as an unexcused absence without the knowledge or consent of the parents/guardians and the school. "Skipping" class is truancy.

In addition to some form of discipline, the student will receive a ZERO grade for any graded work missed on the day or days of the truancy.

Students who are truant from school may be referred to the early warning program. See Andalusia City Board of Education "Policy on Student/Parent Responsibilities".

Make Up Work

Make-up work is defined as any assignment or test that was assigned when a student was not present in class due to an excused absence or dismissal.

Students and parents should remember that much of the instruction a student misses when absent (lecture notes, class discussion, teacher explanation, and the opportunity to learn from class participation) cannot be made up.

The following guidelines will be used for make-up work:

1. It is the **student's responsibility** to request make-up work on the day he/she returns to school (provided the absence is excused).
2. Advanced notice absences (field trips, off campus activities, athletic trips, etc.) require the student to request make-up work before the absence occurs and return to class with all work completed.
3. Previously scheduled assignments/tests are due to be completed/taken upon the student's return or on the due date.
4. Amount of time given to finish make-up assignments and/or tests is at the teacher's discretion. Teachers have the option of scheduling make-up work at certain times on certain dates. Students are responsible for attending.
5. Failure to follow correct guidelines for make-up work will result in a grade of "zero".
6. **Any student who has an unexcused absence will not be allowed to make up missed work and will receive a "zero" unless they attend after school detention or Saturday School for missed grades/assignments in each class.**

Students absent for less than three days should contact a fellow classmate for homework assignments. When a student is absent for three days or longer, he/she may contact the school office for assignments.

Exam Policy

Students may exempt a maximum of one exam per semester, using the following guidelines:

1. A student must have a course average of 90 or above and a maximum of 3 excused absences per semester and a maximum of 3 tardies per semester to the class he/she is wishing to exempt.

A student must have a course average of 80 or above and no absences or tardies to the class he/she is wishing to exempt.

Early Warning Truancy Prevention Program

The Andalusia High School works in cooperation with the district attorney, district court judge, and the juvenile authorities in the Early Warning Truancy Prevention Program. Repeated absences from school often contribute to a student's failure. Because of this the following policy has been adopted in accordance with the district court:

1. On the third absence, the attendance officer may contact the student and/or parent to determine a cause for the absences and seek a way to prevent further absences.
2. On the seventh absence, parents will be notified of the excessive absences by letter.
3. Students with five (5) or more **unexcused** absences may be referred to the Early Warning Program.
4. After the 10th excused absence, all other absences must be doctor excused or approved by the administrator.

In order to earn credit in classes with excessive absences (seven or more), a student must:

1. Make up all missed work within one to three days (recommended).
2. Make 60% on the final exam in each class in which he/she has seven absences.
3. Must have a 60% (passing) average for the semester.
4. Attend Saturday School for excessive absences.
5. A parent may appeal extenuating circumstances to the principal at (334)222-7569. The policy will be followed; **only the length of time to make up work may be extended.**

***If extenuating circumstances arise, a parent is requested to call the school on the day of any further absences.

In order for any student to be eligible to attend and/or participate in any after school activity he/she must have been in school the entire day of that event. Exceptions may be made only by the sponsor or coach of that activity **AND** the assistant principal or principal.

EXTRACURRICULAR ACTIVITIES

Student Activities

Co-curricular activities are considered an important part of the total school experience. The main emphasis of school however, is academics. If a student falls behind in his/her academic endeavors, removal from the co-curricular activity may occur. Students are encouraged to participate in at least two activities at AHS.

After School Events and Practices

In order for the student to be eligible to attend and/or participate in any after school activity, he/she must have been in school the entire day. Exceptions may be made by the principal or assistant principal and appropriate coach or sponsor. These exceptions are for scheduled doctor or orthodontist appointments that could not be rescheduled.

Poster/Advertisement/Fund Raising

No poster or advertisement may be displayed in school buildings unless prior permission has been obtained from the principal. Prior administrative approval is also required for any fund raising activity. This would include those conducted by any club or organization. Example: candy sales

Publications

The yearbook is entitled the *Memolusia* and may be purchased during sales dates set by the yearbook staff.

This is the only official publication of Andalusia High School. Any other publications that may be distributed on or off campus will be considered a violation of school policy. Only the principal may give permission pertaining to the representation of Andalusia High School.

National Honor Society

Students inducted into the National Honor Society must be a junior or senior pursuing an advanced diploma. An overall average of 90 must be maintained. A student will be removed and/or excluded from the National Honor Society for failing any class or for academic dishonesty, as described in the above paragraph.

Beginning with the Class of 2026, students inducted into the National Honor Society must be a junior or senior pursuing an advanced diploma. An overall cumulative weighted core numerical grade point average of 90 must be maintained. A student will be removed and/or excluded from the National Honor Society for failing any class or for academic dishonesty, as described in the above paragraph.

Extra Curricular Activities

We have many extra and co-curricular activities at AHS. A list is provided for your consideration. We encourage students of all races to become involved in school sponsored events.

Throughout the school year we will post try-out periods and/or sign-up periods for all these organizations. Parents encourage your students to become involved in some of these activities.

Students listen for announcements over the public address system, look for bulletins and posted flyers with the necessary information concerning tryouts. On the following page you will find membership criteria and a contact person with telephone number for all clubs and organizations.

Activities

<u>Club/Organization</u>	<u>Membership Criteria</u>	<u>Sponsor/Coach</u>
Anchor Club	Soph, Jr, Sr girls w/B average and written application	Mrs. Shelnutt/Mrs. Hopkins
Art Club	Interest in Art	Ms. Smyly
Band	Interest in band; tryouts for colorguard, majorettes, drum major	Mr. Shellhouse
Baseball	Tryouts, meet AHSAA requirements	Mr. Madden
Basketball, Boys	Tryouts, meet AHSAA requirements	Mr. Mickles
Basketball, Girls	Tryouts, meet AHSAA requirements	Mr. Shellhouse
Boys State	Rising seniors, B+ average	Mrs. Adams
Cheerleader/Varsity	Tryouts & evaluations, meet AHSAA requirements	Ms. Jackson
Chorus	Interest in Chorus, tryouts for performances	Ms. Cross
City of Andalusia Ambassadors	Application, Interview	Mrs. Jerri Stroud
Cross Country	Tryouts, meet AHSAA requirements	Mrs. Bryan
Diamond Dolls Club	Sponsor Selection	Mrs. Moore/Mrs. Adams
ECO Club	Interest in the Environment	Ms. Morgan/Mrs/ O'Neal
Fellowship of Christian Students	Must be an AHS student or Athlete	Mr. Bozeman/Mrs. Willis
Fishing	Tryouts, meet AHSAA requirements	
Football	Tryouts, meet AHSAA requirements	Mr. Taylor
FFA	Must be enrolled in Ag courses or interested in Ag Program	Mr. Mikel
FCCLA	Must have taken at least one course in Family & Consumer Sci	Mrs. Clark/Mrs. Jones
Girls State	Rising senior, based on interest and GPA	Mrs. Adams
Golf	Tryouts, meet AHSAA requirements	Mr. Mellown/Mrs. Bowlan
Key Club	C average, interest in community service, written application	Mrs. Parker/Mr. Dugger
Memolusia	Written Application	Mrs. Walden/Mrs. Maynor
Mu Alpha Theta	Enrolled in pre-cal, B+ average in math & an overall B average	Mrs. Sshelander
National Honor Society	Jr/Sr, 90 average, Honors Diploma	Mrs. Shelander
PEER Helpers	Recommendations & Interview Process	Mrs. Spurlin/Mrs. Thorn
Soccer	Tryouts, meet AHSAA requirements	Mr. Norris
Softball	Tryouts, meet AHSAA requirements	Mr. Mikel
Spanish Club	Enrolled in Spanish	Mrs. Smith
Speech & Debate Club	Sponsor Selection	Mrs. Loller/Mrs. Martin
Student Government Assoc.	Elected for office	Mrs. Causey
Tennis, Boys	Tryouts, meet AHSAA requirements	Mr. Whigham
Tennis, Girls	Tryouts, meet AHSAA requirements	
Usher Club	Soph, Jr, or Sr with interest in school service work	Mrs. Patirick/Mrs. Rogers
Volleyball	Tryouts, meet AHSAA requirements	Mrs. Grimes

Class and Club Officers

Class of 2023

President – Cameron Johnson
Vice President – Zion Williams
Secretary – Tara Ward
Treasurer – Meleah Treadaway
Historian – Catherine Pettie
Representative- Caden Stewart

Songster –
Poet – Isabella Kipp
Artist – Nadia Wade
Chaplain – Tyler Baker-Carnley
Pianist – Ashland Kelley

Class of 2024

President – Ava Tomberlin
Vice President – Nyla Crittenden
Secretary – Jackson Owen
Treasurer – John Logan Long
Representative - Caroline Reeves, Ivy Rogers
Emmy Mixson, Katie Kennedy

Class of 2025

President – Maecy Starnes
Vice President – Kinsley Stovall
Secretary – Brittan Bennett
Treasurer – Sarah Katherine Reese
Representative - Malaysia Jones

Class of 2026

(Officers Elected When School Begins)

President –
Vice President -
Secretary -
Treasurer -

Band

Drum Major – Tyler Baker Carnley
Majorette Captain – Olivia Mikel
Color Guard Captains – Isabella Kipp,
Grace Shellhouse
Flag Sargeant - Molly Furr
Drum Captains - Caden Stewart
Jackson Owen

Student Government Association

President – Meleah Treadaway
Vice President – Zion Williams
Secretary – Tara Ward
Treasurer – Cameron Johnson
Parliamentarian – Cape Merrell

Anchor Club

President – Isabella Kipp
Vice President – Savannah Cotton
Secretary – Emmy Mixson
Treasurer – Cape Merrell

Athletics

The athletic program at Andalusia High School advocates good sportsmanship and fair play at all times. The conduct of the team and student body must always be above reproach.

Regulations of the Alabama High School Athletic Association govern the rules by which the athletic program will be administered at Andalusia High School. The following are rules that all students should be aware of.

1. A student who is 19 years of age before September 1 is ineligible.
2. Students must have earned six credits during the preceding year with a composite numerical average of 70 or higher (including not more than one unit of physical education). Also, this must include the four core classes such as math, science, social studies, and language.
3. A student becomes ineligible when he/she has attended any junior or senior high eight semesters after entering the ninth grade.
4. A student who drops out during the semester is ineligible until he/she has been in school one year and passed three major subjects.
5. Any student who is under suspension or whose character or conduct is such as to reflect discredit upon the school is ineligible.
6. The players represent our school on the field and the students represent our school in the stands and going to and from the school.
7. A student changing schools during the year is only eligible to participate in non-championship play, unless a bona fide move is made as described by the AHSAA.

If you have concerns about your eligibility, see your coach. No one will represent Andalusia High School unless he/she meets all eligibility requirements.

Extra-Curricular Activities Academic Rule

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.
3. Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of language, science, social studies, and mathematics with a composite numerical average of 70. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local board of education adopted school year calendar).
4. Physical education may count as only one (1) unit per year.
5. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
6. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in 3 above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.
7. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by each local school board of education as they pertain to other extracurricular activities.
8. Each eligible student entering Grades 10-12 must have a minimum composite numerical average of 70 and minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
9. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
10. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulated a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.
11. Students needing remediation for the graduation exam may not be able to schedule athletics during the school day.

Extracurricular/Athletic Academic Eligibility

Each student who participates on an athletic team must accept the responsibilities that go with academic accomplishments. Student athletes must remember that they are students first and athletes second. The expectation of school is that students strive to their highest potential. The key to this process is communication between teachers, students, parents, coaches and administrations. At no time will a student be punished for being late or missing a practice due to receiving extra academic help from a teacher or attending a tutoring/homework session. It is the student's responsibility to inform their coach before practice.

The evaluation process is determined on satisfactory (S) and unsatisfactory (U) effort of the student athlete. Satisfactory effort is defined as follows: Satisfactory effort means that the student athlete has turned in all homework assignments on time and on a regular basis, is respectful and cooperative during class and is passing the class. Unsatisfactory effort means that the student has not met one or more of the following expectations: turned in all homework assignments on time and is in class on a regular basis, respectful and cooperative and is passing the class. Students will be evaluated on their efforts and grades they receive on their progress and report card.

Student athletes will be evaluated every two weeks during the two seasons of the school year. In August, teachers will be given a list of student athletes participating on athletic teams at that time. On Friday, of the evaluation week, teachers will report to the principal any student that is given an unsatisfactory effort. On Monday of the following week the principal or assistant principal will meet with student athletes who receive unsatisfactory efforts. Each of these student athletes will be placed either on probation or ineligibility until the unsatisfactory has been changed to satisfactory. The principal or assistant principal will inform all coaches if one of their student athletes receives an unsatisfactory effort. All ineligibilities will begin Monday following the evaluation period.

STUDENT SERVICES

School Counseling: Tori Adams
Academic Planning & Advising
Scheduling
Social-Emotional Support

Career Coach: Lauren Maynor
College and Career Planning
Financial Aid Assistance

Mental Health: Carrie Capps
Mental Health Service Referrals

Dual Enrollment Liaison: Denise Sauls, LBWCC
LBWCC Application Assistance
Saints Email and online learning

School Enrollment Requirements

Before enrolling the legal guardian of the student must present the following:

1. Two proofs of legal guardian's current address which should include either a current utility bill, lease/rental agreement or warranty deed (driver's license is not acceptable).
2. Transcript from previous school attended.
3. Officials withdrawal and grades from previous school
4. Up-to-date State of Alabama Immunization Card
5. Copy of Social Security card
6. Copy of birth certificate
7. Applicable custody orders

If the legal guardian is not a parent, the enrollment process must begin at the Andalusia City Schools Central Office.

School Withdrawals

In order to withdraw from school, a student's parent or legal guardian must accompany the student to the guidance office so that the student may pick up an official withdrawal form and turn in all textbooks to the appropriate teachers. A transcript will not be issued for any student until all textbooks have been returned and **all** debts have been cleared.

Report Cards

The report card for each grading period will be generated by the computer on 8 ½" x 11" paper with the words "Andalusia High School.". Grades for all courses will be written on one sheet.

The parent's copy of the report card will be given to the student. The report card is not to be signed or returned to the school. No less than eight progress reports will be issued to the students prior to the end of the term. These progress reports will be issued by the teacher every two weeks during the term. No less than two report cards will be issued by the Office of Records prior to the end of the term. These reports will be issued to the students at the end of the nine weeks grading period and at the end of the term. **PARENTS WHO HAVE NOT RECEIVED ANY OF THE REPORTS MENTIONED ABOVE SHOULD CONTACT THE SCHOOL FOR GRADE CLARIFICATION.**

Advanced and Dual Enrollment Programs

Advanced classes are offered for grades 9 through 12. These courses are designed for the students with interest in working beyond the scope of regular classes. Eligibility is determined by student grades and teacher recommendation. The advanced curriculum was designed to challenge academically advanced diploma students.

Lurleen B. Wallace Community College and Andalusia High School offer the dual enrollment program. Presently, English 101, 102, Calculus (MTH 125), Pre-Calculus (MTH 112 & MTH 113), Biology 101, and History 201 are offered on our campus. The classes may be taken for both secondary and post-secondary credit. **To earn college credit, the student is responsible for the tuition and any extra textbooks.** For the student who desires only high school credit, tuition will be exempted. For more information contact Lurleen B Wallace Community College.

Honor Graduates

A student who qualifies as an honor graduate must be pursuing the Advanced Diploma Curriculum. The cumulative grade point average must be a numerical average of 90.00. There will be no rounding of the cumulative grade point average. For the purpose of determining valedictorian, salutatorian, and honor graduates from the senior class, all grades will be used starting with the first term of the freshman year through the **last** term of the senior year with the exception of student aide, library aide and peer helper grades. The student earning the highest numerical average while pursuing the advanced diploma curriculum will be recognized as the valedictorian of the senior class. The student earning the second highest numerical average while pursuing the advanced diploma curriculum will be recognized as the salutatorian of the senior class. A student earning a cumulative numerical average of 98.0 – 100.0 will be recognized as a summa cum laude honor graduate. A student earning a cumulative numerical average of 93.0 – 97.99 will be recognized as a magna cum laude honor graduate. A student earning a cumulative numerical average of 90.0 – 92.99 will be recognized as a cum laude honor graduate. A student must be enrolled in Andalusia High School at least three terms prior to the naming of the valedictorian and salutatorian.

Beginning with the Class of 2026, a student who qualifies as an honor graduate must be pursuing the Advanced Diploma Curriculum. The cumulative weighted core numeric grade point average must be a numerical average of 90.00. There will be no rounding of the cumulative weighted core numeric grade point average. For the purpose of determining valedictorian, salutatorian all grades will be used starting with the first term of the freshman year through the **last** term of the senior year with the exception of student aide, library aide and peer helper grades. The student earning the highest cumulative overall numerical average while pursuing the advanced diploma curriculum will be recognized as the valedictorian of the senior class. The student earning the second highest cumulative overall numerical average while pursuing the advanced diploma curriculum will be recognized as the salutatorian of the senior class. A student earning a cumulative weighted core numerical average of 98.0 – 100.0 will be recognized as a summa cum laude honor graduate. A student earning a cumulative weighted core numerical average of 93.0 – 97.99 will be recognized as a magna cum laude honor graduate. A student earning a cumulative weighted core numerical average of 90.0 – 92.99 will be recognized as a cum laude honor graduate. A student must be enrolled in Andalusia High School at least three terms prior to the naming of the valedictorian and salutatorian.

Testing Dates

PSAT - October 12, 2022
Pre ACT - October 18, 2022
ACT WorkKeys - October 27, 2022

ACT 11th Grade - March 14, 2023
ACT 11th Grade (make-up) - April 11, 2023
ACT WorkKeys Retest - April 27, 2023

STUDENT SERVICES

NURSE - MRS. MELINDA CARRASCO

Medication Policy

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

Medication Administered at School

1. **BEFORE ANY MEDICATION CAN BE ADMINISTERED, A COMPLETED PRESCRIBER/PARENT AUTHORIZATION (PPA) FORM MUST BE SIGNED BY PHYSICIAN AND PARENT AND RETURNED TO NURSE.** A new form must be submitted yearly and when any changes are made by the physician.
2. Medication must be in a prescription-labeled container that is current. This must include the child's name, prescriber's name, medication name, strength, dose, route, time, and date to discontinue.
3. Non-prescription medications may be administered only if a Prescriber/Parent Authorization Form is completed by the parent. The parent must indicate on the form which specific conditions/complaints the medication should be administered. The medication must be in an original, unopened, sealed container with the child's name written on the container.
4. **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.** To ensure the safety of all of our students, we require a parent/ designee to deliver the medication to the nurse.
5. Parents must administer the first dose of any medication at home to observe for any adverse reactions.
6. Parents will bring no more than a 6-week supply of medications to school.
7. When a student is scheduled to participate in a field trip, the parent will bring a separate prescription bottle to the school nurse one week prior to the trip with only the medication to be taken.
8. All medications not picked up by parent/designee on the last day of school will be disposed of.

Self-Administered Medication

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

Communicable Diseases Policy

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

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

Health Data Forms

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

Immunization Requirements

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

Health Care Coverage

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

Scoliosis Screening

The Alabama Department of Education requires school districts to offer and provide screenings for grades 5 - 9. Please contact the school nurse for more information.

Illness or Injury at School

Basic first aid supplies are available at each school. If a student becomes ill at school, he/she should report to the school office. Every effort will be made to notify the parent or other person noted on the student information record. School officials can only accept responsibility for providing first aid in the case of an accident until the parent, a parent representative, or the rescue squad arrives. The school will act in the best interest of the student.

Students who are ill, especially if they have had a fever of 100 degrees or more, vomiting or diarrhea during the last 24 hours, should remain at home. Students should remain at home until they have been free of fever, vomiting, and diarrhea for 24 hours. When students return to school after an illness, the parent should send a note or doctor's excuse explaining the absence. If a student visits a doctor during an absence, a doctor's excuse should be provided.

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

It is the responsibility of the parent to notify the school by written notice of any medical condition or potential medication conditions that could affect the health or behavior of the child at school that may or may not require emergency attention. If a parent requests an accommodation for the health and safety of the student, a written doctor's order delineating the accommodation and reason for the accommodation is required. Every measure will be taken to meet the individualized health needs of a student.

It is important that the parent maintain up-to-date phone numbers and addresses at school so that they may be contacted if needed. If the address or phone number changes during the school year, it is the responsibility of the parent to notify the school office.

Sometimes students' health needs change during the school year. If this occurs, it is the responsibility of the parent to contact the school nurse and complete a new school health information form.

Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have an increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to:

www.adph.org/immunization

Concussion Information **(Information taken from AHSAA)**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | | |
|------------------------------------|---|---|
| ● Headaches | * | Amnesia |
| ● “Pressure in head” | * | “Don’t feel right” |
| ● Nausea or vomiting | * | Fatigue or low energy |
| ● Neck Pain | * | Sadness |
| ● Balance problems or dizziness | * | Nervousness or anxiety |
| ● Blurred, double, or fuzzy vision | * | Irritability |
| ● Sensitivity to light or noise | * | More emotional |
| ● Feeling sluggish or slowed down | * | Confusion |
| ● Feeling foggy or groggy | * | Concentration or memory problems
(forgetting game plays) |
| ● Drowsiness | * | Repeating the same question/comment |
| ● Change in sleep patterns | * | |

Signs observed by teammates, parents, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are not different. As a result, education for administrators, coaches, parents and students is the key to a student/athlete’s safety.

STUDENT SERVICES

CAFETERIA

Lunchroom Policies

It is the intent of Andalusia City Schools Child Nutrition Program to provide nutritionally balanced meals in accordance with standards set forth under the National School Lunch Act. Students are encouraged to eat in the lunchroom to ensure proper nutrition or they may bring lunch from home. Students will not be allowed to leave campus for lunch. Menus are subject to change but can be viewed on our digital menu boards in the cafeteria or on your smartphone by downloading the mobile app called MealViewer. Enter your school and see what's for breakfast and lunch each day for the entire month. You can also view online at schools.mealviewer.com.

Each student has a lunchroom account that is accessed with a PIN number. This year, we will be implementing a barcode system. Each student will have his/her own barcode that they will scan as they come through the lunch line to ensure contactless service. A student may pay with cash, however, we will not be able to give cash back due to COVID-19. Therefore, it would be easiest if each student brought their lunch money first thing in the morning and submitted it to the cafeteria. Any money turned in, will be credited directly into their account with NO cash back payments. To reduce contact between students, staff will plate all meals and mealtimes will be staggered per usual to allow for cleaning, sanitizing and social distancing.

MySchoolBucks is an online payment service that provides a quick and easy way to add money to your child's account using a credit/debit card or electronic check.

MySchoolBucks provides:

- Convenience – Available 24/7 on the web or through our mobile app for your smartphone
- Efficiency – Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school
- Control – Set low balance alerts, view account activity, recurring/automatic payments and more
- Flexibility – Make payments using credit/debit cards and electronic checks
- Security – MySchoolBucks adheres to the highest security standards

To enroll follow these easy steps:

- Go to www.MySchoolBucks.com or download the mobile app and register for a free account
- Add your students using their school name and student ID
- Make a payment to your students' accounts with your credit/debit card or electronic check. A program fee may apply, You will have the opportunity to review any fees and cancel if you choose, before you are charged.

If you have any questions, contact MySchoolBucks directly:

support@myschoolbucks.com

855.832.5226 or visit www.myschoolbucks.com and click on Help

Lunchroom Rules

1. All students are required to go to the lunchroom during their assigned lunch time.
2. Borrowing or buying food served to students for lunch is not allowed. Students are expected to get their tray, eat what they wish from the tray, and carry the remainder to the garbage.
3. Milk and juice cartons as well as food items are to be left in the lunchroom.
4. Students are expected to conduct themselves in a quiet and orderly manner while in the lunchroom. Do not break in line.
5. Students may bring lunch from home in a lunch box or bag, but **food may not be delivered from fast-food businesses** to a student.
6. Students who have special dietary needs must supply the School Nurse and Food Service Manager with a statement from the student's physician.
7. **Meals may not be charged.**
8. Good manners and courtesy are to be followed.
9. Stealing food or throwing food is a suspension offense.

Free and Reduced Priced Meals

Free and reduced priced meals for lunch are available for students who are eligible. Due to COVID-19, all applications will be completed and submitted online. The link will be available and shared as soon as we get the information. Parents will be notified regarding the status of their student's eligibility by letter. If your student qualifies for free or reduced priced lunches, the system will automatically process their meals just as it does for all other students.

Meal prices are as follows:

Student lunch	\$2.50	Adult/child visitor lunch	\$3.75
Student reduced lunch	.40	Extra milk .50	Extra Meat 2.00
Teacher/Employee lunch	3.25	Teacher/Employee Breakfast	1.75