

# **AUTAUGA COUNTY SCHOOL SYSTEM PARENT • STUDENT CODE OF CONDUCT 2020 – 2021**

**”Learning Today...Leading Tomorrow”**



**Autauga County Board of Education  
153 West Fourth Street  
Prattville, Alabama 36067  
Spence Agee, Superintendent**

# AUTAUGA COUNTY SCHOOL SYSTEM

Approved 7/22/2020

## REVISED 2020-2021 CALENDAR

| JULY 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

|                                   |
|-----------------------------------|
| Institute/Teacher In-Service Days |
| First/Last Day of School          |
| School Holidays                   |
| e-Learning Days                   |
| Grading Periods                   |
| Report Card Dates                 |
| Tentative Testing Dates           |

| JANUARY 2021 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| AUGUST 2020 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

August 24-September 4  
September 7  
September 8  
September 18  
October 2  
November 11  
November 23-24  
November 25-27  
December 21-22  
December 23-January 1

Institute/Teacher In-service Days  
Labor Day  
School Opens  
e-Learning Day  
e-Learning Day  
Veteran's Day  
e-Learning Days  
Thanksgiving Holidays  
e-Learning Days  
Christmas Holidays

| FEBRUARY 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| SEPTEMBER 2020 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

January 4  
January 5  
January 18  
January 26-29  
March 29-30  
March 31-April 2  
May 31  
May 27-June 2  
June 3  
June 4

Teacher In-service Day  
School Resumes  
MLK Holiday  
Semester Exams  
e-Learning Days  
Spring Break  
Memorial Day  
Semester Exams  
Teacher In-service Day  
Last Day of School

| MARCH 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| OCTOBER 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| Nine-Weeks Grading Periods      |            |         |
|---------------------------------|------------|---------|
| 1 <sup>st</sup> nine-weeks ends | November 9 | 45 days |
| 2 <sup>nd</sup> nine-weeks ends | January 29 | 45 days |
|                                 |            | 90 days |
| 3 <sup>rd</sup> nine-weeks ends | April 7    | 45 days |
| 4 <sup>th</sup> nine-weeks ends | June 4     | 40 days |
|                                 |            | 85 days |

| APRIL 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| NOVEMBER 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| Report Card Issue Dates    |             |
|----------------------------|-------------|
| 1 <sup>st</sup> nine-weeks | November 18 |
| 2 <sup>nd</sup> nine-weeks | February 5  |
| 3 <sup>rd</sup> nine-weeks | April 14    |
| 4 <sup>th</sup> nine-weeks | June 4      |

| MAY 2021 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| DECEMBER 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| Tentative Testing Dates          |                                 |
|----------------------------------|---------------------------------|
| PreACT (Gr. 10)                  | September 28 – October 16, 2020 |
| WorkKeys (Gr. 12)                | October 1 – November 13, 2020   |
| ACCESS ELLs (Gr. K-12)           | January 19 – March 19, 2021     |
| ACT with Writing (Gr. 11)        | March 9, 2021                   |
| ACAP Summative (Grades 2-8)      | March 29 – April 30, 2021       |
| ACAP Alternate (Gr. 2-8, 10, 11) | March 1 – April 9, 2021         |

| JUNE 2021 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

**AUTAUGA COUNTY BOARD OF EDUCATION**  
**Telephone: (334) 365-5706 Fax: (334) 361-3828 Website: [www.acboe.net](http://www.acboe.net)**

**VISION OF THE SCHOOL SYSTEM**  
"Learning Today...Leading Tomorrow"

**MISSION OF THE SCHOOL SYSTEM**

The mission of Autauga County School System is to provide excellent educational experiences for all students to be successful in life. (Adopted by the Autauga County Board of Education, October 4, 2012.)

**CORE VALUES OF THE SCHOOL SYSTEM**

**Employees**

**Students**

**Parents**

**Community**

Academic Excellence  
Accountability  
Collaboration  
Safety  
Integrity  
Shared Leadership  
Innovation  
Resourcefulness

**STUDENT LEARNING**

**EQUAL EDUCATIONAL OPPORTUNITIES**

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

**CHILD FIND**

Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code, to include the areas of autism, deaf-blindness, developmental delay, emotional disability, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, and visual impairment. If you live in Autauga County and have a child or know of a child who is exceptional between the ages of 0-21, and not in school, call (334) 361-3843 or write Child Find, Autauga County School System, Special Education Department, Sharon Streeter, 127 West Fourth Street, Prattville, Alabama 36067.

**504 PROGRAM**

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

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## INTRODUCTION

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

## AUTAUGA COUNTY BOARD OF EDUCATION \*\* ELECTED MEMBERS \*\*

| <u>Name</u>                                              | <u>Address</u>                                      | <u>Telephone</u> |
|----------------------------------------------------------|-----------------------------------------------------|------------------|
| Mark Hindman, <b>Chairman</b><br><b>District 3</b>       | 2404 Wyncove Way<br>Prattville, Alabama 36067       | (334) 590-1771   |
| Jim Manderson, <b>Vice Chairman</b><br><b>District 2</b> | 114 Greencrest Lane<br>Prattville, Alabama 36067    | (334) 365-9120   |
| Eleanor Ballow<br><b>District 1</b>                      | 814 Dee Drive<br>Prattville, Alabama 36066          | (334) 365-9700   |
| Ledronia Goodwin<br><b>District 5</b>                    | 2286 Blossman Street<br>Autaugaville, Alabama 36003 | (334) 365-8276   |
| Jeffrey Keith<br><b>District 4</b>                       | 1461 County Road 39<br>Deatsville, Alabama 36022    | (334) 580-7583   |
| Spence Agee<br><b>Superintendent</b>                     | 1316 Witherspoon Drive<br>Prattville, Alabama 36066 | (334) 361-2398   |

## ADMINISTRATIVE STAFF

|                                                                                                       |                                                                         |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Tisha Scott-Addison<br><b>Director of Student Services/Secondary Supervisor</b><br>(334) 365-5706     | Nancy Jackson<br><b>Senior Director of Personnel</b><br>(334) 365-5706  |
| Sharon Streeter<br><b>Director of Special Education</b><br>(334) 361-3843                             | Alisa Benson<br><b>Chief School Financial Officer</b><br>(334) 365-5706 |
| Cathy Loftin<br><b>Director of Curriculum and Instruction/Elementary Supervisor</b><br>(334) 365-5706 | Felissa Clemons<br><b>Coordinator of Operations</b><br>(334) 365-5706   |

## ADMINISTRATIVE SUPPORT STAFF

|                                                                              |                                                                              |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Audra Segers<br><b>Director of Child Nutrition Program</b><br>(334) 361-0805 | Jeannie Coker<br><b>School Health Services Coordinator</b><br>(334) 361-3898 |
| Raymond Thebo<br><b>Information Technology Supervisor</b><br>(334) 361-3837  | Neil Messick<br><b>Transportation Supervisor</b><br>(334) 361-3897           |
| Brian Blackmon<br><b>Maintenance Supervisor</b><br>(334) 412-0011            | Jay Thompson<br><b>New Construction Coordinator</b><br>(334) 799-3035        |

## SCHOOL DIRECTORY

---

**Prattville Kindergarten School (K)**

Jodi Womble, Principal  
338 First Street  
Prattville, Alabama 36067  
(334) 361-3890 – Fax: (334) 361-3891  
[jodi.womble@acboe.net](mailto:jodi.womble@acboe.net)

**Prattville Primary School (1-2)**

Holly McNider, Principal  
216 Wetumpka Street  
Prattville, Alabama 36067  
(334) 365-6277 – Fax: (334) 365-0116  
[holly.mcnider@acboe.net](mailto:holly.mcnider@acboe.net)

**Prattville Elementary School (3-4)**

Stefanie Aaron, Principal  
134 Patrick Street  
Prattville, Alabama 36067  
(334) 361-3885 – Fax: (334) 361-3835  
[stefanie.aaron@acboe.net](mailto:stefanie.aaron@acboe.net)

**Prattville Intermediate School (5-6)**

Hosea Addison, Principal  
1020 Honeysuckle Drive  
Prattville, Alabama 36067  
(334) 361-3880 – Fax: (334) 361-3884  
[hosea.addison@acboe.net](mailto:hosea.addison@acboe.net)

**Daniel Pratt Elementary School (1-6)**

Donna Finch, Principal  
420 Harvest Loop Road  
Prattville, Alabama 36066  
(334) 361-6400 – Fax: (334) 358-2393  
[donna.finch@acboe.net](mailto:donna.finch@acboe.net)

**Prattville Junior High School (7-8)**

Janice Stockman, Principal  
1089 Martin Luther King, Jr. Drive  
Prattville, Alabama 36067  
(334) 365-6697 – Fax: (334) 361-3870  
[janice.stockman@acboe.net](mailto:janice.stockman@acboe.net)

**Prattville High School (9-12)**

Brock Dunn, Principal  
P. O. Box 680810 (Zip: 36068)  
1315 Upper Kingston Road  
Prattville, Alabama 36067  
(334) 365-8804 – Fax: (334) 358-0011  
[brock.dunn@acboe.net](mailto:brock.dunn@acboe.net)

**Pine Level Elementary School (K-5)**

Christen Harry, Principal  
2040 Highway 31 North  
Deatsville, Alabama 36022  
(334) 358-2658 – Fax: (334) 358-2309  
[christen.harry@acboe.net](mailto:christen.harry@acboe.net)

**Marbury Middle School (6-8)**

Jerome Barrington, Principal  
210 County Road 20 East  
Marbury, Alabama 36051  
(334) 365-3522 – Fax: (205) 755-3168  
[jerome.barrington@acboe.net](mailto:jerome.barrington@acboe.net)

**Marbury High School (9-12)**

Lyman Woodfin, Principal  
2360 Highway 31 North  
Deatsville, Alabama 36022  
(334) 387-1910 – Fax: (334) 387-1920  
[lyman.woodfin@acboe.net](mailto:lyman.woodfin@acboe.net)

**Autaugaville School (K-12)**

Sonya Shingles, Principal  
2708 Dutch Bend Street  
Autaugaville, Alabama 36003  
(334) 365-8329 – Fax: (334) 365-8043  
[sonya.shingles@acboe.net](mailto:sonya.shingles@acboe.net)

**Billingsley School (K-12)**

Angie McLean, Principal  
P. O. Box 118  
2446 County Road 77  
Billingsley, Alabama 36006  
(205) 755-1629 – Fax: (205) 755-1633  
[angie.mclean@acboe.net](mailto:angie.mclean@acboe.net)

**Area Technology Center**

Andre' Hodges, Administrator  
1301 Upper Kingston Road  
Prattville, Alabama 36067  
(334) 361-0258 – Fax: (334) 361-3839  
[andre.hodges@acboe.net](mailto:andre.hodges@acboe.net)

**Second Chance Alternative School**

Cleveland Gavin, Principal  
819 Cardinal Lane  
Prattville, Alabama 36067  
(334) 361-3833 – Fax: (334) 361-3834  
[cleveland.gavin@acboe.net](mailto:cleveland.gavin@acboe.net)



# ATTENDANCE

---

Alabama State Law 16-28-3, Code of Alabama, 1975 requires all children between the ages of six (6) and seventeen (17) to attend school regularly. Alabama State law states that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state. Parents or guardians having control over school age children are responsible for their children's regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance Law requires the Attendance Officer to file a complaint in the Autauga County Court system.

## **Absences (ACBOE Policy 5.3)**

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

- Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines:
  1. illness;
  2. death in the immediate family;
  3. inclement weather (as determined by the principal) which would be dangerous to the life and health of the child;
  4. legal quarantine;
  5. emergency conditions as determined by the principal; and
  6. prior permission of the principal and written consent by the parent or guardian.
- The note or doctor's excuse must be sent to school **within three (3) days** of the student's return to school to be counted as an excused absence. Excuses will not be accepted after three (3) days. Please note that teachers are not obligated to provide make-up work for unexcused absences.
- **A written note from parents or guardians**, as described above, will excuse absences for up to but **not exceeding ten (10) absences during the school year**. **Further absences will require a written excuse from a medical doctor or court official.** All excuses must be presented within three (3) days of the return to school.

## **Tardiness**

Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. Any student arriving after that time should be accompanied to the office by a parent or guardian. **Excessive tardiness**, for any reason other than reasons for excused absences, **will result in disciplinary action**. Only an excused tardy permits class work to be made up. Students are required to remain at school for the entire day.

## **Check-Outs**

Students who leave school for any reason must check-out through the school office following their school's check-out procedures. Only persons whose names appear on the school's registration form/card may check-out students, unless the school verifies permission with the parent/guardian. Written permission is to be given by the parent/guardian or "emergency person" shown on the school's registration form/card before each check-out. ***Valid picture identification is required.***

Students must attend a minimum of one-half of the instructional day to be counted present. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence. Check-outs are excused for the same reasons as absences. Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

## **Check-Ins**

Students are required to report to school no later than the official beginning of school day and to be on time for all classes during the day. Each school will devise procedures that will ensure compliance with this regulation. Check-ins are excused for the same reasons as absences. Check-ins for any other reasons is unexcused and may result in disciplinary action. No make up work is allowed for unexcused check-ins.

## **Perfect Attendance**

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

## **Truancy Definition/Unexcused Absences**

Absences for reasons other than those defined above shall be considered as unexcused. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. Forged excuses will be coded as unexcused. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance law. Parent/guardian shall be notified by the school principal or his/her designee of the first truancy/unexcused absence (warning) and fifth truancy/unexcused absence (conference - mandatory except in case of an emergency or prior arrangement). Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

### **Early Warning Truancy Program**

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

- The parent will receive official notification by certified mail. The notice will require the parent to report to the Early Warning Meeting.
- The parent will meet with the Truancy Officer. The Truancy Officer will review the system's Attendance Policy, the State of Alabama Attendance Laws and consequences of breaking the law.
- If the parent fails to appear at the scheduled Early Warning Meeting, the parent will receive a legal notice and a court referral.
- Parents or guardians of any student having a chronic ailment, which may cause the child to miss school during the year, are required to provide the school with a doctor's statement verifying the child's condition. The statement shall reflect the nature of the child's illness, and state why the child may need to miss school from time to time due to this illness. Failure of parents/guardians to provide the school with a chronic ailment statement can result in unexcused absence accumulation and referral to the Court system.

### **Make-Up Work (Excused Absences)**

If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. For kindergarten through sixth grade students, the teacher shall be responsible for providing the student with a written list of missed assignments within three (3) days after the absence(s). The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two (2) weeks.

For seventh through twelfth grade students, the student shall be responsible for contacting the teacher or teachers immediately upon return to school to arrange a reasonable length of time, not to exceed two (2) weeks, to make up work and/or examinations. Teachers shall not be required to re-teach lessons, but students shall be given reasonable opportunity to learn lessons missed due to excused absences.

### **School Participation Absences**

Students who are away from school due to participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work.

### **Religious Absences**

A student shall be excused or religious holidays when the student's parents/guardians come to the school in person and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absence shall be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.

### **High School Credits as Related to Attendance**

Parents and students should be aware of the following:

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

### **Appeal Process**

Students or parents/guardians may appeal to the school's review committee decisions rendered as it pertains to excused/unexcused or excessive absences. Suspensions shall count as a part of the number of excessive absences.

### **Parental Responsibility for Student Attendance and Behavior**

It is the policy of the Board to comply with Act 93-672 as adopted by the Alabama Legislature. Parents/guardians or persons in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with written policy on school behavior adopted by the local board of education. The failure of a parent/guardian and persons in charge of children to exercise this responsibility is a crime. If convicted, said persons shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

School principals and the superintendent of education or his/her designee are required to report suspected violations to the district attorney within ten (10) days. Any principal or superintendent or his/her designee intentionally failing to report inform parents of school children of their education-related responsibilities.

### **Student School Attendance Standards and Operation of a Motor Vehicle (Pertaining to a Driver's License)**

"The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state, or any other state, or documentation that the person:

1. Is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained the certificate;
2. Is enrolled in a secondary school of this state or any state;
3. Is participating in a job training program approved by the State Superintendent of Education;
4. Is gainfully and substantially employed;
5. Is a parent with the care and custody of a minor or unborn child;
6. Has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or
7. Is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter." *Ala. Code 16-28-40(1975)*

## **COMPLAINT PROCEDURE**

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It is inevitable that problems and concerns regarding school issues will arise. In order to respond efficiently and effectively to complaints and grievances, all parties involved should be reasonable, prompt, and courteous in handling such matters. Furthermore, the parties must understand rules and regulations and must follow prescribed procedures. The proper channeling of complaints is as follows: (1) the teacher, (2) the principal, (3) the superintendent or his/her designated person, and (4) the board of education. Failure to follow this procedure will only hinder the process of resolving problems and concerns.

## **CONDUCT OF STUDENTS**

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

Students transported by buses operated by the Autauga County School System are under the jurisdiction of school officials at all times. Proper conduct on buses is required and must not endanger the safety and welfare of others. Students may be suspended from the bus transportation for misconduct on buses. In addition, students in attendance at school-sponsored, off-campus events will be governed by school system rules and regulations and are subject to the authority of school officials.

### **Activities Required/Not Permitted On School Bus (ACBOE Policy 5.32)**

- Listen to and obey driver - do not distract driver.
- Stay seated in assigned seat, facing front.
- Keep personal belongings in lap - hands and feet to self.
- Talk quietly to seat partner(s) only - no shouting.
- Absolutely nothing out window; such as body parts, paper, spitting, etc.
- Eating, drinking, or chewing gum is not allowed.

### **Activities Required/Not Permitted On School Bus (continued)**

- No profanity, arguing, or name calling - respect others.
- Do not block aisle/emergency door with book bags, band instruments, or other items.
- Do not write on, cut, or damage seats, sides, or other parts of bus.
- Stop changes/visiting riders must have a note approved by principal's office.
- Use of electronic devices is not allowed.

### **Cell Phones or Other Electronic Devices (ACBOE Policy 5.21)**

Cell phones or other electronic devices including, but not limited to, digital cameras, camcorders, PDA's, MP3 players, and headphones, must not be visible during the school day and must be turned off completely – not on “silent” or “vibrate” mode. The use of camera cell phones for taking or disseminating pictures is strictly forbidden. Violations of this policy may be treated as intermediate or major offenses. Any telephone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for any emergency situation. The Autauga County School System shall not assume any responsibility for the theft, loss, or damage to cell phones or other electronic devices or for the unauthorized calls made on a cell phone.

### **Dress Code (ACBOE Policy 5.19)**

The policy of the Autauga County Board of Education is that good grooming and personal appearance are critical elements in the teaching and learning process. It is expected that administrators, teachers, and students will dress in such a manner that will provide quality learning experiences and will ensure the health and safety of those involved. Consistent enforcement of the Dress Code is the responsibility of the local school administrators and teachers. Students in grades kindergarten through twelve must dress in a manner that will ensure health and safety, will not be distracting to others, and is non-disruptive of the program. Shoes must be worn at all times.

### **The following articles of clothing and other items are not allowed:**

- 1) Strapless dresses
- 2) “Spaghetti straps,” “tee tops,” and “muscle shirts”
- 3) Mini-skirts and short shorts
- 4) Skirts should be no more than three (3) inches above the knee when standing, or at the discretion of the principal or designee for tall students. The only exception to this specific policy requirement is for certain school groups during scheduled performances, activities and/or days as authorized by the school principal.
- 5) For grades K-12, shorts should not be overly tight and should be properly fitted at waist height. Additionally for grades 5-12, shorts should be walking-type shorts, not athletic shorts with wide legs and/or slits. Shorts should not be shorter than mid-thigh.
- 6) Overalls unfastened or with bibs down
- 7) Belts unfastened
- 8) Picks or combs in hair
- 9) Clothing with decals or slogans containing profanity, inferring obscene/indecent commentary or referring to immoral/illegal behavior
- 10) Over-sized clothes large enough to conceal objects or weapons
- 11) Bagging/sagging pants worn below the waistline. Pants should be worn at waist height with proper fit. Pants legs should reflect regular straight-legged jeans. No big bell-bottom type pants or large over-sized pants are allowed. Pants legs should not drag on the floor.
- 12) Exposed midriffs – short tops, low-waist pants
- 13) Facial jewelry or large dangling earrings; only small earrings or stud-type earrings appropriate for school are allowed.
- 14) Hats, caps, and sunglasses inside the school facility
- 15) Gloves, except when outside the building during cold weather
- 16) Bandannas or scarves
- 17) Flip-flops or sneakers which are unlaced or untied
- 18) Clothing made of sheer fabric or spandex
- 19) Clothing which is too short, too tight or too revealing causing distraction of others

\*Any and all article of clothing deemed **inappropriate** by the administrator.

### **Prohibition of Certain Items/Activities**

In order to maintain and promote an environment that is conducive to learning, certain activities are specifically prohibited on school property and at school-sponsored events. These activities are as follows:

- **Alcohol and Drug Use** (ACBOE Policy 5.22) – No student shall consume, have in possession, or have consumed any alcoholic beverage or drugs while he/she is on the school premises, en route to and from school or a school activity, or under the jurisdiction of the school.

### **Prohibition of Certain Items/Activities (continued)**

- **Bullying/Hazing/Harassment (ACBOE Policy 5.26)** – It is a violation of school regulations for any student to engage in any of these activities at any time and at any place on school property.
- **Explosives** – Explosives, including fireworks of any description, are not permitted on school property or at school-sponsored events.
- **Firearms and Weapons (ACBOE Policy 5.23)** – It is clear violation of school regulations for any student at any time and at any place on school property or in school jurisdiction to have in his/her possession or display any firearms or possess, use or threaten to use any item which is or has been designed or devised for use or possible use as a weapon of any kind. Items prohibited under this regulation include, but are not limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, chains, items which may be used as clubs made of any material and any length designated for use as weapons.
- **Gambling** – Gambling, which is defined as participation in games of chance, in any form, is prohibited on school property.
- **Interference with School Authorities** – Disruptive conduct resulting in interference with administrators and/or teachers in the discharge of their official duties is prohibited.
- **Refusal to Identify Self** – It is suggested that students carry with them at all times some form of identification. All persons must, upon request, identify themselves to school authorities in school buildings, on school grounds or at school-sponsored events. A person who refuses to identify him/her self upon request of school officials will be considered trespassing and will be disciplined accordingly.
- **Smoking and Use of Tobacco Products (ACBOE Policy 2.35)** – No smoking or possession of smoking materials of any kind by students will be permitted on school property. No use or possession of any tobacco products by students will be permitted on school property.

### **Use of Digital Device During the Administration of a Secure Test**

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

## **DISCIPLINE**

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

### **Disciplinary Violations**

Disciplinary violations are grouped into three classes – minor, intermediate, and major. Before determining the classification of a violation, the principal, or his/her designated person(s) will consult the involved student and school personnel. Once the classification of the violation is determined, the principal or his/her designated person(s) will implement the appropriate disciplinary action.

#### **A) Minor Offenses**

- **Definitions**

- 1) Excessive distraction of other students – any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting; such as talking excessively, interrupting class functions, chewing gum, moving without authorization, provoking other students, writing notes, bringing and/or playing radios, tape players, etc., bringing and/or playing with matches, etc.
- 2) Illegal organization – any on-campus participation in fraternities, sororities, secret societies or non-affiliated school clubs.

- 3) Minor intimidation of a student – the intentional, unlawful threat by word or act to do harm to another student, coupled with apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely.
- 4) Gambling – participation in games of chance for money and/or other things of value.
- 5) Excessive tardiness – repeated failure of student to be seated in his/her desk when tardy bell rings.
- 6) Unintentional and/or non-directed use of profane or obscene language – the use of profane or obscene language although not specifically directed or intended for a particular person or event.
- 7) Non-conformity to dress code – failure to adhere to the school system’s policy on student apparel and grooming (see “Conduct of Student - Dress Code”).
- 8) Minor disruption on a school bus – the cause of or involvement in a disruption of a minor nature that is a hindrance to the safe and orderly operation of a school bus.
- 9) Inappropriate public display of affection – the unacceptable exhibiting of emotions including, but not limited to, embracing and kissing.
- 10) Unauthorized absence from class or school – absence from class or school without permission, that is without having excused absence status.
- 11) Knowingly/intentionally furnishing false information to a school board employee including, but not limited to, student information data and the concealment of information directly related to school business.
- 12) Continued refusal to complete class assignments – repeated refusal to start and finish classwork as instructed.
- 13) Failure to follow instructions – willful failure to perform as instructed, such as failure to take correspondence home failure to obey directions in hallways, assemblies, etc.
- 14) Unauthorized use of school or personal property – use of school or personal property without permission for such use.
- 15) Littering of school property – the intentional littering of school property with paper, trash, garbage, etc.
- 16) Cheating and altering report cards – willfully taking another student’s work and willfully providing another student with one’s work by way of copying, writing papers or projects for another student, etc., and fraudulently altering report cards in any way. (Both violations may be considered an intermediate or major offense depending on the severity of the offense.)
- 17) Selling unauthorized items – the selling or the exchange of personal or commercial items of any kind on school premises or school board property by students or school personnel.
- 18) Any other offenses – any other disciplinary violation which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

- **Minor Offenses – Administrative Disciplinary Options for Elementary Students (Grades K-6)**

- In-school conferences and parental contact when warranted.
- Parental contact and in-school disciplinary actions such as detention, work assignment before or after school, administrative disciplinary probation, corporal punishment.
- Out-of-school suspension for one (1) to three (3) days
- Referral to Alternative School for students in grades three (3) through six (6) only.
- **Note:** The above actions are the administrative options for minor offenses which may be exercised by the principal or his/her designated person who will consider any extenuating circumstances such as the student’s history of offenses.

- **Minor Offenses – Administrative Disciplinary Options for Secondary Students (Grades 7-12)**

- In-school conference and parental contact when warranted.
- Parental conference and in-school disciplinary action such as detention, work assignment before or after school, administrative disciplinary probation, corporal punishment, in-school suspension.
- Out-of-school suspension (for infrequent cases) or referral to Alternative School.
- **Note:** The above actions are the administrative options for minor offenses which may be exercised by the principal or his/her designated person who will consider any extenuating circumstances such as the student’s history of offenses.

## **B) Intermediate Offenses**

- **Definitions**

- 1) Defiance of school board employee's authority – any verbal or nonverbal refusal to comply with a lawful directive or order of a school board employee.
- 2) Arson – the willful and malicious burning of any part of school board property.
- 3) Simple assault on a school board employee – the intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the other person that such violence is imminent.
- 4) Battery upon students – intentionally touching or striking another student against his/her will or intentionally causing bodily harm to an individual.
- 5) Vandalism – intentional and deliberate action resulting in injury or damage of less than \$200 to public property or to the real or personal property of another.
- 6) Stealing/Larceny/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.
- 7) Gambling – the intentional, unlawful participation in activities of chance involving amounts of less than \$100.
- 8) Knowingly possessing stolen property – the possession of stolen property with the knowledge that the property is stolen.
- 9) Threats/Extortion – verbal or written or printed communication which maliciously threatens an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain to depart from doing any act against his/her will.
- 10) Trespassing – willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited and refusing to depart after a warning issued by an authorized person.
- 11) Possessing and/or igniting fireworks, firecrackers or smoke bombs – the possession of and/or setting off of fireworks, firecrackers, or smoke bombs on school board property.
- 12) Written or verbal propositions to engage in sexual acts – the commission of written or verbal proposals to engage in sexual acts.
- 13) Use of obscene manifestations – The intentional display of obscene manifestations (verbally, written, or gestured) directed toward another person.
- 14) Directing obscene or profane language to a school board employee – the intentional use of obscene or profane language as directed toward a school board employee.
- 15) Leaving class or campus without permission – the unauthorized and unexcused departure from class or campus.
- 16) Inappropriate use of cell phone or other electronic device (**ACBOE Policy 5.21**).
- 17) Any other offense – any other disciplinary violation which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

- **Intermediate Offenses – Administrative Disciplinary Options for Elementary Students (Grades K-6)**

- Parental contact and in-school disciplinary action such as detention, work assignment before or after school, administrative disciplinary probation, corporal punishment.
- Out-of-school suspension for one (1) to three (3) school days.
- Referral to Alternative School for students in grades three (3) through six (6) only.
- Recommendation for expulsion.
- **Note:** The above actions are the administrative options for intermediate offenses which may be exercised by the principal or his/her designated person who will consider any extenuating circumstances such as the student's history of offenses.

- **Intermediate Offenses – Administrative Disciplinary Options for Secondary Students (Grades 7-12)**
  - Appropriate in-school disciplinary action such as extended work assignments before or after school, in-school suspension.
  - Out-of-school suspension for one (1) to three (3) school days (for infrequent cases).
  - Referral to Alternative School.
  - Recommendation for expulsion.
  - **Note:** The above actions are the administrative options for intermediate offenses which may be exercised by the principal or his/her designated person who will consider any extenuating circumstances such as the student's history of offenses.

### **C) Major Offenses**

- **Definitions**
  - 1) Drugs (**ACBOE Policy 5.22**) – the unauthorized possession, transfer, use or sale of drugs, drug paraphernalia or alcoholic beverages (For the purpose of defining this offense, the term “drugs” includes any controlled substance listed in the Alabama Uniform Controlled Substances Act, Title 20, 20-2-20 through 20-2-32, code of Alabama, 1975.) (See \*Note on next page.)
  - 2) Arson – the willful and malicious burning of any part of school board property.
  - 3) Fighting – a fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion. Refer to Title 13A of the Code of Alabama 1975.  
Administrative options for students in grades 7-12 found to have participated in Major Offenses C(3) Fighting and/or C(5) Aggravated Battery will be either recommended for expulsion or referral of the student to the STEP program at the Alternative School for a minimum of forty-five (45) days.
  - 4) Battery upon school board employee – the intentional and unwanted touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee.
  - 5) Aggravated battery – the intentional causing of great bodily harm, disability, or permanent disfigurement and the use of a deadly weapon.
  - 6) Offensive touching of another person – the intentional physical contact with another person in an offensive manner.
  - 7) Robbery – the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of same.
  - 8) Stealing/Larceny/Grand Theft – the wrongful, intentional taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.
  - 9) Gambling – knowingly participating in gambling activities involving amounts of more than \$100.00.
  - 10) Burglary of school property – the entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
  - 11) Criminal mischief – the willful and malicious injury or damages at or in excess of \$200.00 to public property or to the real or personal property belonging to another.
  - 12) Possession of firearms or replicas (**ACBOE Policy 5.23**) – the possession of any firearms (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive charge or by compressed air or by spring action; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device . (See \*Note on next page.)  
18 U.S.C.A. § 921 (West)
  - 13) Discharging of firearms – the intentional firing of any pistol, rifle, shotgun, air gun, or any other device.
  - 14) Possession of weapons – the possession of a knife; metallic knuckles; blackjack or club; tear gas gun; a chemical weapon or device; or any other weapon, instrument, or object which could be readily used to inflict bodily harm to another (no attempt is made here to make the list of prohibited items all-inclusive as it is probably not possible to do so). Items and implements in addition to those already listed which are specifically prohibited would include: utility knives, box cutters, combination tools (pliers/wrench/knife, etc.) large fingernail files and nail clippers having large files attached.) (See \*Note on next page.)



- 15) Bomb threats – any such communication (s) concerning school board property which has the effect of interrupting the educational environment.
- 16) Explosives – the preparing, possessing, or igniting of explosives on school board property.
- 17) Sexual acts – the commission of acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- 18) Inciting or participating in a major student disorder – leading, encouraging or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
- 19) Unjustified activation of a fire alarm or fire prevention system – the intentional setting off of a fire alarm system or the intentional setting off of a fire alarm system or the intentional discharging of a fire extinguisher without reason or cause to do so.
- 20) Possession and/or use of tobacco products (**ACBOE Policy 2.35**) – the possession of tobacco products on the person, in the locker, or in other effects of a student, holding a lighted cigarette, cigar, etc., inhaling or exhaling of the smoke of tobacco, or the using of any other tobacco products.
- 21) Bullying/hazing/harassment (**ACBOE Policy 5.26**) – any repeated and pervasive verbal, written, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to or recklessly causes distress upon one or more students in the school, on the school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events, whether on or off school property. This prohibited conduct includes, but is not limited, intimidation or menacing acts of a student which may, but need not be, based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. This prohibited conduct further includes, but is not limited to, any willful action taken in connection with initiation into or affiliation with any organization. This prohibited conduct could include annoying, teasing, or belittling behavior that causes a student to be alarmed or terrorized. This prohibited conduct also includes, but is not limited to sexually graphic gestures, jokes, writings, or comments.
- 22) Inappropriate use of cell phones or other electronic device (**ACBOE Policy 5.21**).
- 23) Any other offense – any other disciplinary violation which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

\* **Note Regarding Offenses 1, 12, and 14 above:** The term “possession” shall include “constructive possession” and a student who has drugs, firearms, weapons, or explosives in his or her desk, locker, or vehicle on school property shall be deemed to have constructive possession of such items and to have committed the respective offense. In this regard, it shall be the policy of the board that a student who avails himself or herself of the privilege of parking consented to the search of such vehicle by school authorities who have reason to suspect that prohibited items may be located in a student's vehicle.

- **Major Offense --Administrative Disciplinary Options for Elementary/Secondary Students (Grades K-12)**

- Out-of-school suspension (for infrequent cases).
- Referral to Alternative School for students in grades three (3) through twelve (12).
- Recommendation for expulsion.
- **Note:** The above actions are the administrative options for major offenses which may be exercised by the principal or his/her designated person who will consider any extenuating circumstances such as the student's history of offenses.

**Formal Disciplinary Action (ACBOE Policy 5.28 & 5.29)**

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

- A) **Administrative Disciplinary Probation** – Administrative disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on administrative disciplinary probation for a reasonable and specified period of time. The staff member involved in the action will assist in monitoring the student's adjustment to the school environment. Parents/guardians will be required to attend a conference with the principal or his/her designee to conclude probation requirements.
- B) **Corporal Punishment** – The use of corporal punishment should follow the use of other corrective measures which have failed to improve student behavior. Prior to the administration of corporal punishment, the student shall be given an opportunity to explain his/her actions. When corporal punishment is required, it shall be administered with care, tact and caution by the principal or his/her designated person. It shall be administered without anger or malice, in the office of either the principal or assistant principal, and in the presence of either the principal, assistant principal, or designated administrator. A second member of the professional staff (preferably one of the same sex as the offender) shall be present to serve as witness and shall be informed of the reason(s) for the punishment prior to its being administered. Corporal punishment shall not be administered in the presence of other students and shall not include more than three (3) licks to the buttocks. All cases for corporal punishment shall be documented by both the person administering the punishment and the witness and given to the principal at the end of the day in which the incident occurred. School principals, assistant principals, or teachers who have administered corporal punishment shall provide, upon request, the student's parents/guardians written explanation of the reason(s) for the corporal punishment and the name of the witness. The student's refusal to accept corporal punishment shall be deemed a major offense and treated accordingly. (See "Major Offenses.")
- C) **Detention (Before/After School)** – A student may be assigned to a specific room on the campus for detention before the opening of the school day or after the closing of the school day for violation of school rules for a reasonable and specified period of time. The parents/guardians are responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parents/guardians prior to the assignment of a student to detention. If the parents/guardians can be notified on the day of misbehavior, the student will be assigned on that day; if not, the student will be assigned the following day.
- D) **In-School Suspension** – In-School suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting nor counted as absent during the period of in-school suspension. The principal or his/her designated person(s) has the authority to assign students to in-school suspension for a reasonable and specified period of time, not to exceed three (3) consecutive days. The principal and his/her staff should determine the scope of in-school suspension in their schools. Students assigned to in-school suspension and/or other time-out areas must be supervised at all times by a professional educator. Parents/guardians will be notified of the disciplinary action. In-school suspension should not be considered under the out-of-school suspension guidelines.
- E) **Out of School Suspension** – In unusual and infrequent cases, a student may be placed on out-of-school suspension by the principal or by his/her designated person(s). This disciplinary measure is the removal of a student from a school for violation of school policies, rules, or regulations, or for otherwise causing interference with or disruption of the orderly operation of the school. Situations which might dictate out-of-school suspension include: (1) procedure for expulsion of student being exercised, (2) presence of student poses an immediate and continuing threat to him/herself, others, and/or school property, (3) violation of school personnel, (5) capacity of Alternative School beyond normal limits. (NOTE: Procedures for out-of-school suspension will be enacted in accordance with Board Policy.)
- F) **Placement in a Work Assignment** – A student may be assigned to supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parents/guardians will be responsible for providing transportation in these cases. The parents/guardians will be notified prior to the student's placement in a work assignment.
- G) **School Bus Suspension** – A student may be denied the privilege of riding a school bus because of misconduct on the bus for a reasonable and specified period of time. The parents/guardians will be notified of the student's school bus suspension.

**H) Second Chance Program - Alternative School (Short Term)** – The assignment of a student to the Second Chance Program at the Alternative School will remove the disruptive student from his/her normal school environment to a more restrictive setting. This program permits the student to continue in the education process in a temporary school setting. During the period of assignment, the student will be encouraged to develop a positive attitude and appropriate behavior through counseling, evaluation, and a high level of discipline.

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

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

- 2) Authority – The school principal or his/her designated assistant principal has the authority to refer a student to the Second Chance Program. The principal shall advise the superintendent of all students assigned to the Second Chance Program.

- 3) Notification – Prior to the assignment of a student to the Second Chance Program the student will be informed of the charges and given an opportunity to respond to the charges. Parents/guardians will be provided a written notice which states the reason(s) such action was taken. A reasonable effort will be made by the school to contact the parents/guardians either by telephone or by written notice delivered by the student or by the U.S. mail. The student is responsible for delivering all written communication from school to his/her parents/guardians. Failure to do so may result in further disciplinary action.

- 4) Length – The minimum length of time that a student will be assigned to the Second Chance Program is as follows:

- 1st referral - a minimum of three (3) days
- 2nd referral - a minimum of five (5) days
- 3rd referral - a minimum of ten (10) days

- a) The base school principal or his/her designated person(s) may add a maximum of two (2) additional days of assignment to the Second Chance Program for further disciplinary problems before actual entry to the Alternative School. Upon returning to the base school after the third referral, the student will be informed that he/she is being placed on administrative disciplinary probation and that the next offense, depending on the severity, will result in a recommendation for the Second Chance Program or expulsion.

- b) Students enrolled in the Second Chance Program will remain in the program until their assigned time, plus any additional time added by the Second Chance Program personnel, is completed. There will be no early release.

- 5) Terms – The terms for assignment of students to the Second Chance Program are as follows:

- a) Students assigned in the Second Chance Program must be accompanied by their parents/guardians on the first day of the assigned period for a conference with the Second Chance Program Administrator at 7:30 a.m.
- b) Attendance at the Second Chance Program is mandatory for students assigned to the program. Students who fail to report as assigned will be referred to the school system's attendance officer and to the juvenile court authorities if necessary.
- c) Students assigned to the Second Chance Program must arrive at the school between 7:45 a.m. and 7:55 a.m. The school will dismiss at 3:10 p.m., and the students must be off the campus by 3:15 p.m.

- d) Parents/guardians are responsible for transporting their child to and from the Second Chance Program. Permission for an adult other than the parents/guardians to provide transportation must be approved by the Second Chance Program Administrator.
- e) Students assigned to the Second Chance Program must satisfactorily complete all work assignments and must provide all materials books, paper, pencils, etc.) needed to complete assignments. Pens are not allowed. Students will not be dismissed from the school until all work is satisfactorily completed.
- f) Students assigned to the Second Chance Program are not allowed to participate in any extracurricular activities or practice on any day during assignment to the school.

6) Readmission – When a student returns to the base school after completing his/her assignment to the Second Chance Program, the readmission must be preceded by a conference with the principal or his/her designated person(s). The conference must include the student's parents/guardians unless otherwise approved by the principal. The student must present a readmission form from the Second Chance Program before the principal or his/her designee(s) issues a readmission slip for class.

7) Notice – The Second Chance Program Administrator will make decisions that are in the best interest of the student and the school.

**I) Second Chance Program - Alternative School (Long Term) (ACBOE Policy 6.40)** – The assignment of a student to the long term Second Chance Program at the Alternative School is made to continue the education process of the disruptive student for an indefinite period of time from the normal school environment to a more restrictive setting. This will reduce the number of school days lost by suspension to both the student and the school system; as well as preventing a student from having “free days” during frequent suspension. The student will be encouraged to develop a positive attitude and an appropriate behavior through counseling, evaluation, and a high level of discipline. The student will have an opportunity to maximize his/her educational potential while under adequate supervision of a staff experienced in working with behavior disordered students.

1) Assignment of Students to the Second Chance Program – Students for the long term Second Chance Program will be drawn from grades 3-12. Eligible students will be repeat discipline offenders. The principal (when appropriate) will refer the student after all normal and available disciplinary measures have been taken to correct the student and all actions have failed. In rare instances, exceptions may be made for admittance due to the seriousness of the offense at the discretion of the administrative committee. Admission to the Second Chance Program's long term unit must be approved by the administrative committee.

Administrative options for students in grades 7-12 found to have participated in Major Offenses C(3) Fighting and/or C(5) Aggravated Battery will be either recommended for expulsion or referral of the student to the STEP program at the Alternative School for a minimum of forty-five (45) days.

2) Length – This will be based on the student's progress as shown by his/her leveling records that must indicate a behavior pattern of compliance with his/her educational and social goals.

3) Leveling Process – The leveling process consists of 4 levels:

Level 1 - Restrictive intake

Level 2 - Open classroom

Level 3 - Open classroom - rewards determined by staff

Level 4 - Return to base school on a 30-day probationary period designated by the administrative committee.

If the student is unable to conform at the base school with the educational and social objectives he/she will return and re-enter Level 1.

**J) Student Expulsion (ACBOE Policy 5.30)** – The board of education may expel a student from school when, in its judgment, a student has engaged in a serious rule violation(s). Due process criteria as specified in board policy shall be strictly observed in any expulsion proceeding as well as any preliminary steps prior to the expulsion hearing.

1) Authority – The authority to expel a student shall be retained solely by the board of education. The principal shall make a recommendation to the superintendent of education for the expulsion of a student who has violated rules which would warrant such action. Upon conferring with the principal, the superintendent shall consider the recommendation for expulsion and shall render a decision to accept or reject the principal's recommendation or to require alternative methods of discipline. The principal may suspend a student pending the outcome of the superintendent's decision regarding expulsion. If the superintendent concurs with the principal's recommendation to expel, the recommendation will be forwarded to the board of education by the superintendent.

- 2) Responsibilities of the Principal – The principal must adhere to the following procedures and regulations concerning expulsion:
- a) Immediately following an incident or violation of school regulations which may result in a recommendation for expulsion by the principal, the principal, upon verbal approval of the superintendent, is authorized to suspend the student for a maximum of ten (10) school days, pending a recommendation of expulsion by the superintendent at a subsequent board meeting.
  - b) The principal shall contact the superintendent in person or by telephone to discuss the suspension and the facts that substantiate a recommendation for expulsion. Such facts should be based upon a thorough investigation by the principal. The superintendent shall inform the principal of his concurrence or non-concurrence with the proposed expulsion recommendation. If the superintendent does not concur with the principal's recommendation, the student shall be admitted to school after the prescribed suspension or before the end of this prescribed suspension period based upon mutual agreement of the superintendent and the principal. When there is agreement by both administrators that the expulsion proceedings should be initiated, the superintendent and the principal shall be responsible for notifying the student and the parents/guardians of their decision to present the matter to the board.
  - c) The principal will immediately notify the student and his/her parents/guardians of the recommendation to present the matter of expulsion to the board and the reasons for this action. A reasonable attempt will be made to explain to the parents/guardians in person the circumstances surrounding the recommendations. The principal will confirm the personal notice within forty-eight (48) hours. The letter concerning the recommendation should contain statements regarding the offense, the date, the location of the alleged rule violation(s).
- 3) Responsibilities of the Superintendent – The superintendent must adhere to the following procedures and regulations concerning expulsion:
- a) The superintendent may concur with or reject the principal's recommendation. The student shall be readmitted to school upon completion of the prescribed suspension period or before the end of the prescribed suspension period based upon mutual agreement of the superintendent and principal. The superintendent or his/her designee shall request an immediate conference with the parents/guardians and the student. In such case, the principal or his/her designee shall attend such conference. Prior to the conference the superintendent or his designee shall personally notify the principal, the student and the parents/guardians about the conference and shall confirm the notification. The personal and written notification shall inform all parties of the rule violation(s) which could cause possible expulsion and request the student and parents/guardians to attend the conference within forty-eight (48) hours of the suspension.
  - b) During the conference, the superintendent may discuss with the student and the parents/guardians whether a mutually agreeable alternative to expulsion is appropriate.
  - c) Following the conference, if it is deemed by the superintendent or his designee that expulsion proceedings should continue, he shall be responsible for implementing the following notification procedures:
    1. The superintendent or his designee will provide written notice by registered or certified mail to the student and the parents/guardians that a student disciplinary hearing to consider expulsion has been recommended to the Board and that the hearing will be conducted by the Board. The notice will state the exact time, place, and date of the hearing and will advise the student and the parents/guardians that the student has a right to attend the hearing, to be represented by legal counsel, to present evidence, witnesses and testimony to the Board and to ask questions of any witness presenting evidence to the Board or about any matters at the hearing.
    2. The notice should inform the student and the guardians that their intention to present matters at the hearing must be made known to the superintendent in writing by 4:00 p.m. two days before the hearing. The notice shall further inform the student and parent/guardian that failure to notify the Superintendent of intent to contest the expulsion shall result in waiver of the right to contest said expulsion.
  - d) The superintendent shall inform each board member in person or by letter of the recommendation to have a hearing to consider expulsion as soon as possible after the suspension.
- 4) Responsibilities of the Board of Education – The board of education must adhere to the following procedures and regulations concerning expulsion:
- a) At the hearing to consider expulsion, the board will first allow the superintendent, the principal, and any other witnesses requested by the superintendent to present testimony relevant to the findings which resulted in the hearing. Following the testimony of the superintendent, school officials or other witnesses, the student, parents/guardians or person representing the student will be permitted to question those who have testified concerning their statements and testimony.
  - b) Upon completion of the presentation by the superintendent and the witnesses, the student will be allowed to present matters relevant to the proposed expulsion. The proceeding includes the right to testify and to call witnesses on the student's behalf.

- 5) Terms – The terms for expulsion will be as follows:
- a) The expulsion of a student will prohibit the student from attending any school in the Autauga County School System during the period of expulsion.
  - b) A student who has been expelled will lose academic credit unless mandated otherwise by the board.
  - c) A student who has been expelled may not request make-up work.
  - d) A student who has been expelled may not participate in extracurricular or other school activities during the period of expulsion.
  - e) A student who has been expelled may attend extra-curricular activities after school hours that are described as public activities, such as football, baseball, basketball, volleyball, or tennis games. Public extra-curricular activities are defined as those activities for which a fee or charge is collected. While attending such activities, the student must abide by all regulations regarding the events. Any student who is expelled from school **may not** visit or otherwise be in attendance on any school campus during the school day (7:30 a.m. until 4:30 p.m.) during the period of expulsion.
- 6) Readmission – When a student has completed the specified expulsion time, he may be granted readmission to attend the Second Chance Program. Upon satisfactory completion of the Step Program, the student will be permitted to return to his base-school. Prior to readmission, the student must attend a conference with the principal or his designee. The conference must include the parent/guardians unless otherwise approved by the principal. Any further violation of school rules and regulations by the student may result in automatic expulsion of the student.
- 7) Special Education Student Expulsion – Any student who has been determined eligible for special education (except for the areas of gifted or speech impaired) may be expelled if the student commits an offense(s) which warrants expulsion. In such cases the Eligibility Determination Committee for Special Education must review the student's records and his/her individualized education program. The purpose of the review is to determine if the student is in the least restrictive environment. If the incident is determined to be unrelated to the student's handicapping condition, the student may be expelled but shall be provided an alternative educational program by the school system. Written documentation of the committee recommendations will be placed in the student's special education records.

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## DUE PROCESS

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The policy of the Autauga County Board of Education is to adhere to due process when carrying out the procedures contained within the Parent/ Student Code of Conduct handbook. Due process is the course of legal proceeding that have been established according to the rules and principles of law for the enforcement and protection of private rights. The school board and educational staff employed by the school board will comply with the essential elements of due process. It is the responsibility of the school principal to familiarize his/her staff with due process procedures and to provide each staff member with a copy of this handbook. Students are entitled to and will receive due process in all areas covered in the handbook.

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## EMERGENCY CLOSING

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On rare occasions when severe weather appears imminent, parents should be aware that it may become necessary that schools be closed and should make arrangements for the possibility that their child or children may be dismissed. The decision to cancel or close a daily school session shall be at the discretion of the Superintendent of education or his designee. The local radio and television stations will be requested to announce the closing of school or schools at the earliest possible time. Local school administrators will take the necessary precautions to ensure the safety and well being of students during and after dismissal procedures are initiated.

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## EXTRACURRICULAR ACTIVITY ELIGIBILITY

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

## GIFTED EDUCATION

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Gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted. A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of aptitude, characteristics, and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. The Autauga County School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program. The program for gifted education shall be in compliance with the Alabama Administrative Code 290-8-9-14. For additional information concerning the gifted program, contact the Autauga County Special Education Department, Sharon Streeter, (334) 361-3843 (**ACBOE Policy 6.27**).

## INTERNET USE AND SAFETY POLICY

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The District seeks to (1) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (2) prevent unauthorized access and other unlawful online activity; (3) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (4) comply with the *Children's Internet Protection Act*. The provisions of this policy apply to District employees (administrative, certified, and support staff) and students. All students and employees must take responsibility for appropriate and lawful use of this Internet access. Students and employees of the District must understand that one user's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the District's teachers and other employees will make every effort to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students and employees are reminded that computer network and Internet access is a privilege, not a right (**ACBOE Policy 2.23**).

By reviewing, signing, and returning the Internet Use, Bring Your Own Device (BYOD), And Safety Policy Student and Parent/Guardian Agreements as directed, each student and parent/guardian agrees to follow the policy.

**Listed below and on the following pages are the provisions of the Agreement regarding computer network and Internet use.** Students should direct any questions about the provisions of the policy or Agreement to the school principal.

- **Personal Responsibility:** By signing the Agreement, the Internet user agrees not only to follow the guidelines of the policy but also to report any misuse of the network to a classroom teacher, or the school principal. Misuse means any violation of the policy or any other use that is not included in the policy but has the effect of harming another or his property.
- **Term of the Permitted Use:** A student who submits to the school, as directed, a properly signed Agreement and follows the policy to which he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Agreement each year during the time they are students in the District before they are given an access account. The District, in its discretion, may withdraw or revoke Internet access at any time and for any reason.

### **Acceptable/Unacceptable Uses**

- A) **Educational Purposes Only** – The District is providing access to its computer networks and the Internet for educational purposes only. Students, parents or guardians may consult with a classroom teacher, librarian and/or school principal or assistant principal to determine if a use is appropriate as to whether a contemplated activity is educational.
- B) **Unacceptable Uses of Network** – Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - 1) Uses that violate the law or encourage others to violate the law. Examples of such use include, but are not limited to: transmission of offensive or harassing messages; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, students should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - 2) Uses that cause harm to others or damage to their property. Examples of such use include, but are not limited to: defamation; the creation and/or uploading of "worms," "viruses," "Trojan horses," "time bombs," or any other harmful form of programming or vandalism; and participation in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - 3) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. Students should not disclose or share their password with others or use another password.
  - 4) Buying and selling. Students may not sell or buy anything over the District Internet. Students should not publish or share private information about themselves or others, including credit card numbers and social security numbers. In its

discretion, the District may approve the limited use of the Internet and email for District related commercial activities, such as fundraising activities related to education and/or employment.

- C) **Digital Citizenship** – All users must abide by Digital Citizenship rules, which include, but are not limited to the following:
- 1) Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - 2) Avoid language and other uses such as graphic images, which may be offensive to other users. Do not make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - 3) Do not assume that a sender of electronic mail is giving his permission to forward or redistribute the message to third parties or to give his electronic mail address to third parties. This should only be done with the sender's permission.
  - 4) Be considerate when sending attachments with electronic mail. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

### **Internet Safety**

A) **Individual Responsibility of Parents and Internet Users**

All users and their parent/guardian are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and Internet and avoid those sites. If a user finds that other users are visiting offensive or harmful sites, he should report such use to the classroom teacher, school principal and/or the District Technology Coordinator.

B) **Personal Safety**

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

C) **"Hacking" and Other Illegal Activities**

It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D) **Confidentiality of Student Information**

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

E) **Active Restriction Measures**

The District utilizes filtering software to protect against access to visual depictions that are obscene, display child pornography, or are otherwise harmful to minors. The school and/or District will also, periodically and to the fullest extent practical, monitor the online activities of students and employees, through direct observation and/or technological means, to attempt to prevent students from accessing such depictions or any other material which is inappropriate for minors. While the school and/or District will use their best efforts to prevent such access by students, it is impossible to guarantee that students will be prevented from accessing such materials, by evading or defeating the filters or this policy. The school and District rely on the cooperation and assistance of all users to report District. unauthorized access or other violations of the policy. Further, filtering may be disabled for the purpose of bona fide research or other lawful purposes, in the discretion of any administrator, supervisor, or other person authorized by the District.

### **Privacy**

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

### **Failure to Follow Policy**

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



### **Warranties/Indemnification**

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his parent/guardian(s) arising out of the use of its computer networks or the Internet under this policy. By signing this policy, users have full responsibility for his use, if the user is 18 years of age or older, or, in the case of a user under 18 years of age, the parent/guardian(s) are agreeing to indemnify and hold the school, the District, and all of its administrators, teachers, and employees harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/guardian(s) agree(s) to cooperate with the school in the event of the school's initiating an investigation of a user's access to the computer network and Internet, whether that use is on a school computer or on another computer outside the District's network. The District is not responsible for the cost of data usage incurred if a student, employee, or visitor uses their own 3G or 4G account on any device, personal or school/district owned.

### **Updates**

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

### **Bring Your Own Device (BYOD)/Technology**

Autauga County Board of Education is considering a policy to allow students and employees to bring their own technology device in order to enhance learning using 21<sup>st</sup> Century available resources and to support instruction and learning. Students and employees will be using the wireless connection provided by the schools and in order to bring their devices and use the provided wireless connections, they must agree to the Autauga County Acceptable Use Policy. Students and employees will be expected to uphold their agreement and the county will comply with the Children's Internet Protection Act (CIPA) in filtering content that is available through the school/district wireless connections.

The Autauga County School district or employees of the district will not be responsible for theft or damages of the device or the content of the device. Each student or employee should label their device with their name and should use proper discretion in keeping their device in a secure location when not being used, this includes having the proper protection for the device such as a cover. It is also the responsibility of the student to have his/her device fully charged at the beginning of each day.

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

#### **Bring Your Own Device (BYOD) Student Agreement Policy**

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

## MEDICATION

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Students may need to take medications while at school. The school health services personnel recommend that, whenever possible, medication be administered before/after school hours under the direct supervision of a student's parent/guardian. If school attendance is dependent on taking a medication, the first dose of the medication should be given at home where any reaction may be observed by the parent/guardian and reported to the student's physician. **For medication to be administered to a student at school the following procedures must be followed (ACBOE Policy 5.41):**

1. The student's parent/guardian must complete the School Medication Prescriber/Parent Authorization Form, which is available in the school office and the school health office. **The parent, doctor, physician's assistant or nurse practitioner must sign the form.** The form allows the student's physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. The student's parent or legal guardian is required to update the School Medication Prescriber/Parent Authorization Form any time the student has a change in medication and/or dosage. The completed School Medication Prescriber/Parent Authorization Form will be kept confidential.
2. **Prescription medication must be in the original container with a pharmacy label and the student's name, physician's name, date of prescription, name of medication and dosage. Non-prescription medication must be in the original container labeled with the student's name.**
3. Students will be allowed to possess and self-administer prescribed asthma inhaler and/or epi-pen medication. This medication must meet the above requirements.
4. **A student's parent/guardian must deliver the medication to the school nurse and retrieve the medication from the school nurse.** A student should never have more than a month's supply of medication at the school. Medications not picked up within 14 days of the stop date or medication left at the school at the end of the school year will be discarded by school health services personnel.

## PROMOTION AND RETENTION POLICY

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Promotion and retention policies and guidelines have been developed to ensure that minimum academic expectations will be mastered by students at a given grade level prior to their advancing to the next grade level. Such policies also ensure that minimum educational standards are enforced by the schools. It is acknowledged that students learn at different rates by different means. Therefore, it will occasionally be beneficial to students to be retained in or at a specific grade level to receive additional instructional assistance which should enable them to master the academic skills which are necessary for them to experience success in school. It is recommended that a student be retained a maximum of two (2) nonconsecutive years in grade one (1) through grade six (6) – preferably once in grade one (1) through grade three (3) and once in grade four (4) through grade six (6) – if not performing according to the promotion and retention policy. An administrative decision substantiated by teacher recommendation for promotion or retention may be exercised based on (1) history of attendance, (2) age of student, and (3) failure to complete grade level requirements regardless of the number of previous failures (ACBOE Policy 6.19).

### **Kindergarten:**

Promotion regulations for kindergarten students ensure that minimum expectations will be mastered before a student enters first grade. Proper placement of students after a year of kindergarten will be based on the following criteria:

- 1) Chronological age of a student;
- 2) Developmental age of student;
- 3) Attendance record of student; and
- 4) Mastery of reading readiness skills.

Parents/guardians, teachers, and principals should work together in a cooperative effort concerning the best placement level for the child.

### **Grades 1 - 2**

Regular education students in grades one (1) through two (2) will be retained if they do not pass both Reading and Mathematics in a given school year. A yearly numerical average of 60% or above constitutes a passing grade.

### **Grades 3 - 6**

Regular education students in grades three (3) through six (6) will be retained if they fail two (2) academic subjects in a given school year. A yearly numerical average of below 60% constitutes failure. The academic subjects for grades three (3) through six (6) are Reading, Mathematics, Science, Language, and Social Studies.

### **Grades 7 - 8**

Regular education students in grades seven (7) through eight (8) who are on a six-period schedule must pass at least four (4) units out of six (6) units per school year in order to be promoted to the next grade. Students in grades seven (7) through eight (8) who are on a seven-period schedule must pass five (5) out of seven (7) units in order to be promoted to the next grade. A semester numerical average of below 60% constitutes failure.

### **Special Education (Grades 1 - 8)**

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

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

### **Grades 9 - 12**

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

### **Notification Procedure for Retention for All Grades**

Parents/guardians will be notified of possible retention by way of District form letters. The letters will be sent to parents/guardians of students who meet the retention guidelines of this policy. In grades K-12, three letters will be sent at specified times which are (1) at the end of the first semester (second nine weeks grading period), (2) at the end of the third nine weeks grading period, and (3) at the end of the school year. This may or may not apply to grades seven (7) through (8) in Autauga, Billingsley, and Marbury. Schools with block schedules should send at least one retention letter at mid-point of the semester and at the end of the semester. The letters will inform parents/guardians of their children's potential or definite retention. A copy of each letter sent, as well as letters returned to the school, will be filed in each student's permanent record folder. The letters of notification regarding retention will serve to bring principals and teachers together in a team effort, to inform parents/guardians and involve them as much as possible before the end of the school year, and to satisfy documentation requirements for the school. TEACHERS AND PRINCIPALS WILL MAKE THE FINAL DECISION CONCERNING PROMOTION AND RETENTION OF A STUDENT. PARENTS/GUARDIANS WILL NOT BE ALLOWED TO REVERSE THE DECISION.

### **Honor Roll**

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

### **High School Diplomas**

Students will be required to earn 24 units for graduation. Students will choose one of the diploma options when receiving consultation about his/her 4-year plan of study. All students who successfully complete Algebra I 7th or 8th grade and/or Geometry in 8th grade will receive credit for one completed math course toward high school graduation. The requirements for each diploma are listed below. The Autauga County School System will recognize the following Alabama High School Diplomas:

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

Beginning with the freshman cohort class of 2015, the Autauga County School System will recognize the following Alabama High School Diplomas:

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

### **Graduation Requirements**

Graduation requirements changed with the students entering ninth grade in the 2012-2013 school year. Due to The transition from block to a seven-period schedule, changes in credits for graduation will take effect as follows:

| School Year<br>(9 <sup>th</sup> Grade) | Graduation<br>Year | Credits Required<br>for Promotion to<br><b>10<sup>th</sup> Grade</b>              | Credits Required<br>for Promotion to<br><b>11<sup>th</sup> Grade</b>                | Credits Required<br>for Promotion to<br><b>12<sup>th</sup> Grade</b> | Credits Required to<br>Graduate |
|----------------------------------------|--------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------|
| 2014-2015 &<br>beyond                  | 2018 &<br>beyond   | 5<br>(At least 3 of the 5<br>credits must be<br>earned in core<br>content areas.) | 12<br>(At least 7 of the 12<br>credits must be<br>earned in core<br>content areas.) | 17                                                                   | 24                              |

The reduction in required credits affects elective courses: no change has been made in the number of credits required for English, math, science, or social studies.

# Alabama High School Diploma GRADUATION REQUIREMENTS

| AREAS OF STUDY                                                                                                                 | REQUIREMENTS                                                                                                                                         | CREDITS |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| English Language Arts                                                                                                          | English 9<br>English 10<br>English 11<br>English 12                                                                                                  | 4.0     |
| Mathematics                                                                                                                    | Algebra<br>Geometry<br>2 Additional Math Courses                                                                                                     | 4.0     |
| Science                                                                                                                        | Biology<br>A Physical Science<br>(Physical Science, Chemistry, or<br>Physics)<br>2 Additional Science Courses                                        | 4.0     |
| Social Studies                                                                                                                 | World History 9<br>US History 10<br>US History 11<br>Government/Economics                                                                            | 4.0     |
| Physical Education                                                                                                             | Beginning Kinesiology or<br>ALSDE approved substitute                                                                                                | 1.0     |
| Health Education                                                                                                               | Health Education                                                                                                                                     | 0.5     |
| Career Preparedness                                                                                                            | Career Preparedness Course                                                                                                                           | 1.0     |
| CTE/Foreign Language/Arts<br><b>(Standard Program)</b><br><br>CTE/Arts & 2 Foreign Languages (same)<br><b>(Honors Program)</b> | Students choose any combination<br>of Career Technical Education<br>(i.e. FACS & Fashion), Arts Ed-<br>ucation, and/or Foreign Lan-<br>guage Courses | 3.0     |
| Electives                                                                                                                      | Any other state or locally ap-<br>proved elective courses                                                                                            | 2.5     |
| Total Credits Required for Graduation                                                                                          |                                                                                                                                                      | 24      |

## Additional Grade Weighting

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

- Honors +0.5 Quality Point
- Advanced Placement +1.0 Quality Point
- Dual Enrollment +1.0 Quality Point

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

## Autauga County School System Diploma Options

### Alabama High School STANDARD Diploma

#### **Math**

Minimum - 4 credits

Algebra I-B  
Geometry (Gen or Hon)  
Algebra II or  
Algebra w/Finance

Algebra I  
Geometry (Gen or Hon)  
Algebraic Connections  
Algebra II or  
Algebra w/Finance

#### **Science**

Minimum - 4 credits

Biology \*  
Physical Science\*  
\*REQUIRED  
Two (2) Additional  
Core Sciences

#### **English**

Min. - 4 credits

English 9  
English 10  
English 11  
English 12

#### **Social Studies**

Min. - 4 credits

World History  
US Hist 10  
US Hist 11  
US Gov/Econ

#### **Standard Diploma**

**English:** 4 units

**History:** 4 units

**Science:** 4 units

**Math:** 4 units

**Health:** ½ unit

**Career Prep:** 1 unit

**Beginning Kinesiology:** 1 unit

**Fine Arts/Career Tech/  
Foreign Language:** 3 units

**Electives:** 2.5 units

**24 Units for Graduation**

## Alabama County School System Diploma Options

### Alabama High School Diploma with HONORS Endorsement (the highest endorsement for Autauga County)

| <b>Math</b><br>Minimum - 4 credits                                                                                                                                                                                          | <b>Science</b><br>Minimum - 4 credits                                                                     | <b>English</b><br>Minimum - 4 credits                                                 | <b>Social Studies</b><br>Minimum - 4 credits                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Algebra I<br>Geometry (Hon)<br>Algebra II w/ Trig<br>Pre-Cal, Discrete or<br>AP Stats                                                                                                                                       | Biology (Hon)<br>Physical Science (Hon)<br>Chemistry<br>Physics or Anat. & Phys.                          | Eng 9 (Hon)<br>Eng 10 (Hon)<br>Eng 11 (Hon)<br>Eng 12 (Hon)                           | Wld Hist (Hon)<br>US Hist 10 (Hon or AP)<br>US Hist 11 (Hon or AP)<br>US Gov/Econ (Hon or AP) |
| Geometry (Hon)<br>Algebra II w/ Trig<br>Pre-Calculus<br>Discrete, AP Stats or Cal                                                                                                                                           | Biology (Hon)<br>Physical Science (Hon)<br>Chemistry<br>AP Biology or AP Chemistry                        | Eng 9 (Hon)<br>Eng 10 (Hon)<br>AP Eng 11<br>AP Eng 12                                 |                                                                                               |
| Geometry (Hon)<br>Algebra II w/ Trig<br>Pre-Cal, Discrete or AP<br>Stats                                                                                                                                                    | Biology (Hon)<br>Chemistry<br>2 of the following:<br>Physics, Anatomy & Phys.<br>AP Biology, AP Chemistry | Dual Enrollment Courses are available.<br>See school counselor for available courses. |                                                                                               |
| Geometry (Hon)<br>Algebraic Connections<br>Algebra II w/ Trig<br>Pre-Cal, Discrete or AP Stats<br>(*This path requires 5<br>Math Credits as Algebraic<br>Connections is <b><u>NOT</u></b><br>considered an Honors<br>class) |                                                                                                           |                                                                                       |                                                                                               |

| <b>Endorsement with HONORS</b>                                            |
|---------------------------------------------------------------------------|
| <b>English:</b> 4 units w/ Honors or AP                                   |
| <b>History:</b> 4 units w/ Honors or AP                                   |
| <b>Science:</b> 4 units w/ Honors or AP                                   |
| <b>Math:</b> 4 units w/ Honors or AP including Alg II w/Trig & one beyond |
| <b>Health:</b> ½ unit                                                     |
| <b>Career Prep:</b> 1 unit                                                |
| <b>Beginning Kinesiology:</b> 1 unit                                      |
| <b>World (Foreign) Language:</b> 2 units of same language                 |
| 1 unit of Fine Arts/Career Tech/ or 3rd World (Foreign) Language          |
| <b>Electives:</b> 2.5 units                                               |
| <b>24 Units for Graduation</b>                                            |

## ESSENTIALS PATHWAY

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

| REQUIRED COURSES                             | ESSENTIALS/LIFE SKILLS REQUIREMENTS |
|----------------------------------------------|-------------------------------------|
| Essentials English                           | 4 units                             |
| Essentials Science                           | 4 units                             |
| Essentials Math/Algebraic Explorations       | 4 units                             |
| Essentials History/US Gov/Econ               | 4 units                             |
| Health Education                             | 1/2 unit                            |
| Physical Education (Beginning Kinesiology)   | 1 unit                              |
| Career Preparedness Course                   | 1 unit                              |
| Career /Technical Education /Coop. Education | 3 units                             |
| Electives                                    | 2.5 units                           |
| <b>TOTAL</b>                                 | <b>24 units</b>                     |

## ALTERNATIVE ACHIEVEMENT PATHWAY

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

### Alternative Achievement Standards

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

### **Notes: Students with Disabilities**

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

- 1) General Education Pathway
- 2) Essentials Pathway
- 3) Alternate Achievement Pathway

## PROTECTION OF PUPIL RIGHTS AMENDMENT

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

## SEARCH AND SEIZURE

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Teachers and administrative personnel who have reasonable belief that a student is in possession of weapons, illegal drugs, stolen property, or other items which are harmful to the welfare of the student or to other students have the authority to search the person and/or possessions of the student. If permission is granted by the student, the student's person may be searched. Such searches, if conducted, will be made by persons of the same sex. Searches will be conducted in the principal's office under the supervision of the principal and in the presence of at least one additional witness who is a member of the school faculty. If the student refuses permission for search of his/her person, the student will be detained under surveillance until proper authorities are notified and summoned to the school. At the principal's discretion, the parents/guardians of the student may be included as proper authorities in conducting a search.

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

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

## STUDENT APPEALS OF DISCIPLINARY ACTION

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It is the policy of the Board that positive student behavior be encouraged and maintained in the classrooms/schools of the school system. It is expected that student disciplinary problems be properly addressed by each classroom teacher. When the teacher determines that assistance is needed with the enforcement of a student's good classroom/school behavior, the problem/student may be referred to the principal or his/her designee for appropriate action as determined by board policy.

The principal has the ultimate responsibility with the assistance of those certificated employees he/she supervises for the enforcement of school rules, regulations and the policies of the board. The decision of the principal after a fair and impartial investigation based on fact will be supported by the superintendent of education and the board. However, it is recognized that some decisions will be appealed to the next highest level of education decision-making, which is the superintendent of education.

The board, believing that undesirable behavior should be addressed swiftly through appropriate consequences, hereby delegates the responsibility and authority to the superintendent or his designee at the central office level to make final decisions, including student appeals, regarding student discipline in all areas except expulsions and the indefinite suspension of students. The superintendent of education, at his/her discretion, may take any student appeal regarding student discipline to the board of education for a final decision (**ACBOE Policy 5.31**).



## TEXTBOOKS

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All textbooks issued are the property of the Autauga County Board of Education and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected (**ACBOE Policy 6.5**).

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

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

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

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

All textbooks must be returned to the issuing school by the pupil when he is promoted or transferred and when he terminates his attendance for any other reason.

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

## SECLUSION AND RESTRAINT POLICY

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

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

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

- 1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
- 2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
- 3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
- 4. The time-out space is free of objects that unreasonably expose the student or others to harm.

Autauga County Schools **shall prohibit** the use of **Chemical Restraint** - any medication that is used to control violent physical behavior or restrict the student(s) freedom of movement that is not prescribed treatment for the student(s) medical or psychiatric condition.

Autauga County Schools shall prohibit the use of **Mechanical Restraint** - the use of any device or material attached to or adjacent to a student(s) body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

Mechanical Restraint *does not include*, and Autauga County Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

Autauga County Schools shall prohibit the use of **Physical Restraint that restricts the flow of air to the student(s) lungs** - any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student(s) body that restricts the flow of air into the student(s) lungs.

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

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

Physical Restraint *does not include*, and Autauga County Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person(s) property.

Autauga County Schools shall utilize the following procedures for use of Physical Restraint:

1. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress.
2. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint.
3. Annual staff and faculty training on the use of physical restraint as well as the Autauga County Schools Seclusion and Restraint Policy.
4. Maintain written or electronic documentation on training provided and a list of participants for each training.
5. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint.
6. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
7. Annual report submitted to the Alabama Department of Education regarding the use and documentation of restraint and any prohibited use of seclusion, chemical, mechanical or physical restraint.

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

1. Use of any other classroom management techniques or approaches, including a student(s) removal from the classroom that is not specifically addressed in this policy.
2. The right of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, '16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, '16-28-12.
3. Reasonable actions to diffuse or break up a student fight or altercation.
4. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student.
5. Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Autauga County Schools, or program, or its agents, or employees.
6. In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

This policy adheres to the Alabama Administrative Code regulation for seclusion and restraint for all students.

# **SUPERVISION OF LOW RISK JUVENILE SEX OFFENDERS**

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Pursuant to Annalyn's Law, the Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities (**ACBOE Policy 5.52**).

## **Section 1. Definitions**

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

- (a) "Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.
- (b) "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school of record.
- (c) "Student" refers to "the low risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.
- (d) "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor, and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student's status.
- (e) "Victim" refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

## **Section 2. Notification**

### **(a) Current Students**

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

### **(b) Newly Enrolled Students**

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

### **(c) Students That Change Schools Within the District**

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

Following that notification, the principal of the original school should orally or in writing

brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances. Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable.

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

**(d) School Staff Changes**

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

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

**Section 3. Plan Development and Maintenance**

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

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

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

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

**Section 4. Supervision**

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

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

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

#### **Section 5. Students with Disabilities**

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

#### **Section 6. Violations of the Plan**

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

#### **Section 7. Challenges to the Plan**

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

#### **Section 8. Confidentiality**

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

#### **Section 9. Retaliation**

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

#### **Section 10. Procedures**

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

## **APPENDICES**

**AUTAUGA COUNTY BOARD OF EDUCATION  
OFFICE OF THE SUPERINTENDENT**

**Excellence in Education**

**SPENCE AGEE  
SUPERINTENDENT**

School Year: 2020 - 2021

Dear Autauga County Parents:

In regards to COVID-19 and the rapidly evolving factors surrounding this pandemic, it is our goal to provide a traditional learning experience for our students and staff in the safest environment possible. In order to ensure that our schools will continue to function within a safe and healthy environment, a joint effort with parents and staff will be critical.

One of the many ways to help reduce the spread of COVID-19 is to monitor your child's symptoms prior to leaving home, on the bus to and from school, and while at school:

- Make a visual inspection of the child for signs of illness such as, rapid breathing, persistent coughing, flushed cheeks, fatigue, and extreme irritability.
- Listen to the child for verbal complaints of body aches, headaches, sore throat, or loss of taste or smell.
- Children with 100.4 temperature should not report to school. Please consult with your health care provider.

Together, we will strive to identify our children who are not well and keep them home for their own protection as well as the protection of their fellow classmates, teachers, and bus drivers. Through early intervention and isolation, healthy hygiene, adequate disinfecting, and proper personal protective equipment, we can stop the rapid spread of COVID-19 within our schools.

# Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

## Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation,** ride-sharing, or taxis.



## Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a mask.
- See **COVID-19 and Animals if you have questions about pets:** <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>.
- Additional guidance is available for those **living in close quarters.** (<https://www.cdc.gov/coronavirus/2019-hj-ncov/daily-life-coping/living-in-close-quarters.html>) and **shared housing** (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>).



## Monitor your symptoms.

- **Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Bluish lips or face
- Inability to wake or stay awake

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

## Call 911 or call ahead to your local emergency facility:

Notify the operator that you are seeking care for someone who has or may have COVID-19.

## Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19.



## If you are sick, wear a mask over your nose and mouth.

- **You should wear a mask over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the mask if you are alone. If you can't put on a mask (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Masks should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.



**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a mask using a scarf or bandana.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



### Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



### Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



### Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



### Clean all "high-touch" surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

### When You Can be Around Others After You Had or Likely Had COVID-19

When you can be around others (end home isolation) depends on different factors for different situations.



- **I think or know I had COVID-19, and I had symptoms**
  - You can be with others after
    - 24 hours with no fever**AND**
    - Symptoms improved**AND**
    - 10 days since symptoms first appeared
  - Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.
- **I tested positive for COVID-19 but had no symptoms**
  - If you continue to have no symptoms, you can be with others after:
    - 10 days have passed since test
  - Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
  - If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

## **WHEN TO KEEP YOUR CHILD AT HOME**

Regular attendance at school is encouraged and is necessary for your child's progress. However, he/she should stay at home if he/she has any of the following conditions in order to prevent the spread of communicable diseases to others.

a) Fever – Temperature of 100.4. Child should remain home until fever free for 72 hours or Health Care Providers documentation to return to school.

b) Vomiting – Your child should not attend school if they have vomited within the last 24 hours.

c) Diarrhea – Your child should remain home if they have had diarrhea within the last 24 hours.

d) Undiagnosed Rash - Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chickenpox or some other contagious disease.

e) Pink Eye (Conjunctivitis) – Pink eye is contagious. Your child should be seen by your doctor and treated before returning to school.

f) Lice and/or nits (eggs) – Your child should not return to school until he/she has been treated with a lice shampoo and removed as many nits as possible. You must accompany your child upon his/her return to school and bring a receipt for lice shampoo. Take your child to the office to see the school nurse.

g) If your child has COVID-19 symptoms such as cough, fever, chills, shortness of breath, extreme fatigue, or sore throat, please keep him/her home and contact your health care provider.

## SUICIDE PREVENTION TIP

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

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

Talking about suicide  
Being preoccupied with death  
Expressing feelings of hopelessness, helplessness, or worthlessness  
Withdrawing from family and friends  
Giving away prized possessions  
Making arrangements; setting one's affairs in order

Engaging in risky or self-destructive behavior  
Behaving in a manner that is out-of-character  
Losing interest in pleasurable activities  
Increasing drug/alcohol use  
Neglecting physical appearance or personal hygiene

**References:** Center for Disease Control, 2015; The Jason Foundation, [www.jasonfoundation.com](http://www.jasonfoundation.com)

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

Perfectionist personalities  
Sexual identity issues  
Youth with low self-esteem/Loners  
Depression, anxiety, and other mental health disorders  
Students in serious trouble  
Abused, Molested or Neglected Youth  
Genetic predisposition  
Parental history of violence, substance abuse, or divorce

Previous suicide attempts  
Family history of suicidal behavior or completion  
Alcohol and substance abuse  
Stressful life event or recent loss  
Being bullied (including cyberbullying)  
Failing in school and/or having a learning disability  
Incarceration

**References:** Center for Disease Control, 2015; The Jason Foundation, [www.jasonfoundation.com](http://www.jasonfoundation.com); SAMHSA, 2012;

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

### DO

Listen (not lecture). Listening will decrease the probability of going through with suicide.

Ask specific questions to assess suicide potential.

- o Do you have a plan?
- o Are the means available?
- o Have you attempted suicide in the past? How? What happened?
- o How do you see yourself in the future? (shows hope)

Be supportive. Let the student know you care and want to provide help.

Talk openly and honestly about any statements the student has made.

### DON'T

Autauga County Suicide/ Homicide Protocol (Revised: 2019-2020)

**Ignore the problem (it won't just "go away")**

Keep the information secret. Verbal threats and plans are signals for help.

Act shocked. This will put distance between you and the student.

Believe that if suicide is talked about, the threat won't be carried out. Suicide is very often talked about before it is committed.

Be judgmental.

Laugh it off.

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

# AUTAUGA COUNTY SCHOOLS

## STUDENT BULLYING COMPLAINT FORM

Student's (Victim) Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Person Reporting: \_\_\_\_\_ Title/Relation: \_\_\_\_\_

**Please check all that apply:**

- |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Bullying is occurring at school<br><input type="checkbox"/> Bullying is occurring on the bus<br><input type="checkbox"/> Bullying is occurring at the bus stop<br>and/or in route to/from home<br><input type="checkbox"/> Bullying is occurring on social media, i.e.<br>Facebook, Twitter, Instagram, Snap Chat or other | <input type="checkbox"/> Bullying is occurring between classes<br><input type="checkbox"/> Bullying is occurring at PE/Gym/Recess<br><input type="checkbox"/> Bullying is occurring at lunch<br><input type="checkbox"/> Bullying is occurring in the restroom<br><input type="checkbox"/> Bullying is occurring in the classroom<br><input type="checkbox"/> Bullying is occurring before/after school<br><input type="checkbox"/> Bullying is occurring other: _____ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Specific Description of Bullying Complaint |
|--------------------------------------------|
|                                            |
|                                            |
|                                            |
|                                            |
|                                            |
|                                            |
|                                            |
|                                            |
| Names(s) of alleged bully(ies):            |
| Dates of Bullying Incidents:               |

☐ **Student is having suicidal thoughts/ideation.**

*If checked, the person receiving this notification must respond to this report as a suicidal threat and the Suicide/Homicide Protocols must be followed.*

Signature of person reporting: \_\_\_\_\_ Date submitted to Principal: \_\_\_\_\_

Name of person (employee) receiving this complaint: \_\_\_\_\_ Date: \_\_\_\_\_

**The Autauga County Board of Education prohibits all forms of bullying against students.** The Board's anti-bullying policy can be found in the Student Code of Conduct Manual. The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472, defines bullying as 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, cyberbullying or 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 character-istic falls into one of the categories of personal characteristics contained in the policy adopted by the local board.

Dear Parents and Guardians,

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

The Autauga County School System's **Code of Conduct** has been designed with these goals in mind. As in previous years, this document is available on-line at [www.acboe.net](http://www.acboe.net). You should notify your school if you do not have Internet access, and a hard copy of the **Code of Conduct** will be provided. Please read the manual in its entirety. Understanding all guidelines provided will ensure a successful school year.

Sincerely,



Spence Agee  
Superintendent

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#### ACKNOWLEDGEMENT OF RECEIPT OF ACCESS TO THE CODE OF CONDUCT

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

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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



ALABAMA STATE DEPARTMENT OF EDUCATION  
**HEALTH ASSESSMENT RECORD**



School Year: 2020-2021

To Parent or Guardian:

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

**This information will be kept confidential.**

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

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

Address (Street)

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

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

Transportation

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

**Part I – Health Information**

Place your child receives health care:

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

☐ Community Health Center

☐ Health Department

☐ Hospital Clinic

☐ No Regular Place

☐ Private Doctor /HMO

Your child's Insurance Information:

☐ ALL KIDS

☐ Medicaid

☐ No Insurance

☐ Other \_\_\_\_\_

☐ Private Insurance

Place your child receives dental care:

Dentist's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

☐ Community Health Center

☐ Health Department

☐ Hospital Clinic

☐ No Regular Place

☐ Private Dentist /HMO

Preferred Hospital: \_\_\_\_\_

**Part II – Medical History Medical Equipment /Procedures Required at School**

☐ Catheter ☐ Gastric Tube ☐ Nebulizer Treatments ☐ Oxygen Supplement ☐ Tracheostomy

☐ Vagal Nerve Stimulator (VNS) ☐ Ventilator ☐ Wheelchair ☐ Walker

☐ Other Please explain: \_\_\_\_\_

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

**Please Complete Back of Form (Signature Required)**







# ALABAMA STATE DEPARTMENT OF EDUCATION

## HEALTH ASSESSMENT RECORD



School Year: **2020-2021**

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

### Required Signatures

Signature of parent(s) or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of school nurse: \_\_\_\_\_ Date: \_\_\_\_\_



**INTERNET USE, BRING YOUR OWN DEVICE (BYOD), AND SAFETY POLICY  
STUDENT AGREEMENT**

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

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

Student Name \_\_\_\_\_  
(PRINT CLEARLY)

Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

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

Date \_\_\_\_\_

Place an "X" in the correct blank:

I am 18 or older \_\_\_\_.

I am under 18 \_\_\_\_.

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

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

Student Name \_\_\_\_\_  
(PRINT CLEARLY)

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

Parent(s)/Guardian(s) Name \_\_\_\_\_  
(PRINT CLEARLY)

Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

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

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

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

Dear Parents and Guardians,

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

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

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The Autauga County School System has my permission to take photographs and/or video recordings of my child, \_\_\_\_\_ (please print child's name). These photographs and/or video recordings may be used on the district website and in district publications for the 2020-2021 school term.

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

Student's Grade: \_\_\_\_\_

Student's Homeroom Teacher: \_\_\_\_\_

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

Print Name of Parent/Guardian: \_\_\_\_\_

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

## TEXTBOOK FORM

**TO:** Parent or Guardian  
**FROM:** Autauga County Board of Education  
**SUBJECT:** Pupil/Parent Responsibilities for Care of Textbooks in Accordance with Section of the Free Textbook Law, Act 221, Special Session 1965

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
School



## ID PROGRAM INFORMATION AND CONSENT FORM

### Program Background:

The Independent Decision (ID) Program, approved by the Autauga County School Board and administered by PASS: The Noble Idea, Inc. (PASS), aims to reinforce a positive drug free lifestyle by providing incentives to students in 7<sup>th</sup> through 12<sup>th</sup> grades who refrain from using drugs. Students who test negative for drugs receive an ID card that entitles them to discounts at participating local businesses and to program sponsored social events. Students participating in the program agree to undergo initial drug screening and periodic random follow-up drug testing. The ID program is voluntary. Once in the program, students remain until they complete their 12<sup>th</sup> grade year. **Students may discontinue the program at any time, with parental consent.** Students who withdraw from the program must relinquish their ID cards. Students under the age of 18 are permitted to participate in the ID Program **only** with written consent from the student **and** parent or legal guardian.

### Drug Testing Procedure

All drug testing will be performed under the direction of Drug Testing Services, Inc. of Montgomery, Alabama. Students participating in the ID Program will be notified when to report to a designated place at his/her school site to provide a urine or saliva sample for the initial screening. The screening will be conducted in a confidential manner. If preliminary screening is negative, the student will receive the ID card within a few days of the screening. Students' ID Program files are locked and maintained at the PASS Office to protect confidentiality. To maintain the integrity of the program, random follow-up testing will occur periodically.

In the event of a positive test, samples are sent to a lab for analysis and review by a Medical Review Officer (MRO). The MRO then contacts the parent to determine if the positive screen is due to prescribed medication or illegal use. In the event of a positive test, either when initial screening takes place or when re-testing occurs, the school coordinator will notify the student and parent privately and the student will be asked to surrender the ID card until a negative sample is collected. A parent may challenge a confirmed positive result at his/her expense. The challenge test will be sent to a different laboratory.

It is important to emphasize that the purpose of the program is to reward positive, healthy behaviors. Students who are taking prescribed medications are encouraged to participate. Testing of drugs in the ID program is in no way an investigative tool of a law enforcement agency. Positive results will not result in criminal prosecution.

The Autauga County School System and PASS cannot guarantee that students participating in the ID Program will not share information with other students whether within or outside of the ID Program.

I have read the above information and have received a copy of this form. I may withdraw at any time.

I understand that by signing this form, I agree to participate in the ID Program Date \_\_\_\_\_

Student Participant's Name (print) \_\_\_\_\_

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

Student's School \_\_\_\_\_ Grade \_\_\_\_\_

Student's Date of Birth \_\_\_\_\_

Parent or Legal Guardian's Name (print) \_\_\_\_\_

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

Parent or Legal Guardian's Address \_\_\_\_\_

Parent or Legal Guardian's Phone Number(s) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

\_\_\_\_\_ (work) \_\_\_\_\_ (other)