

A u t a u g a v i l l e S c h o o l

PARENT/STUDENT HANDBOOK



Mrs. Susan Butts, Principal
Mrs. Wyteria Ellis, Assistant Principal
Mr. Spence Agee, Superintendent

2019-2020

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VISION STATEMENT FOR AUTAUGA COUNTY SCHOOLS

“Learning Today...Leading Tomorrow”

MISSION STATEMENT FOR AUTAUGA COUNTY SCHOOLS

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

Core Values:



EQUAL OPPORTUNITY STATEMENT

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

Board actions that take place after printing this handbook supersede the information printed.

AUTAUGAVILLE SCHOOL

PARENT/STUDENT HANDBOOK 2019 - 2020

Autauga County Schools

Mr. Spence Agee
Superintendent of Education

Board of Education

Mr. Jeffrey Keith-Chairman

Mrs. Ledronia Goodwin-Vice Chair

Mr. Jim Manderson

Mr. Mark Hindman

Mrs. Eleanor Ballow

VISION STATEMENT FOR AUTAUGAVILLE SCHOOL

“Forever Learning; Forever a Success”



MISSION STATEMENT FOR AUTAUGAVILLE SCHOOL

The mission of Autaugaville School is to engage the mind and encourage the imagination of all students in a safe and caring environment.

AUTAUGAVILLE SCHOOL ALMA MATER

Hail to thee, our Alma Mater,
Hail Autaugaville School.
When we leave her,
We shall love her,
Living by her rule.
Forward ever, be our watchword,
Conquer and prevail!
Hail to thee, our Alma Mater,
Autaugaville School, All Hail!

SCHOOL COLORS: Blue and Gold

SCHOOL MASCOT: Eagle



AUTAUGAVILLE SCHOOL

Website: www.AutaugavilleSchool.com

**2708 Dutch Bend Street
Autaugaville, AL 36003
(334) 365-8329
FAX (334) 365-8043**

Administration

Susan Butts, Principal
Wyteria Ellis, Assistant Principal

Guidance Counselor

Edwetta Robinson

Secretary

Delena Allen

Bookkeeper

Nikki Perry

Dear Parents:

Please take the time to review the content found in the Autaugaville student handbook and discuss it with your child. You are asked to complete the bottom portion of this page and return it to school.

Thank you for your cooperation.

My signature below indicates I have read and discussed the contents of the Autaugaville School Student Handbook with my child.

(Parent/Guardian)

(Date)

Child's Name: _____

Child's Teacher: _____

Media Permission Form

**Autaugaville School
2708 Dutch Bend Street
Autaugaville, AL 36003
(334) 365-8329
FAX (334) 365-8043**

Student's Name _____

Autaugaville School is excited about the opportunity to showcase various activities and clubs in the Montgomery Advertiser, the Prattville Progress, on our website, on our TV screen in the lobby and any other media outlet featuring educational highlights. As part of these articles, we like to share photographs and information with students' names. Please mark the appropriate selection below and sign your name.

_____ I give AS permission to submit a photo of my child and/or include his/her first and last name.

_____ I DO NOT give AS permission to submit a photo of my child and/or include his/her first and last name.

Parent's Signature: _____

Date: _____

****Please return this form to your child's teacher as soon as possible. No form returned will be understood as AS NOT having permission to include your child's photograph and/or name.****

SCHOOL YEAR
2019 - 2020

I, _____, parent/guardian
Parent/Guardian name (print)

of _____ attending
Student Name (print)

Autaugaville School in _____ grade do not consent to the
disclosure of directory information for my child for military
recruiters.

Parent/Guardian (Print) _____

Parent Signature _____

Date _____

SCHOOL YEAR
2019 - 2020

I, _____, parent/guardian
Parent/Guardian name (print)

of _____ attending
Student Name (print)

Autaugaville School in _____ grade do not consent to the disclosure of directory information for my child for participation in surveys.

Parent/Guardian (Print) _____

Parent Signature _____

Date _____

Please detach and return above section(s) only if you **do not** want your child to participate and have the student return it to their homeroom teacher immediately. The acknowledgement of receipt will become part of each student's permanent record.

PRINCIPAL'S MESSAGE

Welcome to Autaugaville School for the 2019-2020 school year! I am excited to be your principal and I look forward to a great year. The faculty and staff will continue to work to provide a safe and nurturing environment that fosters academic excellence and creates lifelong learners. Through a collaborative effort, our goal is for all students to acquire the knowledge and skills necessary to become productive citizens. We will strive to teach all students so they can reach their maximum educational potential; therefore, we have high expectations in place for your child inside and outside of the classrooms.

As principal, I look forward to building and maintaining strong relationships between school, home and the community. We realize there will be many new faces to our school and community this year. The administration, faculty, and staff will do all we can to help your child have a successful year.

In addition to the contents in this handbook, please refer to The Autauga County Parent-Student Code of Conduct for other pertinent information. This manual will be available here at the school or can be viewed on the district's website at www.acboe.net.

I am looking forward to working with you and your child at Autaugaville School. Please feel free to contact me with any concerns, suggestions or ideas you may have. Together, we can achieve great things and make this the best year yet! Go Eagles!!!

Sincerely,

Susan Butts

Susan Butts
Principal

AUTAUGA COUNTY SCHOOL SYSTEM

Board Approved 12/6/18

2019-2020 CALENDAR

JULY 2019						
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
Grading Periods
Tentative Testing Dates
Report Card Dates

JANUARY 2020						
S	M	T	W	Th	F	S
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 2019						
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

July 31 - August 5	Institute/Teacher In-service Days
August 6	School Opens
September 2	Labor Day
October 14 - 15	Fall Break
November 11	Veterans Day
November 25 - 29	Thanksgiving Holidays
December 16 - 19	Semester Exams
December 23 - January 3	Christmas Holidays

FEBRUARY 2020						
S	M	T	W	Th	F	S
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

SEPTEMBER 2019						
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 6	Teacher In-service Day
January 7	School Resumes
January 20	MLK Holiday
February 17	Teacher In-service Day
March 23 - 27	Spring Break
April 10	Weather Day
May 15 - 20	Final Exams
May 21	Teacher In-service Day
May 22	Last Day of School

MARCH 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

OCTOBER 2019						
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		
1st nine-weeks ends	October 8	45 days
2nd nine-weeks ends	December 20	45 days 90 days
3rd nine-weeks ends	March 11	45 days
4th nine-weeks ends	May 22	45 days 90 days

APRIL 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		

NOVEMBER 2019						
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

Report Card Issue Dates	
1st nine-weeks	October 16
2nd nine-weeks	January 8
3rd nine-weeks	March 18
4th nine-weeks	May 22

MAY 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

DECEMBER 2019						
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	
WorkKeys (Grade 12)	October 1, 2019
PreACT (Grade 10)	October 9, 2019
ACCESS for ELLs	January 21 - March 20, 2020
ACT with Writing (Grade 11)	March 10, 2019
ACAP Summative (Grades 2-8)	March 30 - May 1, 2020
ACAP Alternate (Grades 2-8)	March 2 - April 10, 2020

JUNE 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					

AUTAUGA COUNTY SCHOOLS ASSESSMENT
CALENDAR 2019 – 2020

DIBELS (K-2) - Fall	August 21 – September 5, 2019
DIBELS (K-2) – Winter	December 2 – 13, 2019
DIBELS (K-2) – Spring	April 22 – May 5, 2020
Scantron- Performance Series – Fall	August 5 – November 15, 2019
Scantron- Performance Series – Winter	Dec. 2, 2018 – February 21, 2020
Scantron- Performance Series – Spring	March 9 – May 15, 2020
PreACT (Grade 10)	October 9, 2019
WorkKeys (Grade 12)	October 1, 2019
WorkKeys Accommodations (Grade 12)	October 1-4, 2019
WorkKeys Make-Up Test (Grade 12)	October 15, 2019
ACCESS 2.0 (English Learners K-12)	Jan. 21 – March 20, 2020
ACAP Summative (Grades 2-8)	March 30 – May 1, 2020
ACAP Alternate (Grades 2-8)	March 2 – April 10, 2020
ACT Plus Writing (Grade 11)	March 10, 2020
ACT Plus Writing Accommodations (Grade 11)	March 10-13, 2020
ACT Plus Writing- Makeup Test (Grade 11)	March 31, 2020
ACT Plus Writing Accommodations-Makeup (Grade 11)	March 31, April 1-3, 2020

PROGRESS REPORT ISSUE DATES

September 5 November 13 February 6 April 21

DIRECTORY ASSISTANCE

Where Do I Go For Help?

Absenteeism	Classroom Teacher/Secretary/Administrator
Change of Address	Secretary
Lunch Application	Lunchroom Manager
Illness	Class Teacher/Nurse
Lost and Found	Secretary/Custodian
Payment of Lost Books	Class Teacher/Bookkeeper
Personal Problems	Class Teacher/Counselor
School Insurance Forms	Secretary
School Supplies	School Supply Store/Clerical Aide/Media Center
Tardiness (After 7:48 a.m.)	Secretary
Telephone (Emergency)	Office
Enrollment/Withdrawals	Secretary/Counselor/Administrator
Transportation Concerns	Transportation Department

SCHOOL HOURS

A morning bell will ring at 7:45 a.m. to let all students know that it is time to go to class. The tardy bell rings at 7:48. The school day will end at 3:07 p.m. Contact your child's teacher to obtain a copy of their daily schedule. The high school students are on a modified block schedule.

LUNCH

10:40 - 11:05 a.m. Kindergarten

10:45 - 11:10 a.m. 1st Grade

10:50 - 11:15 a.m. 2nd Grade

10:55 - 11:20 a.m. 3rd Grade

11:10 - 11:35 a.m. 3rd Grade

11:15 - 11:40 a.m. 4th Grade

11:20 - 11:45 a.m. 5th Grade

11:30 – 11:55 a.m. 6th Grade

11:50 - 12:55 (Grades 7-12)

POLICIES, REGULATIONS AND PROCEDURES FOR AUTAUGAVILLE SCHOOL

A school is a community with many of the advantages and some of the problems of society in general. To function to everyone's satisfaction including your own, common sense and self-control are usually all that are required. Part of your education is for you to learn to use good judgment in dealing with different situations. You should consider the opportunity you have to demonstrate your ability to be responsible for your actions. The faculty and administration are here to assist you in this area.

You have the opportunity to establish a tradition by serving as an example of good conduct in the halls, lunchroom, and classrooms.

Remember that our school is judged by its students and their actions.

CELL PHONE USAGE

The Autauga County Schools policy on cellular telephones and electronic devices is designed to ensure that these devices do not interfere with teaching and learning during the school day.

1. Cell phones or electronic devices must not be visible during the school day. They should be stored in a secure location (vehicle, purse, locker, athletic bag, etc.).
2. Cell phone or electronic devices must be turned completely off (not simply on silent or vibrate mode) during the school day.
3. Students participating in fieldtrips, extracurricular activities, and athletic events must get permission from their coach or sponsor for using cell phones or electronic devices after school hours or on after-school bus trips.
4. All times, the use of camera cell phones is strictly forbidden in private areas, classroom, and offices. When necessary, camera phone violations may be treated as intermediate or major offenses. Such uses may also be in violation of the criminal code of Alabama.
5. Any phone communication during the instructional day will take place on school telephones with permission from office personnel with the exception of emergency situations deemed by the principal. Parents should continue to call the school for any emergency situation.
6. Autauga County Schools shall not assume any responsibility for theft, lost, or damage to a cell phone or electronic device, or unauthorized calls made on a cell phone.



Other Electronic Devices:

Other electronic devices such as, but are not limited to, digital cameras, camcorders, PDA’s, MP3 players, headphones, etc.

Violations of Cell Phone/Electronic Devices Policy:

1st Offense *	Parent must come pick up the item(s)*
2nd Offense *	Morning Detention
3rd Offense *	In School Suspension
4th Offense *	Out of School Suspension

***PARENTS MUST COME AND PICK UP DEVICES
AT THE END OF THE SCHOOL DAY**

**CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING BY
STUDENTS**

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room. If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student’s test will be invalidated. Additional disciplinary action may be taken by the LEA.

DRESS CODE

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 dress in such a manner that will provide quality learning experiences and will ensure the health and safety of those involved.

Students in grades K-12 must dress in a manner that will ensure health and safety, not be distracting to others, and non-disruptive of the program.

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

1. Strapless dresses, "Spaghetti straps," "tee tops," "muscle tank tops," "tank tops," muscle shirts, halter tops/tube tops, net/mesh shirts, transparent blouses.
2. Shirt necklines must be no lower than the base of the neck/collar and no cleavage shall be exposed.
3. Mini-skirts and short shorts. These should not be overly tight and should fit properly for weight and height. Skirts and shorts should be no more than three (3) inches above the knee when standing or at the discretion of the principal or designee for taller students.
4. **Nike shorts or extremely short shorts cannot be worn at P.E., LIFE, or in Weight Room.**
5. Overalls unfastened or with bib down, belts unfastened, picks or combs in hair, clothing with decals or slogans containing profanity, inferring obscene/indecent commentary or referring to immoral/illegal behavior. (Example: contains or alludes to offensive language or symbols promoting or endorsing violence, drugs, alcohol, tobacco or vandalism)
6. Bagging/sagging pants worn below the waistline. Pants should be worn at waist height with proper fit making sure that no undergarments or skin is exposed. Pant legs should reflect regular straight-legged jeans. No big bell bottom type pants or large oversized pants are allowed. Pant legs should not drag the floor.
7. Exposed midriffs-short tops, low waist pants.
8. Tops, blouses, shirts, and coordinated outfits may be worn "untucked" if bottom of shirt does not go below bottom opening of side pants pocket.
9. Facial and/or nose rings or other facial jewelry.
10. During the school day, students are not to wear caps, hats, sunglasses, or other inappropriate headwear unless while outside during P.E./LIFE (ex. Hoodie pulled up over head, ski hat, etc.)
11. Gloves, except outside the building during cold weather.
12. Bandannas.
13. Clothing which is too short, too tight or too revealing is not permitted. This includes clothing made of sheer fabric or spandex. **Pants must have pockets and a zipper.**
14. Tights/leggings or denim leggings. **Shirts should not be worn over leggings/tights/denim leggings. Pants must**

have pockets and a zipper. These may be worn under shorts or dresses. However, the shorts and dress must meet dress code.

15. Pajama pants or Lounge wear. No blankets or pillows.
16. **Rips/frays/holes in pants at all.**
17. Hair color/styles that distract learning.
18. Chains attached to belt, pocket, wallet, or shoes.
19. Clothing & accessories designed to conceal objects are prohibited.
20. Flip-flops, slide sandals or sneakers which are unlaced or untied.

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

Students must wear shoes at all times. Students should refrain from the use or display of pacifiers and toothbrushes during the school day. Violation of the above will be classified as an “Intermediate Offense.”

Dress Code Violations & Consequences

1st OFFENSE – WARNING

- Parents will be contacted.
- Students will be given the opportunity to change or correct the infraction.
- Students will be placed in ISS for one day if they cannot change or correct the infraction.

2nd OFFENSE – 3 DAYS OF MORNING DETENTION

- Parents will be contacted.
- Students will be given the opportunity to change or correct the infraction.
- Students will be placed in ISS for one day if they cannot change or correct the infraction.

3 OR MORE OFFENSES – 3 DAYS OF IN SCHOOL SUSPENSION

- Parents will be contacted.
- Students will be given the opportunity to change or correct the infraction.
- Students will be placed in ISS for one day if they cannot change or correct the infraction.

Parents will be notified to either bring the student appropriate clothing or take the student home to change clothes. All classes that the student misses will be unexcused. If the student cannot be provided with a change of clothes, the student will spend the remainder of the day in ISS. Refusal to change will be viewed as insubordination/defiance and the student will receive disciplinary action in accordance with the code of conduct for such an offense.

COMPULSORY ATTENDANCE AGES

Every student in the District between the ages of six and seventeen shall be required to attend a school for the entire length of the school term in every scholastic year.

Admission to Kindergarten

A child who is five years of age on or before September 1 shall be entitled to admission to kindergarten classes. A child who is under five years of age on September 1 shall not be entitled to admission to kindergarten classes except that an underage child who transfers from kindergarten classes in a public school in another state may be admitted to school upon the approval of the Superintendent or his designee. Said underage children, upon successful completion of kindergarten in the District, will then be allowed admission to the first grade in the District.

Admission to First Grade

A child who is six years of age on or before December 31 shall be entitled to admission to first grade classes. A child who is under six years of age on December 31 shall not be entitled to admission to first grade classes except that an underage child who transfers from the first grade of a public school in another state may be admitted to school upon the approval of the Superintendent or his designee. A child who is under six years of age who has moved into Alabama having completed or graduated from a mandated public kindergarten program in another state shall be entitled to admission to first grade classes regardless of age.

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

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, legal 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 with the student's first and last name, date of absence, parent signature, and a satisfactory explanation of student absence. Consecutive day absences must be on a separate note. A satisfactory note from parent or guardian meets the following State guidelines:

- illness;
- death in the immediate family
- inclement weather (as determined by the principal) which would be dangerous to the life and health of the child;
- legal quarantine;
- emergency conditions as determined by the principal; and
- 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.

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:

- K-6th Grades – The **teacher** will provide a written list of missed assignments within three (3) days after the absence(s). The student will be responsible for completing the assignments within a reasonable length of time, not to exceed two (2) weeks.
- 7th- 12th Grades – The **student** will be responsible for contacting the teacher(s) 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.**

Perfect Attendance

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

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-Ins

Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. 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.**

Any student not seated at his/her desk at 7:48 a.m. is considered tardy. Those students who arrive after 7:48 a.m. will report to the

office. A daily record of tardies, excused and unexcused, is kept in the office. The tardy students must be given a pass in order to enter his/her classroom. Parents/guardians of tardy students in grades K-12 **MUST** come in and sign in their children in the office.

*When a student is tardy to school due to a doctor or dental appointment, he/she must bring a **STATEMENT FROM THE DOCTOR OR DENTIST BEFORE THE TARDY WILL BE CONSIDERED EXCUSED.**

Tardy to Class

At the high school level, if a child is tardy to class during the school day, it will be recorded. The procedure for tardy to class will be as follows:

- 1st Tardy – Warning by the teacher.
- 2nd Tardy – Parental contact by the teacher.
- 3rd Tardy – ISS assigned for the period
- 4th Tardy – Office referral with disciplinary action taken.

CHECK-OUT PROCEDURES

Students who leave school early for any reason must checkout through the school office following the school's check-out procedures. Early dismissals are discouraged, but if it is necessary for a pupil to leave school during the day, the following procedures must be followed:

1. A parent/guardian or designated adult must come to the front office of the school to check out a student. Valid picture identification is required.
2. If anyone other than the parent/guardian is checking the student out, it must be verbally verified by the parent/guardian before the student is allowed to leave campus.
3. Student need to have an up-to-date and accurate Student Information Sheet on file. **ALL CHECKOUTS MUST BE VERIFIED BY SCHOOL STAFF PERSONNEL.**
4. If a student must leave school due to illness, injury or emergency, the following procedure will be followed:
 - a. Any student who becomes ill at school will notify the teacher. The teacher will then make a referral to the nurse/office. If the student needs to go home, a parent or legal guardian will be contacted by the school nurse, secretary or principal's designee. No pupil will be allowed to leave the school campus without being signed out through the office.
 - b. K- 12 students must be signed out in the office by a parent, legal guardian or designated person. If a person other than the parent or legal guardian is to check-out a child, he or she must be listed as an emergency contact in the student's records. Valid picture identification is required.
 - c. Students cannot be dismissed on the basis of incoming faxes, emails, or phone calls.
 - d. When a student returns to school the same day after checking-out, he/she is to report to the office, sign in and get a pass to class. **PARENTS MUST ALWAYS COME INTO THE OFFICE AND SIGN A STUDENT IN OR OUT.**
 - e. Check-outs for the purpose of keeping an appointment with a doctor or dentist will be considered excused only after the student brings a statement from the doctor or dentist as to the date and time spent in the office. Please request these notes from your doctor. If the student returns to school on the same

day of visit, show the note to the secretary when you check in. If you return the next day, give the note to the secretary or the designee.

***Parents are encouraged not to checkout students between 2:30 p.m. and 3:07 p.m.**

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 day is **counted as an absence**. Check-outs are excused for the same reasons as absences. Written explanation of the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

PARENTAL RESPONSIBILITY FOR 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.

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. The 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 (7th) 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.

TRUANCY

Truancy Definition: 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) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows: 1. First truancy/unexcused absence (warning),

(i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy. (ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur. 2. No earlier than the fifth unexcused absence (conference) (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court. (ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists. (iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Ala. 1975, 16-28-12© (failure to cooperate), or a truancy against the child, whichever is appropriate. 4. Child under probation. (i) The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Ala. 1975 12-15-100 and 105. (ii) Where the child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer. 5. Any local education agency may adopt a policy more rigorous than the State policy.

School Participation Absences

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

Religious Absences

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

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 results 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 or 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 part of the number of excessive absences.

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:

- 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;
- Is enrolled in a secondary school of this state or any state;
- Is participating in a job training program approved by the State Superintendent of Education;
- Is gainfully and substantially employed;
- Is a parent with the care and custody of a minor or unborn child;
- Has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or
- Is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter.” Ala.

Code § 16-28-40 (1975)

DRUG EDUCATION STATEMENT

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

All prescription and over the counter medication should be given to the school nurse by a parent who must complete the necessary paperwork. Students cannot have them in their purses, book bags, etc. Students will be disciplined with the possibility of expulsion.

PROHIBITION OF STUDENT HARASSMENT AND BULLYING

Autaugaville School is committed to providing its students equal educational opportunities and a safe learning environment free from harassment, bullying, discrimination and hazing. These forms of dangerous and disrespectful behavior will not be tolerated. Any student who believes he or she has been a victim of said behavior or any person with knowledge or belief that said behavior toward a student exists, is required to promptly notify any staff member or administrator.

We have a “zero” tolerance for bullying at AS. Parents and/or students wishing to report bullying must come in and complete a bullying incident form to report such behavior. This form can also be found at www.autaugavilleschool.com. Parents are encouraged to contact the school counselor with any questions.

GUN-FREE SCHOOL ZONE ACT

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing firearms to school and having firearms in their possession in a school building, on school grounds, on school buses or at school-sponsored activities and functions. Possession of a gun in a school zone is a violation of federal law.

INSTRUCTIONAL PROGRAM

The instructional program consists of 371 minutes of instruction each day. This time does not include homeroom, lunch, or breaks. This is divided into specific areas as outlined by the State Department of Education. Within the allotted time, the objectives outlined in the Alabama Course of Study for each subject are included.

GRADING SYSTEM

The academic grade is a reflection of the student's academic achievement. At the end of the grading period, your child will receive a report card. Your child's report card will contain grades that reflect his/her academic achievement in each subject for that grading period. Grade values and explanations are listed below:

Kindergarten:		E	Excellent
		S	Satisfactory
		P	Progressing
		N	Needs Improvement
Grades 1- 12:	90 – 100	A	Excellent to Superior
	80 – 89	B	Good
	70 – 79	C	Fair
	60 – 69	D	Poor
	0 – 59	F	Failure
		INC	Incomplete Work

****Kindergarten – 6 will receive the following for P.E.:**

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

ACADEMIC HONESTY

Academic honesty is expected of all students. All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's class work, creating more than one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software or unauthorized use of hard copy or software to develop one's own software.

Teachers and building administrators will monitor student's work to avoid any academic dishonesty and to administer consequences for such dishonesty. Where appropriate, parents/guardians shall be contacted as soon as possible to report any alleged academic dishonesty of the students. Teachers, along with the principal, will apply a range of academic consequences for violations of this policy. Student and parent/guardian appeals of any consequences resulting from violations of this policy should be addressed by the school principal. All teachers will educate students as to what constitute academic dishonesty and what is acceptable and unacceptable behavior in the schools.

SEMESTER AND FINAL EXAMINATIONS

Semester and final examinations shall be used to evaluate student achievement and conducted in a way to estimate effectively the achievement of the goals and objectives on which learning activities have been based.

1. Final examinations are required in all subjects. The only exception is described in the Exam Exemption Policy. In addition to the above

criteria, students shall not be eligible for exemption if the student has been assigned In-School Suspension more than two times, has been suspended from school, or assigned to the Interim/Alternative Program at any time during the academic year.

2. There will be no open book exams and no take home exams for the mid-term and final exams.
3. Semester/Final exams are recorded as numerical averages.
4. The semester average is comprised of the following three grades: Numerical average of each of the two nine-weeks in the semester and the numerical grade on the semester exam.

PROMOTION AND RETENTION POLICY

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.

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 student
- 2. Developmental age of student
- 3. Attendance record of student
- 4. Master 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 below 60% constitutes failure. The academic subjects for grades three (3) through six (6) are as follows:

Reading	Mathematics	Science	Language
Social Studies			

Grades 7 - 8

Students in grades seven (7) through eight (8) who are on a seven period schedule must pass five (5) units 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 in grades one (1) through eight (8) will be retained if they do not complete the course of study and specific objectives designated in the student’s Individualized Education Program (IEP). Special education students will not be promoted based solely upon passing their special education subjects unless their special educational subjects comprise more than 50 percent of their academic classes.

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.

The following credits must be attained in order to be promoted to the next grade. Due to the transition from block schedule to a seven-period schedule, changes in credits for graduation will take effect as follows:

Promotion Credits Grades 9-12

Credits Required Promotion to 10th Grade	Credits Required Promotion to 11th Grade	Credits Required Promotion to 12th Grade	Credits Required to Graduate
5	12	17	24

PROCEDURE FOR NOTIFICATION FOR RETENTION OF 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 (3) 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, (3) at the end of the school year. The letters will inform parents/guardians of their children's potential of definite retention. A copy of each letter sent, as well as letters returned to the school, will be filed in the 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.

HIGH SCHOOL DIPLOMAS

	<i>Standard Diploma</i>	Advanced Academic Endorsement w/ Honors
English	<i>4 units</i>	4 units (Honors or AP)
Social Studies	<i>4 units</i>	4 units (Honors or AP)
Science	<i>4 units</i>	4 units (Honors or AP)
Math	<i>4units (incl. Alg. & Geom)</i>	4units (Honors or AP, incl. Alg. II w/ Trig)
Health Education	<i>½ unit</i>	½ unit
Fine Arts (art, music, drama, speech)	<i>3 units</i>	1 unit
L.I.F.E. (P.E.)	<i>1 unit</i>	1 unit
Foreign Language (same language)		2 units
Electives	<i>2½ units</i>	2½ units
Career Prep	<i>1 unit</i>	1 unit
TOTAL	<i>24 units</i>	24 units

Students will be required to earn twenty-four (24) units for graduation. Students will choose one of the diploma options listed below 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 (AHSD) **(beginning with the class of 2015)**

- 1. AHSD Standard Diploma
- 2. AHSD with Honors Endorsement

GRADUATION REQUIREMENTS

Alabama High School Diploma:

Essentials	Pathway
Essentials English	4
Essentials Science	4
Essentials Math/Algebraic Explorations	4
Essentials History/US Gov/Econ	4
Health Education	1/2
Physical Education (LIFE)	1
Career Preparedness Course	1
Career/Technical Education/Coop Ed	3
Electives	2 1/2
Total	24

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

ALTERNATIVE ACHIEVEMENT PATHWAY

This is available to students with disabilities as defined by IDEA. This diploma will be awarded to any student who complete 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
- Certifies completion of an Individualized Education Program (IEP)
- 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 ELA, Math, Science and Social Studies.

STUDENTS WITH DISABILITIES

Students with disabilities entering the 9th 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:

- General Education Pathway
- Essentials Pathway
- Alternative Achievement Pathway

DROPOUT INFORMATION

Alabama law states that students must be **seventeen (17) years old** before they are allowed to drop out of school. This law took effect beginning the 2009-2010 school year. Any student that wishes to drop out of school must attend an exit interview with a school administrator, counselor and a parent/guardian before dropping out of school. The student must sign a document which reflects that they understand the consequences of leaving school early.

GIFTED EDUCATION

Gifted students are those who 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.

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.

For more information contact the Autauga County Special Education Department,
Mrs. Amy Tucker at (334) 361-3843.

CHILD FIND

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Special programs for Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple

Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment are provided. However, before exceptional children can be helped, they must be found and plans for educating them must be made.

If you live in Autauga County and have a child or know of a child who is exceptional and not in school call Mrs. Amy Tucker at (334) 361-3843 or write.....CHILD FIND, AUTAUGA COUNTY SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 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. The Autauga County School System provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting the school’s 504 coordinator or the system’s 504 director, Mrs. Tish Addison at (334) 365-5706.

TEXTBOOKS

By State law, parents/guardians are responsible for student textbooks. A Textbook Responsibility Form must be signed and returned to the teacher in order for a child to be issued books. Once these books are issued, it is the parent’s responsibility to make sure that the books are cared for and returned to school. Parents are responsible for paying for lost and damaged books.

FEES

Fees are necessary for some elective courses. All fees must be paid by the second week of each new semester. Students may make special arrangements with the administration if more time is needed for

fees to be paid. Arrangements will be made between the parent or guardian and the administration with regard to the matter at that time.

STUDENT FEES

Textbook Damages or Lost Charges

- Full price for textbooks which were issued in new condition
- Seventy-five percent (75%) of full price for textbooks two years old or less
- Fifty percent (50%) of full price for textbook more than two years old

Reimbursement will be made to students who relocate textbooks after payment is made to the School System and upon presentation of payment receipt.

AUTAUTA COUNTY AREA TECHNOLOGY CENTER

The following schedule of student fees for the Autauga County Area Technology Center is approved by the Board provided that the class or classes are not a part of the core curriculum and the student is not using embedded credit for any course that may be listed for mathematics and/or science credit.

Class	Fee	Class	Fee
1. Agriscience	\$25.00	21. Intro to Cosmetology	\$60.00
2. Construction Finishing & Interior Sys	\$25.00	22. Chemical Services	\$30.00
3. Intro to Metal Fabrication	\$25.00	23.Hair Coloring	\$60.00
4. Residential Wiring	\$25.00	24. Salon Practices and Management	\$30.00
5. Two and Four Stroke Engines	\$25.00	25. Family & Consumer Sciences	\$25.00
6. Architecture, Construction	\$25.00	26. Food and Nutrition	\$25.00

7. Construction Site Prep	\$25.00	27. Housing	\$25.00
8. Construction Framing	\$25.00	28. Child Development	\$25.00
9. Business Technology App.	\$25.00	29. Parenting	\$25.00
10. Law in Society	\$25.00	30. Information Technology Support & Services	\$25.00
11. Multimedia Design	\$25.00	31. Information Technology Support	\$25.00
12. Workforce Essentials	\$30.00	32. Computer Management & Support	\$25.00
13. Education and Training	\$25.00	33. Foundations of Engineering	\$25.00
14. Early Childhood Education I	\$25.00	34. Introduction to Engineering Design	\$25.00
15. Early Childhood Education II	\$25.00	35. Principles of Engineering	\$25.00
16. Accounting	\$25.00	36. Introduction to Drafting Design	\$25.00
17. Financial Management	\$25.00	37. Automotive Breaks	\$25.00
18. Foundations of Health Science	\$25.00	38. Automotive Suspension & Steering	\$25.00
19. Therapeutic Services	\$25.00	39. Automotive Electrical & Electronics I	\$25.00

20. Health Science Internship	\$80.00	40. Automotive Electrical & Electronics II	\$25.00
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TYPICAL SCHOOL FEES		GENERAL FEES FOR STUDENT IN 9-12	
Locker Fee	\$10.00	Driver Education	\$30.00 per semester
INow Parent Portal	No Cost	Chorus	\$10.00 per semester
Parking Fee	\$20.00 annually	Band	\$25.00 per semester
Transcript Request	\$5.00	Band Uniforms	\$30.00 annually
Summer School (Grades 7-8)	\$150.00	Band (School owned Instrument)	\$25.00 per semester
Summer School (9-12)	\$260.00	Exploration in Technology	\$20.00 per semester
Credit Recovery (9-12)	\$125.00		

LIBRARY/MEDIA CENTER

At the beginning of the year, our students are thoroughly instructed on the use of the library. The librarian will decide when he/she feels that the students are ready to check out books. Students will be expected to care for these books just like their textbooks. The librarian will make clear policies regarding the library. Students will be fined if books are late, damaged, destroyed, or lost. Students who have overdue books will not be allowed to check out books until the original book has been returned or paid for.

PARENT VISITATION GUIDELINES

We welcome visitors to our school. Board policy states that all visitors and volunteers must be issued a **security pass** from the office after the proper procedures have been followed. In order to maintain a safe and organized learning environment, it is important that all visitors adhere to this policy

Parents are allowed to observe their child in the classrooms providing they have made an appointment with the principal or assistant principal at least 24 hours in advance. When visiting classrooms, please **do not bring younger children or other siblings**. Parents are asked to observe only. Parents are not allowed to interact with their child or the other students during the observation time. We ask for cooperation in order to establish the best learning environment possible for students. Visitation time will be limited to ensure the continuation of the educational process.

If you have an item that needs to be given to a student or teacher, please leave it with the front office staff, and we will make sure that your child receives the item at the appropriate time.

PARENT CONFERENCE GUIDELINES

Parents who wish to speak to their child's teacher may schedule appointments through the main office. Appointments will coincide with the teacher's planning period. ***Remember all visitors must sign in at the front office to get a visitors pass before going to rooms and all visitors must sign out.*** It is very important that classes not be interrupted during the school day by parents "dropping by". Several minutes of interruption can cause a class to become inattentive and unruly.

FIELD TRIPS

Our students will have several opportunities to take field trips during the school year. Signed permission forms are required. It is

imperative that the signed permission form and any money must be returned as directed by the teacher. Money to pay for transportation and destination site cannot be returned in the event the child cannot attend a field trip. Once the money has been sent for transportation and the destination site, it is out of our control.

Your child's teacher will contact parents to serve as chaperones. Chaperones are asked not to bring other siblings, relatives, friends, etc. on a field trip. The supervision of students on a field trip requires intense observation at all times.

PARENT PORTAL HOME (INOW)

Parents and guardians only (due to privacy concerns) will receive their child's ID and PIN number starting in August in order to utilize the program. Internet access is necessary.

You can view your child's: Report Card Grades, Current Class Averages with assignment grades, Teacher Notes, Attendance Records, Discipline Records and Class Attendance Records.

All information is totally private and secure. You will be assigned an ID number along with a PIN number. Your child's name is never used on the Internet! Teachers are only required to update grades weekly.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the *School* receives a request for access. Parents or eligible students should submit to the *School* principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible

student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the *School* to amend a record that they believe is inaccurate or misleading. They should write the *School* principal [*or appropriate official*], clearly identify the part of the record they want changed, and specify why it is requested by the parent or eligible student, the *School* will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the *School* as an administrator, counselor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the *School* has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or has a legitimate educational interest if the official needs to review an education record in order to fulfill his other professional responsibility. Upon request, the *School* discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE FOR DIRECTORY INFORMATION/SURVEY PARTICIPATION

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Autauga County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Autauga County School District may disclose appropriately designated "directory information" with written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Autauga County School District to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production, the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members.

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

If you do not want Autauga County School District to disclose directory information from your child's education records without your

prior written consent, you must notify the district in writing **or on the form provided**. Autauga County School District has designated the following information as directory information:

<i>Student's name received</i>	<i>Photograph Degrees, honors, and awards</i>
<i>Address</i>	<i>Date of Birth/Grade Level</i>
<i>Telephone listing</i>	<i>Dates of Attendance</i>
<i>Participation in activities and sports</i>	

Several times during the school year, students are asked to participate in surveys, such as Drug Awareness, Career Awareness, and Needs Assessments. Generally, surveys are conducted on an anonymous basis and no names or identifiable information is provided. Prior to the administration of survey, parents have the right to request, in writing in a timely manner, to inspect surveys.

PTO

The PTO is one of the main links in our school organization. It is a part of our entire school program and helps us to bring the school, home and the community closer together. Each parent is urged to take an active part in the PTO. Notices will be sent home to inform you of the date and time of each meeting.

PARENT ADVISORY TEAM

The Parent Advisory Team is made up of a committee of specific parents and a teacher representative whose main goals are to act as a liaison between the community and the PTO and to support and improve the academic achievement of the students at Autaugaville School.

ATHLETICS AND ATHLETIC EVENTS

Autaugaville School has a well-rounded athletic program. The teams are composed of eligible students who meet scholastic requirements and are interested in athletics. Student spectators at athletic events (during home games and away games) are expected to

conduct themselves according to the same rules of behavior used in school.

CLUBS AND ORGANIZATIONS

Students will have the opportunity to participate in various clubs and organizations within our program. Student Government Association, National Beta Club, and others are available. There are requirements that must be met for many of the clubs. If a student is interested in extra-curricular activities, clubs, or any organizations, feel free to contact the advisors or the office for further information.

WITHDRAWALS AND TRANSFERS

If you plan to withdraw your child from Autauga County Schools, it is necessary that you notify the principal. The principal must be given the name of the school and address to which the student will be transferring. The parent/guardian must give written permission for the records to be released to the new school. All fees must be paid and school owned textbooks, equipment and/or materials must be returned to the school before the withdrawal can be completed.

Parents/guardians should give written notification 2 to 3 days in advance to the student's teacher. This will give the teachers and secretary/counselor enough time to complete the necessary paperwork. The parents/guardians should contact the office to schedule a time to sign for records and complete the process. It is usually not possible for the records to be prepared in a single day. Advanced notification is necessary.

FIRE, TORNADO AND INTRUDER DRILLS

Fire and tornado drills will be practiced on a regular basis. Intruder drills will be practiced as per central office guidelines. Students will be trained to listen for specific bells and move quickly and safely to the nearest safe location. These drills are serious business. In a real situation, lives could be at stake. In the case of a fire drill, the principal will sound the alarm. The students will follow the teacher's instructions and move outside through predetermined exits.

**UNJUSTIFIED ACTIVATION OF A FIRE ALARM IS
CLASSIFIED AS A MAJOR OFFENSE BY THE AUTAUGA
COUNTY BOARD OF EDUCATION.**

In the case of a tornado drill, an alarm will be sounded. The students will move quickly and quietly to a designated place. Students are expected to follow the instructions of their teacher. Students may return to their rooms when instructed.

During an intruder drill, a statement will be given and students will move quickly and quietly to a predetermined area. Students are expected to follow the instructions of their teacher. After the drill, students may return to their classrooms when instructions are given by their teacher.

**ALL STUDENTS ARE EXPECTED TO CONDUCT
THEMSELVES IN A SAFE AND ORDERLY MANNER
DURING ANY TYPE OF DRILL.**

**WE EXPECT OUR STUDENTS TO COOPERATE WITH
THESE DRILLS BY REMAINING SILENT AND
OBEYING THEIR TEACHER.**

TORNADO AND SEVERE WEATHER

In the event of severe weather conditions that should develop while your child is at school, the office staff will keep the weather radio tuned to the local weather service for advice and direction. When weather conditions become threatening, all children and adults will be moved to the safest areas within the building.

When a tornado warning is issued, the children will go to a predetermined safe place and will remain there until a clear bulletin has been issued. When a tornado warning is still in effect, the children will not be released from school for regular bus transportation. However, buses will run as usual on a daily basis providing current weather conditions and forecasts in the area have received an all clear bulletin from the local weather service office. Additional information concerning tornado and severe weather procedures are located in the Autaugaville School Crisis Management Plan.

EMERGENCY SCHOOL CLOSING

If it becomes necessary to cancel a daily school session due to an emergency situation, every effort will be made to notify parents, students and school personnel at the earliest possible time through School Messenger, local television and radio announcements. In the event of emergency conditions requiring the closing of a daily school session, every effort will be made to contact each parent by phone through School Messenger. Therefore, it is imperative that parents/guardians have a working number so that you can receive the notification after the Central Office gives us instructions. Parents should also stay tuned to the local radio and television stations for additional information.

REUNIFICATION PROCEDURES

If public safety officials require evacuation of a school, students and staff will walk or be transported (dependent on situation) to a designated parent-student reunification site. Students will be dismissed from this site following the rules mandated through reunification procedures. Parents will be informed of the location through the communication channels identified by the school system. Please make sure you have at least 8 to 10 emergency contacts on file (STI INOW) at the school.

LUNCH AND BREAKFAST

The school operates a cafeteria for students. Students can purchase breakfast and/or lunch from the cafeteria or bring it from home. Students will eat a well-balanced meal every day. Meals are eaten in the cafeteria. After students have finished their meal, they are to place all trash in the receptacles and leave tables clean for the next group. No foods or drinks are allowed in the classrooms or hallways. Prices are listed below:

Student Breakfast	\$1.25
Student Lunch	\$2.50
Visitor Breakfast	\$1.75

Visitor Lunch	\$3.50
*Prices are subject to change	

This is the full price for lunch and breakfast. At the beginning of the school year, all students will be given an application for free/reduced lunch which must be completed and turned in promptly or parents/guardians may complete the application online at www.schoollunchapp.com. All students must pay full price until the application has been turned in, approved/disapproved, and the parent notified. If the student qualifies for free/reduced lunch, the price will be altered. Reduced lunch is 40 cents and reduced breakfast is 30 cents.

Students must turn in money to the teacher in the morning when money is being collected. Checks are acceptable and made payable to Autaugaville School. **FOR YOUNGER CHILDREN, ALL MONEY MUST BE IN A SEALED ENVELOPE STATING THE CHILD'S NAME AND LABELED LUNCH/BREAKFAST MONEY.**

CHARGED MEALS IN THE CAFETERIA

The Board of Education strongly discourages the charging of a reimbursable meal to a student's meal account. Uncollected Child Nutrition Program (CNP) charges constitute a bad debt which is unallowable. CNP is a federally funded self-sustaining program.

If a charged meal occurs, it shall only be charged in case of emergency as determined by the cafeteria manager or his/her designee. Parents will be notified of charged meals immediately. This shall be done from phone calls from the cafeteria manager's office, by letter and/or by automated caller. Cafeteria personnel may begin making phone calls for debts owed as early as 6:00 a.m. and as late as 8:30 p.m. Parents who fail to pay for charged meals may be turned over to the Department of Human Resources for child neglect or abuse. Also, the privilege to charge a meal may be denied if efforts are not made to pay the debt.

If charging privileges are denied, the Cafeteria Manager must ensure that no child in grades K-3 and/or a disabled child will be denied a meal. The Principal has the right to decide if an alternative meal may

be served to a student owing money and this may be done grades K-12. Although an alternative meal is served, it shall meet federal guidelines for a reimbursable meal and there will be a charge to cover the cost of the meal.

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

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

SNACK TIME

Children will have the opportunity to purchase snacks on a daily basis. This money must be given to the teacher in the morning during homeroom time. Students will have a snack time at an appointed time during the day. Snacks can be purchased from the school or can be brought from home. Please do not send carbonated drinks. **FOR YOUNGER CHILDREN, ALL MONEY MUST BE IN A SEALED ENVELOPE STATING THE CHILD'S NAME AND LABELED SNACK MONEY.** Snacks may only be eaten at designated times and locations.

MEDICATION

Occasionally a child will need to receive medications at school. When this is necessary, the parent is responsible for obtaining a Medication Authorization Form from the school nurse, school office, or

www.acboe.net. The doctor, as well as the parent/guardian must sign the authorization form for ANY medication to be given at school including over the counter medications. Certain medications (i.e. inhalers) can be self-administered, therefore that part of the Medication Authorization Form must be signed also. The form allows the physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. Medication cannot be given until both the physician and the parent have signed the Medication Authorization Form. The first dose of any medication should be given at home where any reaction may be observed by the parent/guardian and reported to the physician.

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

Parents/guardians are responsible for keeping their child's medication refilled for school use and for getting an updated Medication Authorization Form signed by the physician when there is a medication and/or dosage change. There should never be more than one (1) month's supply of medicine left at the school.

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

WHEN TO KEEP YOUR CHILD AT HOME

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

FEVER – Temperature of 100 or above. Your child should remain home until fever free for 24 hours or on antibiotics for 24 hours.

VOMITING – Your child should not attend school if he/she has vomited within the last 24 hours.

DIARRHEA – Your child should remain at home if he/she had diarrhea within the last 24 hours.

UNDIAGNOSED RASH – Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox or some other contagious disease.

PINK EYE – (Conjunctivitis) Pink Eye is contagious. Your child should be seen by a doctor and treated before returning to school.

LICE AND/OR NITS (EGGS) – Your child should not return to school until he/she has been treated with lice shampoo and ALL nits have been removed. Autauga County Schools have a NO NIT policy. You must accompany your child upon his/her return to school. Take your child to the office or school nurse to be checked.

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

UNNECESSARY ITEMS AT SCHOOL

Students are not permitted to bring toys or other unapproved items from home at any time. Such items can often be dangerous and disruptive to the school environment. Live animals are not to be brought to school (any student in possession of an item that can be perceived as a weapon, something that is dangerous to students or the building, will be subject to immediate disciplinary action). (See Autauga County School District Parent Student Code of Conduct).

AUTOMOBILES ON CAMPUS

Students are allowed to drive automobiles to school and will be assigned a designated area to park. Vehicles must be registered through the office. Copies of the insurance policy, automobile registration, and a valid driver's license are required. Parking permits must be obtained from the office at a cost of \$20.00 per school year. These permits

should be placed in the upper left-hand corner of the windshield within the first ten (10) days of school. Parking permits are required for any and all cars that will be parked on campus during the day. Please see the Autauga County School District Parent/Student Code of Conduct for additional information.

Students are **not** allowed to return to their automobile during the school day unless escorted by the security officer, or an administrator. Students who drive that are involved in extracurricular activities, are asked to report to their designated areas immediately after the 3:07 p.m. bell rings. Other students who drive are to leave the school campus immediately and not return on campus.

DISCIPLINE

Our school must be a safe, happy place for every child who comes here. It is important that we get along with each other and respect each other's right to a good education. Each time a child misbehaves, they are distracting from the instructional program.

Our children are expected to follow the rules of good behavior and display respect for the adults who are charged with their care. This also applies to students who ride a school bus.

We want to work with our parents when a child needs to improve inappropriate behavior. Please refer to the Autauga County *Student Responsibilities and Code of Conduct* for a more detailed explanation of our discipline procedures.

BUS TRANSPORTATION ISSUES

School bus transportation is a privilege that is available to students as long as they obey the rules. This privilege can be withdrawn for inappropriate behavior. Students are assigned a bus to ride daily. Please do not call or write a note about your child riding a different bus. As per Board Policy, students must ride the same bus in the morning and in the afternoon. Please contact the transportation supervisor, Mr. Neal Messick at (334) 361-3897 for clarification to this policy.

ACTIVITIES NOT PERMITTED ON BUS

The primary purpose of school buses is to transport students safely to and from school. The following activities are not permitted on the bus:

1. Eating and drinking
2. Chewing gum
3. Smoking or tobacco of any form
4. Scuffling or fighting
5. Playing radios, tape players, or band instruments
6. Yelling at anyone on the bus or outside of the bus
7. Profane, indecent, or abusive language
8. Throwing paper or any other objects on the bus or outside the windows.
9. Putting hands, arms, head, or any part of body outside of the bus window.
10. Tampering with any of the bus safety equipment or devices
11. Defacing any part of the bus

Students who violate bus rules will be disciplined in accordance with regular disciplinary procedures, which could result in suspension from the bus.

STUDENTS THAT ARE TRANSPORTED BY PARENTS

We have many students who will be dropped off and picked up by a parent/guardian. These children may not be dropped off before **7:15 a.m.** or picked up later than **3:07 p.m.** This is important, as supervision is not available before and after these times. Parents are asked to drop off their child (children) in the **front** of the school for safety reasons. Please do not enter the bus line in the morning/afternoon to drop off or pick up your child. Please park in the front of the school if you are picking up your child. Parking behind the buildings (i.e. field house, gym, etc.) is prohibited for safety reasons.

COUNSELING

Our counselor extends a warm welcome to you and offers services to help make your stay at Autaugaville School a happy and productive one. The counselor is available to help you with problems you may be experiencing at home or in the community, with course selection, with ways of improving your relationship with other students and teachers, and with plans for your education.

The Family Rights and Privacy Act allow for the release of general information from our student directory (i.e. name, phone number) to military and college recruiters. If you do not wish for this information to be released on your child, please submit a request in writing to be placed on file in our school office. Parents (listed on birth certificate) have access to any information concerning their child unless we have a written court order forbidding the release of information to that parent. Any other family members do not have access to any student information without parental permission.

In order to see the counselor, a student may ask their teacher for permission to see the counselor or he/she may write a note to drop in the counselor's mailbox. The counselor looks forward to working with you and is anxious to be helpful to you.

LOST AND FOUND

A student who finds an item should turn it in to the Lost and Found in the office. A student who has lost an item should obtain a pass from his/her teacher to go to the office. Someone in the office will check the Lost and Found for your item.

DELIVERY OF COMMERCIAL PRODUCTS

To avoid unnecessary disruptions of instructional time, deliveries of flowers, balloons, and other commercial products will be not permitted. Items will be kept in the office until 3:07 p.m..

ANNUAL REPORT ON ASBESTOS

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

