

# **Autauga County Board of Education**

## **Central Office**

153 West Fourth Street  
Prattville, Alabama 36067

**Office: (334) 365-5706**

**Fax: (334) 361-3828**

**E-mail: [www.autaugacountyschool.org](http://www.autaugacountyschool.org)**

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## **INTRODUCTION**

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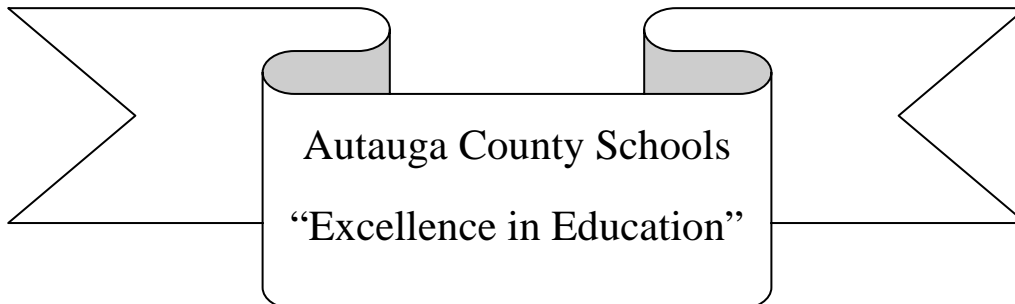
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The Student Code of Conduct handbook has been adopted and revised to provide students, parents/guardians, administrators, and faculties with policies which promote a suitable learning environment. The Autauga County Board of Education recognizes the constitutional rights of the students who are enrolled in the schools. At the same time, the board of education 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 Student Code of Conduct handbook.

One copy of the Student Code of Conduct will be provided for each student enrolled in the Autauga County School System each school year. The handbook should be safeguarded by the student for the duration of the school year. Replacement copies of the handbook may be obtained by the student at the cost of printing.

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# AUTAUGA COUNTY BOARD OF EDUCATION

## \*\* ELECTED MEMBERS \*\*

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Robert Crane, Chairman District 3	1080 Choctaw Ridge Road Prattville, Alabama 36067	365-2542
Kelly Ingram, Vice Chairman District 4	1873 Siesta Drive Prattville, Alabama 36067	365-9711
Ledronia Goodwin District 5	2286 Blossman Street Autaugaville, Alabama 36033	365-8276
Tammy Starnes District 1	1707 Twelve Oaks Lane Prattville, Alabama 36066	361-0801
Dorothy Waller District 2	114 Oakland Drive Prattville, Alabama 36067	365-6796
Greg Faulkner Superintendent	925 Fireside Drive Prattville, Alabama 36067	361-9856

The regular monthly meetings of the Autauga County Board of Education are held on the last Thursday of each month at 6:30 p.m. at the Central Office, 153 West Fourth Street, Prattville, AL 36067. Individuals needing information or desiring to address the board may contact the office of the superintendent. Any changes in dates for the regular meetings or details on all other special meetings will be announced through local newspapers.

### ADMINISTRATIVE STAFF

Leigh Gray Senior Director 365-5706	Mark McCrory Director of Elementary and Federal Programs 361-3840
Lillie Bowling Director of Special Education 361-3843	Angel Garrett Director of Pupil Personnel Services 365-5706
Nancy Jackson Personnel Director 365-5706	Darryl Pickett Special Education Coordinator 361-3843

### ADMINISTRATIVE SUPPORT STAFF

Jeff Middleton Chief Financial Officer 365-5706	Mignon Wall School Health Services Coordinator 361-3898
Audra Segers Director, Child Nutrition Program 361-0805	Purvis Johnson Transportation Supervisor 361-3897
Nathan Turner Communication Systems Specialist 361-3837.1 361-3838	Eleanor Ballow Community Education Coordinator 365-5706
Terry Shavers ITS Supervisor 361-3837	

# AUTAUGA COUNTY SCHOOLS DIRECTORY

<u>SCHOOLS AND ADDRESSES</u>	<u>PRINCIPAL AND TELEPHONE</u>	<u>HOME TELEPHONE</u>
Prattville Kindergarten 338 First Street Prattville, Alabama 36067	Sue Riddle (334) 361-3890	(334) 365-3648
Prattville Primary School 216 Wetumpka Street Prattville, Alabama 36067	James Abraham (334) 365-6277	(334) 358-1413
Prattville Elementary School 134 Patrick Street Prattville, Alabama 36067	Felissa Armistad (334) 361-3885	(334) 290-3560
Prattville Intermediate School 1020 Honeysuckle Drive Prattville, Alabama 36067	Angela Landry (334) 361-3880	(334) 358-1323
Daniel Pratt Elementary School 420 Harvest Loop Prattville, Alabama 36066	Norm Kleinschmidt (334) 361-6400	(334) 361-8122
Prattville Junior High School 1089 Martin Luther King, Jr. Drive Prattville, Alabama 36067	Spence Agee (334) 365-6697	(334)361-2398
Prattville High School 1315 Upper Kingston Rd. Prattville, Alabama 36067	Lee Hicks (334) 365-8804	(334) 361-0223
Pine Level Elementary School 2040 Highway 31 North Deatsville, Alabama 36022	Cathy Loftin (334) 358-2658	(334)277-8254
Marbury Middle School 210 County Road 20 East Marbury, Alabama 36051	Jason Wingate (205)755-2118 (334)365-3522	(334)356-5419
Marbury High School 2360 Highway 31 North Deatsville, Alabama 36022	William Hollon (334)387-1910	(334) 361-8507
Autaugaville School 2708 Dutch Bend Street Autaugaville, Alabama 36003	James Davis (334) 365-8329	(334) 740-3470
Billingsley School 2446 County Road 77 Billingsley, Alabama 36006	Van Smith (205) 755-1629 (334) 365-5516	(205) 755-6166
Area Technology Center 1301 Upper Kingston Road Prattville, Alabama 36067	Charles Riddle (334) 361-0258	(334) 365-3648
Autauga County Alternative School 816 Cardinal Lane Prattville, Alabama 36067	Aaron Brown III (334) 361-3833	(334) 612-2015

# ATTENDANCE

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All students enrolled in the Autauga County School System are required by the Alabama Compulsory Attendance laws to be in continuous attendance at their respective schools. Students must attend school in the school zone in which their parents/guardians reside. Daily attendance is vitally important to the acquisition of knowledge. Students deserve every opportunity for academic success, and regular, punctual, daily attendance not only teaches life supporting skills but also increases the likelihood that school will be a positive experience. School administrators will exhaust all measures to encourage good attendance and to involve as many supportive groups as necessary to reach this goal.

## EXCUSED ABSENCES

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All student absences shall be designated as either excused or unexcused. A student shall be excused for absence from school for the following reasons:

1. Illness and/or death in the immediate family
2. Weather preventing attendance
3. Legal requirements
4. Permission by principal

## UNEXCUSED ABSENCES/TRUANCY

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Absence for reasons other than those defined above shall be considered as unexcused. Forged excuses will be coded as unexcused. Failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. First truancy/unexcused absence (warning) – parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy. Fifth unexcused absence (conference) – attendance at one of these conferences is mandatory except in case of an emergency or prior arrangements have been made. **Seventh unexcused absence, but within ten (10) school days (court) – a complaint may be filed against the child and/or parent/guardian.**

## EXCUSES

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In accordance with state law, parents/guardians must explain the cause of every absence of students under their control or charge. Every student, upon return to school, must bring a written excuse from home signed by the student's parents/guardians for each absence and present it to the principal or his/her designated representative.

The principal or designee shall ensure that the student's teacher(s) is notified as to whether the absence is excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal's office or other location approved by the principal.

## MAKE-UP WORK - EXCUSED ABSENCES

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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 reteach lessons, but students shall be given a reasonable opportunity to learn lessons missed due to excused absences.

## MAKE-UP WORK - UNEXCUSED ABSENCES

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Teachers shall not be obligated to provide make-up work and/or examinations for students absent for inexcusable reasons.

## SCHOOL PARTICIPATION ABSENCES

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

## RELIGIOUS ABSENCES

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A student shall be excused for religious holidays when the student's parents/guardians come in person to the school 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.

## **EXCESSIVE ABSENCES**

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Students who are in

- a. kindergarten (K) through sixth (6<sup>th</sup>) grade or
- b. grades seven (7) and eight (8) which are not on a Block Schedule

and have more than **ten (10) absences** in a class session during a semester must have the approval of the principal and a Review Committee to receive course credits. Parents/guardians of these students will be notified by the school administration following a student's **seventh (7<sup>th</sup>) and tenth (10<sup>th</sup>) absences**.

Students who are on the Block or Modified Block schedule in

- a. grades seven (7) and eight (8) or
- b. grades nine (9) through twelve (12)

and have more than **five (5) absences** in a class session during a semester must have approval of the principal and a Review Committee to receive course credits. Parents/guardians of these students will be notified by the school administration following a student's **third (3<sup>rd</sup>) and fifth (5<sup>th</sup>) absences**.

The Review Committee will hear the student's parents/guardians and/or the student prior to rendering a decision. Days when students are absent from school due to official suspension shall not be counted as a part of the number of excessive absences.

## **TARDINESS**

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Students are required to report to their individual schools no later than the beginning of the school day and to be punctual to all classes during the day. Tardiness is excused for the same reasons that absence is excused. Tardiness for any other reason is unexcused. Excessive tardiness will result in disciplinary action. Only an excused tardy permits classwork to be made up.

## **PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE AND BEHAVIOR**

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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 such suspected violations shall be guilty of a Class C misdemeanor. The local board of education will establish programs to 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)**

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It is the policy of the Board to comply with Act 93-368 as adopted by the Alabama Legislature which provides for school attendance standards and the operation of motor vehicles. Any person under the age of 19 at the time of application for, or renewal or reinstatement of a driver's license or a learner's license must present documentation of graduation or school attendance or qualify for one or more of the following expectations:

1. Is enrolled and making satisfactory progress in a course leading to a general education development test (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 other 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/her as their sole source of transportation.
7. Is exempted from this requirement due to circumstances beyond his/her control as provided commencing with Section 16-28-1 Title 16 Code of Alabama 1975 as amended.

# PROMOTION AND RETENTION

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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.

## **PROMOTION and RETENTION POLICY FOR KINDERGARTEN**

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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

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

## **PROMOTION and RETENTION POLICY FOR GRADES 1 - 3**

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Regular education students in grades one (1) through (3) must attain a mastery level of 75% in any reading level in order to progress to the next reading level in the school system's adopted curriculum. The skills to be mastered for promotion to the next grade are identified in the reading continuum at the following levels:

Grade 1 to Grade 2 - skills through the primer level

Grade 2 through 3 - skills through the 2<sup>1</sup> level

Grade 3 to Grade 4 - skills through the 3<sup>1</sup> level

A student who does not attain a mastery level of 75% in the reading level indicated for promotion will be retained.

## **PROMOTION and RETENTION POLICY FOR GRADES 4 - 6**

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Regular education student in grades four (4) 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 four (4) through six (6) are:

Reading	Mathematics	Science/Health
Language	Social Studies	

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.

## **PROMOTION and RETENTION POLICY FOR GRADES 7 - 8**

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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 academic requirements regardless of the number of previous failures.

Regular education students in grades seven (7) through eight (8) who are on year round schedules, not a Block 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 Block Schedule or Modified Block Schedule must pass six (6) out of eight (8) units per school year in order to be promoted to the next grade. A semester numerical average of below 60% constitutes failure.

## **PROMOTION and RETENTION POLICY FOR SPECIAL EDUCATION (GRADES 1 – 8)**

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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 education subjects comprise more than 50 percent of their academic classes.

**PROMOTION POLICY FOR 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). Those students entering the ninth grade (9) at the beginning of the 1997- 1998 school term will need a minimum of twenty-eight (28) 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.

**PROCEDURE FOR NOTIFICATION FOR RETENTION FOR ALL GRADES**

Parents/guardians will be notified of possible retention by way of system-wide form letters. The letters will be sent to parents/guardians of students who meet the retention guidelines of this policy. In grades K-8, three letters will be sent at specified times which are (1) at the beginning of the second semester, (2) at the end of the fourth grading period, and (3) at the end of the school year. This will not apply to grades 7-8 in Autaugaville, 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.**

**HIGH SCHOOL DIPLOMAS**

The Autauga County School District will recognize the following diplomas (**Classes 2009 through 2011**):

1. Alabama High School Diploma
2. Alabama High School Diploma with Academic Endorsement
3. Alabama Occupational Diploma
4. Alabama High School Diploma with Career/Technical Endorsement
5. Alabama High School Diploma with Credit Based Endorsement

Students will be required to earn 28 units for graduation. Students will choose one of the diploma options listed above when receiving consultation about his/her 4-year plan of study. All students who successfully complete Algebra I in the 8<sup>th</sup> grade will receive credit for one completed math course toward high school graduation. The requirements for each diploma are listed below.

**ALABAMA HIGH SCHOOL DIPLOMA**

English	4 units
Social Studies	4 units
Science	4 units
Mathematics	4 units
(must include Algebra & Geometry)	
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
Computer Applications	½ unit
L.I.F.E. (physical ed.)	1 unit
Electives	9 ½ units
Pass All Portions of AHSGE	

TOTAL 28 units

**ALABAMA HIGH SCHOOL DIPLOMA WITH ACADEMIC ENDORSEMENT**

English (Honors or AP)	4 units
Social Studies (Honors or AP)	4 units
Science (Honors or AP)	4 units
Mathematics (Honors or AP)	4 units
(including Algebra II w/Trig.)	
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
Computer Applications	½ unit
L.I.F.E. (physical ed.)	1 unit
Foreign Language (same lang.)	2 units
Electives	7 ½ units
Pass All Portions of AHSGE	

TOTAL 28 units

**ALABAMA OCCUPATIONAL DIPLOMA****WITH (Work Training)**

Employment English	4 units
Life Skills Science	4 units
Mathematics	4 units
Social Studies	4 units
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
L.I.F.E. (physical ed.)	1 unit
Career/Technical Education	2 units
Cooperative Education	1 unit
Electives	7 units
Take AHSGE	
<b>TOTAL</b>	<b>28 units</b>

**ALABAMA HIGH SCHOOL DIPLOMA****CREDIT BASED ENDORSEMENT**

English	4 units
Social Studies	4 units
Science	4 units
Math	4 units
Health Education	½ unit
Fine Arts	½ unit.
(Art, Music, Drama, Speech)	
Computer Applications	½ unit
L.I.F.E. (physical ed.)	1 unit
Electives	9 ½ units
Pass 3 Portions of AHSGE	
(Reading, Math, and 1 other)	
<b>TOTAL</b>	<b>28 units</b>

**ALABAMA HIGH SCHOOL DIPLOMA WITH CAREER/TECHNICAL ENDORSEMENT**

required credits in core curriculum

coherent sequence of 3 career/technical

courses in a career major

These courses are offered at the Autauga County Technology Center

Pass All Portions of the AHSGE

The Autauga County School District will recognize the following Alabama High School Diplomas (AHSD) ( **beginning with the class of 2012**):

1. AHSD with Advanced Academic Endorsement
2. AHSD with Advanced Academic Endorsement with Honors
3. AHSD with Advanced Career Technical Endorsement
4. AHSD with Advanced Career Technical Endorsement with Honors
5. AHSD Standard Diploma
6. AHSD Standard Diploma with Career Technical Endorsement
7. AHSD Credit Based Endorsement
8. Alabama Occupational Diploma

Students will be required to earn 28 units for graduation. Students will choose one of the diploma options listed above when receiving consultation about his/her 4-year plan of study. All students who successfully complete Algebra I in the 8<sup>th</sup> grade will receive credit for one completed math course toward high school graduation. The requirements for each diploma are listed below.

**AHSD WITH ADVANCED ACADEMIC ENDORSEMENT**

English	4 units
Social Studies	4 units
Science	4 units
Math (incl. Algebra II w/Trig)	4 units
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
Computer Applications	½ unit
L.I.F.E. (physical ed.)	1 unit
Foreign Language (same language)	2 units
Electives	7 ½ units
Pass All Portions of AHSGE	
<b>TOTAL</b>	<b>28 units</b>

**AHSD WITH ADVANCED ACADEMIC ENDORSEMENT WITH HONORS**

English (Honors or AP)	4 units
Social Studies (Honors or AP)	4 units
Science (Honors or AP)	4 units
Math (Honors or AP) inc. Algebra II w/Trig	4 units
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
Computer Applications	½ unit
L.I.F.E. (physical ed.)	1 unit
Foreign Language (same language)	2 units
Electives	7 ½ units
Pass All Portions of AHSGE	
<b>TOTAL</b>	<b>28 units</b>

**AHSD WITH ADVANCED CAREER TECHNICAL ENDORSEMENT**

English	4 units
Social Studies	4 units
Science	4 units
Math ( incl. Algebra II w/Trig)	4 units
Health Education	½ units
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
Computer Application	½ unit
L.I.F.E. (physical ed.)	1 unit
CTE Courses	3 units in sequenced cluster
Foreign Language (same language)	2 units
Electives	4 ½ units
Pass All Portions of AHSGE	
<b>TOTAL</b>	<b>28 units</b>

**AHSD WITH ADVANCED CAREER TECHNICAL ENDORSEMENT WITH HONORS**

English (Honors or AP)	4 units
Social Studies (Honors or AP)	4 units
Science (Honors or AP)	4 units
Math (Honors or AP)	4 units
(inc. Algebra II w/Trig.)	
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
Computer Application	½ unit
L.I.F.E. (physical ed.)	1 unit
CTE courses	3 units in sequenced cluster
Foreign Language (same language)	2 units
Electives	4 ½ units
Pass All Portions of AHSGE	
<b>TOTAL</b>	<b>28 units</b>

**AHSD STANDARD DIPLOMA**

English	4 units
Social Studies	4 units
Science	4 units
Math ( inc. Alg. & Geometry)	4 units
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
Computer Application	½ unit
L.I.F.E. (physical ed.)	1 unit
Electives	9 ½ units
Pass All Portions of AHSGE	
<b>TOTAL</b>	<b>28 units</b>

**AHSD STANDARD DIPLOMA WITH CTE ENDORSEMENT**

English	4 units
Social Studies	4 units
Science	4 units
Math (incl. Algebra & Geometry)	4 units
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
Computer Application	½ unit
L.I.F.E. (physical ed.)	1 unit
CTE Courses	3 units in sequenced cluster
Electives	6 ½ units
Pass All Portions of AHSGE	
<b>TOTAL</b>	<b>28 units</b>

### AHSD CREDIT BASED ENDORSEMENT

English	4 units
Social Studies	4 units
Science	4 units
Math	4 units
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
L.I.F.E. (physical ed.)	1 unit
Computer Application	½ unit
Electives	9 ½ units
Pass 3 Portions of AHSGE (Reading, Math, and 1 other)	
<b>TOTAL</b>	<b>28 units</b>

### ALABAMA OCCUPATIONAL DIPLOMA

<b>(Work Training)</b>	
Employment English	4 units
Social Studies	4 units
Life Skills Science	4 units
Math	4 units
Health Education	½ unit
Fine Arts	½ unit
(Art, Music, Drama, Speech)	
L.I.F.E. (physical ed.)	1 unit
Career/Technical Education	2 units
Cooperative Education	1 unit
Electives	7 units
Take AHSGE	
<b>TOTAL</b>	<b>28 units</b>

### STUDENTS WITH DISABILITIES

Students with a disability as defined by the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 shall take the AHSCE with or without accommodations according to the IEP or 504 Committee.

If a student with a disability passes all graduation requirements for the Alabama High School Diploma, obtains all required course credits, participates in remediation, meets attendance requirements, holds a cumulative C average in grades 9-12 and fails one subject area test of the AHSGE but has a documented disability which substantially limits his/her ability to demonstrate achievement in the areas where a subject-area test of the AHSGE was not passed, the student shall be awarded the Alabama High School Diploma.

This flexibility is retroactive to first-time 9<sup>th</sup> graders in or after the 1997-1998 school year and applies only to students with a disability (defined by the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973) taking the AHSGE.

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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 JDAA.

### **EMERGENCY CLOSINGS**

**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.**

## **STUDENT CONDUCT**

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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 schools 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.

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### **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 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, not be distracting to others, and non-disruptive of the program. Shoes must be worn at all times.

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

- ⊗ Strapless dresses
- ⊗ “Spaghetti straps”, “tee tops”, and “muscle shirts”
- ⊗ Mini skirts and short shorts  
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. Skirts should be no more than three (3) inches above the knee when standing, or at the discretion of the principal of designee for tall students.
- ⊗ Overalls unfastened or with bibs 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
- ⊗ Over-sized clothes large enough to conceal objects or weapons
- ⊗ 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.
- ⊗ Exposed midriffs – short tops, low-waist pants
- ⊗ Facial jewelry or large dangling earrings  
Only small earrings or stud-type earrings appropriate for school are allowed.
- ⊗ Hats, caps, and sunglasses inside the school facility
- ⊗ Gloves, except when outside the building during cold weather
- ⊗ Bandannas or scarves
- ⊗ Flip-flops or sneakers which are unlaced or untied
- ⊗ Clothing made of sheer fabric or spandex
- ⊗ Clothing which is too short, too tight, or too revealing causing distraction of others

**CELL PHONES OR OTHER ELECTRONIC DEVICES**--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 District 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.

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### **PROHIBITION OF CERTAIN 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 -- No student shall consume, have in possession, or have consumed any alcoholic beverage or drugs while he/she is on the school premises, enroute to and from school or a school activity, or under the jurisdiction of the school.

- Smoking and Use of Tobacco Products -- 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.
- Explosives -- Explosives, including fireworks of any description, are not permitted on school property or at school-sponsored events.
- Firearms and Weapons -- 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.
- 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.
- Interference with School Authorities -- Disruptive conduct resulting in interference with administrators and/or teachers in the discharge of their official duties is prohibited.

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## 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.

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# 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.

## DISCIPLINARY VIOLATIONS

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Disciplinary violations as listed in the Student Code of Conduct 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.

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.

## Minor Offenses – Definitions

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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 "Student Conduct 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** 

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- 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.

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

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- 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.

**Intermediate Offenses – Definitions** 

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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.
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.
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.

**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.

## **Major Offenses -- Definitions**

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1. Drugs -- 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 page 14.)
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.
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 -- 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 page 14.)
13. Discharging of firearms -- the intentional firing of any pistol, rifle, shotgun, airgun, 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 page 14.)
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 discharging of a fire extinguisher without reason or cause to do so.
20. Possession and/or use of tobacco products – 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 – any willful action taken in connection with initiation into or affiliation with any organization or any willful action taken by an individual which recklessly or intentionally endangers the mental or physical health of any other student by striking or beating another student or threatening to do so.
22. Inappropriate use of cell phone or other electronic device.
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 Students and Secondary Students** 

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*Grades K-6 and Grades 7-12*

- 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** 

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

- A. **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.
- B. **Before/After-School Detention** -- 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.
- C. **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.

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. **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 "Classification of Violations/Major Offenses.")

F. **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 administrative disciplinary probation requirements.

G. **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 JDD.)

H. **Alternative School** -- The assignment of a student to 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.

A. **Assignment of Students to Alternative School** -- 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 Alternative School. A student assigned to the Alternative School 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 Alternative School will not take place immediately, the student will continue to attend his/her base school until the scheduled date for entry into the Alternative School.

- B. Authority -- The school principal or his/her designated assistant principal has the authority to refer a student to the Alternative School. The principal shall advise the superintendent of all students assigned to the Alternative School.
- C. Notification -- Prior to the assignment of a student to the Alternative School 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.
- D. Length -- The minimum length of time that a student will be assigned to the Alternative School 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
- 1) The base school principal or his/her designated person(s) may add a maximum of two (2) additional days of assignment to the Alternative School 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 At-Risk Alternative School or expulsion.
  - 2) Students enrolled in the Alternative School will remain in the program until their assigned time, plus any additional time added by the Alternative School personnel, is completed. There will be no early release.
- E. Terms -- The terms for assignment of students to the Alternative School are as follows:
- 1) Students assigned in the Alternative School must be accompanied by their parents/guardians on the first day of the assigned period for a conference with the Alternative School Administrator.
  - 2) Attendance at the Alternative School 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.
  - 3) Students assigned to the Alternative School must arrive at the school between 7:40 a.m. and 8:00 a.m. The school will dismiss at 3:10 p.m., and the students must be off the campus by 3:15 p.m.
  - 4) Parents/guardians are responsible for transporting their child to and from the Alternative School. Permission for an adult other than the parents/guardians to provide transportation must be approved by the Alternative School Administrator.
  - 5) Students assigned to the Alternative School 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.
  - 6) Students assigned to the Alternative School are not allowed to participate in any extracurricular activities or practice on any day during assignment to the school.
- F. Readmission -- When a student returns to the base school after completing his/her assignment to the Alternative School, 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 Alternative School before the principal or his/her designee(s) issues a readmission slip for class.
- G. Notice -- The Alternative School Administrator will make decisions that are in the best interest of the student and the school.

- I. At-Risk Alternative School -- The assignment of a student to the At-Risk 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.

- A. Assignment of Students to At-Risk Alternative School Students for the long term At-Risk Alternative School 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 At-Risk Alternative School must be approved by the administrative committee.
- B. 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.
- C. 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 to the At-Risk School and re-enter at Level 1.

**J. EXPULSION OF STUDENTS** -- 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.

- A. 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.
- B. Responsibilities of the Principal -- The principal must adhere to the following procedures and regulations concerning expulsion:
  - 1. 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.
  - 2. The principal shall contact the superintendent in person or by telephone to discuss the suspension and the facts 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.
  - 3. 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).

C. Responsibilities of the Superintendent -- The superintendent must adhere to the following procedures and regulations concerning expulsion:

1. 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.
2. During the conference, the superintendent may discuss with the student and the parents / guardians whether A mutually agreeable alternative to expulsion is appropriate.
3. Following the conference, if it is deemed by the superintendent that expulsion proceedings should continue, he/she shall be responsible for implementing the following notification procedures:
  - a. The superintendent 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 within (10) days of the initial suspension. This letter should be mailed at least seven (7) school days prior to the date set for the board hearing. 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 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.
  - b. 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 within five (5) school days after receipt of the notice and that failure to express their desire to do so within the prescribed period of time will waive the five (5) day requirement if excuses for failure to comply are reasonable.
4. 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.

**D. Responsibilities of the Board of Education** -- The board of education must adhere to the following procedures and regulations concerning expulsion:

1. 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.
2. 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.

**E. Terms** -- The terms for expulsion will be as follows:

1. The expulsion of a student will prohibit the student from attending any school in the Autauga County School System during the period of expulsion.
2. A student who has been expelled will lose academic credit unless mandated otherwise by the board.
3. A student who has been expelled may not request make-up work.
4. A student who has been expelled may not participate in extracurricular or other school activities during the period of expulsion.
5. 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.

F. **Readmission** -- When a student has completed the specified expulsion time he/she may be readmitted to school. Prior to readmission, however, the student must request a conference with the principal or his/her designated person(s). The conference must include the parents/guardians unless otherwise approved by the principal. The superintendent or his/her designated person(s) may or may not attend the conference. The student will be given a readmission slip to return to class. The status of the student's probation will be determined by the board of education. Any further violation of school rules and regulations by the student will result in automatic expulsion of the student.

G. **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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## GIFTED EDUCATION

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Intellectually 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.

For more information contact the Autauga County Special Education Department, Mrs. Lillie Bowling, at 361-3843.

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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 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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## 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.

## **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.

## **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.

## **TEXTBOOKS**

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1. 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.

2. 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)

3. 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.

4. 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.

5. A form in the back of this Code of Conduct booklet must be **signed** by student and parent/guardian and **returned to the school prior to issuance of books.**

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## **BUS TRANSPORTATION RULES**

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1. Listen to and obey driver - do not distract driver.
2. Stay seated in assigned seat, facing front.
3. Keep personal belongings in lap - hands and feet to self.
4. Talk quietly to seat partner(s) only - no shouting.
5. Absolutely nothing out window; such as body parts, paper, spitting, etc.
6. Eating, drinking, or chewing gum is not allowed.
7. No profanity, arguing, or name calling - respect others.
8. Do not block aisle/emergency door with bookbags, band instruments, or other items.
9. Do not write on, cut, or damage seats, sides, or other parts of bus.
10. Stop changes/visiting riders must have a note approved by principal's office.

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## **MEDICATION**

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Occasionally a child will need to receive medications at school. When this is necessary the parent is responsible for obtaining a Medication Consent Form from the school office. This form may also be found in the back of this book.

**The doctor, physician's assistant, or nurse practitioner, as well as the parent must sign the consent form.**

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. 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 the 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 must be brought to school by a parent.

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

Parents are encouraged to schedule medication times before or after school, if at all possible. Securing and safeguarding medicine, and children leaving the classroom for medication are both time consuming and disruptive. With the 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 cooperation is expected in return.

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It is the policy of the Autauga County School District to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use of dissemination of personal identification information of minors; and (d) comply with the *Children's Internet Protection Act* [Pub.L. No. 106-554 and 47 USC 254(h)].

In order for the school district to be able to continue to make its computer network and Internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. Students and employees 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 school district's teachers and other staff 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.

By reviewing, signing, and returning the agreement for acceptable use and Internet safety for the district's computer network, each student or employee agrees to follow the policy. The school system cannot provide access to any student or employee who fails to sign and submit the agreement to the school as directed.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, students should contact their classroom teacher. Employees should direct their questions to the building principal. If any user violates this policy, the student's or employee's access may be denied or withdrawn, and he/she may be subject to additional disciplinary action.

## **I. PERSONAL RESPONSIBILITY**

By signing the agreement, you agree not only to follow the guidelines of this policy but also to report any misuse of the network to the person designated by the school for such reporting. *Misuse* means any violation of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property. Unless otherwise directed, students should report misuse of the network to the classroom teacher or principal of his/her school. Employees should report misuse to the building principal.

The provisions of this policy apply to Autauga County School District staff (administrative, certificated, and support) as well as to the students.

## **II. TERMS OF THE PERMITTED USE**

Students will be asked to sign a new use agreement each year during the time they are students in the Autauga County School District before they are given an access account. The Board, at its discretion, may withdraw or revoke Internet access at any time and for any reason, even absent a violation of this policy.

Employees will be asked to sign a new use agreement each year during the time they are employed by the Autauga County School District. The Board, at its discretion, may withdraw or revoke Internet access at any time and for any reason, even absent a violation of this policy.

## **III. ACCEPTABLE USES**

**A. Educational Purposes Only** The Autauga County School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, students may consult with their classroom teacher, librarian, and/or school principal. Employees may consult with their building principal to help decide if a use is appropriate.

**B. Unacceptable Uses of Network** Among the uses that are considered unacceptable and which constitute a violation of this policy are as follows:

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 networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. Examples of such use include, but are not limited to: defamation (harming another's reputation by lies); 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. Do not disclose or share your password with others, and do not use anyone else's password.

**C. Etiquette** All users must abide by rules of network etiquette, which include, but are not limited to, the following:

1. Be polite. 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 and disturbing to students, faculty, staff, and public. Do not use, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, or religion.
3. Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when it is certain that the individual has no objection.
4. Be considerate when sending attachments with email. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can be opened.

#### **IV. INTERNET SAFETY**

**A. General Warning; Individual Responsibility of Parents and Users** All users and their parent(s)/guardian(s) 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/her use of the computer network and Internet and avoid these sites. Parents are the best guide for materials to avoid. If a user finds that other users are visiting offensive or harmful sites, he/she should report such use to the classroom teacher or school principal.

**B. Personal Safety** Be safe. 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 which 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(s)' permission. No user should ever agree to meet a person he/she has 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 computer or computer systems or to attempt to gain such unauthorized access. Any distribution of obscene or pornographic materials, which violates any other applicable law or municipal ordinance, is strictly prohibited.

#### **V. PRIVACY**

Network and Internet access is provided as a tool for the education and employment-related activities of the district's students and staff. The Autauga County School 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 such usage. All such information files shall be and remain the property of the Autauga County School District, and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The user's 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/her access to the computer network and Internet terminated. The user may also be subject to other disciplinary action, up to and including termination of employment or enrollment. A user violates this policy by his/her 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/she permits another to use his/her account or password to access the computer network and Internet. The school system may also take other disciplinary and/or legal action.

## **VII. WARRANTIES/IDEMNIFICATION**

The Autauga County School 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/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy users are taking full responsibility for his/her use. The user and the user's parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, and all of its administrators, teachers, and staff harmless from any and all loss costs, claims, or damages resulting from the user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through the purchase of goods or services by the user. The user, the user's parent(s) or guardian(s) agree(s) to cooperate with the school in the event of the school's initiating an investigation of the user's use of his/her access to its computer outside the school system's network.

## **VIII. UPDATES**

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

## **WEB PUBLISHING POLICY**

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1. The school system's web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
  2. All home pages will be reviewed by the local school and/or the school system Technology Coordinator before being added to the school system's school world wide web server.
  3. The technology staff reserves the right to reject all or part of a proposed home page.
  4. Home pages may be placed on the Web server only by the System Technology Department.
  5. All pages posted on the school system's web server must be written with an approved editor.
  6. Each posted page must include the following: the school location, date of last update, and an e-mail address.
  7. All posted work must have correct spelling, mechanics, and usage.
  8. All web page authors are responsible for the maintenance of their own pages.
  9. All links should be checked regularly to ensure that they are working and that they contain current information.
  10. Pages that are not updated in a timely fashion, that contain inaccurate or inappropriate information, or contain links that do not work will be removed, and the author will be notified.
  11. Unfinished pages will not be posted until they are fully functional.
  12. Teacher created web pages stored on a commercial or private server may be a link on the school system Internet server.
  13. Pictures and other personally identifiable information should be used only with permission in writing from the parent/guardian of the student involved. No full names should be used – only first name, last initial.
  14. Student posting of personal information of any kind is prohibited. Personal information includes the following: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
  15. No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.).
  16. Written consent will be required for posting of any employee photographs.
  17. Infringement of copyright laws, obscene, harassing, or threatening materials on web sites are against the law and are subject to prosecution.

## **ACKNOWLEDGMENT OF RECEIPT**

**2009-2010**



# AUTAUGA COUNTY SCHOOL TEXTBOOKS

TO: Parent or Guardian  
FROM: Autauga County Board of Education  
SUBJECT: Pupil/Parent Responsibilities for Care of Textbooks in Accordance with Section 25 of the Free Textbook Law, Act 221, Special Session 1965

1. 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.
2. 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 pupils must recognize their responsibilities 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 fingerprints.
  - 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)
3. 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.
4. All textbooks must be returned to the issuing school by the pupil when he is promoted or transferred and when he terminates his attendance or any other reason.

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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

**Please detach this entire page after signing and have the student return it to the homeroom teacher immediately.**

The acknowledgment of receipt will become a part of each student's permanent record.

**SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION****09-10****STUDENT INFORMATION**

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

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_ School Year \_\_\_\_\_

List any known drug allergies/reactions \_\_\_\_\_ Height (inches) \_\_\_\_\_ Weight (lbs.) \_\_\_\_\_

**PRESCRIBER AUTHORIZATION**

Name of Medication \_\_\_\_\_ Reason for Taking \_\_\_\_\_

Dosage \_\_\_\_\_ Route \_\_\_\_\_ Frequency/Time(s) to be given \_\_\_\_\_

Begin Medication \_\_\_\_\_ Stop Medication \_\_\_\_\_  
Date Date**Special Instructions:**

Does medication require refrigeration? Yes • No •  
 Is the medication a controlled substance? Yes • No •  
 Is self-medication permitted and recommended for this student? Yes • No •  
 If yes, do you recommend this medication be kept "on person" by the student? Yes • No •

**Potential Side Effects/Contraindications/Adverse Reactions** \_\_\_\_\_**Treatment Order in the event of an adverse reaction:** (Attach additional sheet or use the back of this form if necessary)

I hereby affirm that this student has been instructed in the proper self-administration of the prescribed medication(s).

Signature of Prescriber (please print) \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**PARENT AUTHORIZATION**

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to delegate to unlicensed school personnel the task of assisting my child in taking the above medication. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up about the medication.

Medication should be registered with the principal, his/her designee, or the school nurse. It should be in the original, unopened, sealed container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration, and the date of drug's expiration when appropriate.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

**SELF-ADMINISTRATION AUTHORIZATION**

I authorize and recommend self-medication by my child for the above medication. *I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self administration of prescribed medication(s).*

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**OMIT THIS PAGE(Insert Health Assessment Here!!  
Back and front perforated page.**

**Parent Permission for Publication of Student Photo / Video**

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Dear Parent,

Autauga County Schools are 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 SCHOOLS. 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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Autauga County School District 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 2008-2009 school term.

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

Student’s Grade: \_\_\_\_\_

Student’s Homeroom Teacher: \_\_\_\_\_

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

Print Parent’s Name: \_\_\_\_\_

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

**TRUANCY RECORDS AUTHORIZATION FORM**

The Autauga County Board of Education has agreed to contract with PASS (Peers Staying Straight, Inc.), a local prevention program, to monitor truancy cases in the Autauga County School System. This agency’s task is to work with students who are excessively absent and provides counseling services for families of truant students. In order to assist with maintaining confidentiality of student records, the following authorization form is needed to allow the PASS Program to monitor your child’s attendance.

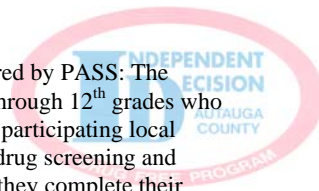


I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_, hereby give consent for PASS to obtain records of school grades, conduct and attendance. I have read the above information and understand this information will remain confidential in the care of PASS, Inc.

Signature of Parent or Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

## **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. 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 tests will be performed under the direction of Drug Test Services, Inc. Montgomery, Alabama. Students participating in the ID program will be notified when to report to a designated place at his or 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. To maintain confidentiality while ensuring accuracy, the student's social security number will be used on drug testing documents only, and is not placed on the student's ID card. The social security number is used to identify students, because the schools do not use ID numbers. Students' ID program files are locked, maintained at the school site, and kept separate from their permanent student records. To maintain the integrity of the program, random follow-up re-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 parents to determine if the positive screen is due to prescribed medication or illegal use. In the event of a positive test, either when the 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 confirmed positive results at his or 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 school coordinator will retain a copy of this form and is responsible for maintaining the confidentiality of all information. The Autauga County School System and PASS cannot guarantee that students participating in the ID program will not share information with other students either within or outside of the ID program.

I have read and understand 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.

Student Participant's Name (print)

\_\_\_\_\_

Student Participant's signature

\_\_\_\_\_

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

Grade \_\_\_\_\_

Student SSN \_\_\_\_\_

Student Date of Birth \_\_\_\_\_

Parent or Legal Guardian's Name (print)

\_\_\_\_\_

Parent or Legal Guardian signature \_\_\_\_\_

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

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

Please detach this entire page after signing and return it to the homeroom teacher.