

ALEXANDER CITY SCHOOLS

STUDENT / PARENT
INFORMATION GUIDE
and
CODE OF CONDUCT

2010-2011



A Learning Environment Where ALL Excel
Students – Faculty – Parents - Community

SUPERINTENDENT

Mrs. Lou Ann Wagoner
(256) 234-5074

BOARD OF EDUCATION

Mrs. Ellen R. Price, President
Mrs. Sarah Beth Gettys, Vice President
Mr. Fred Norris
Mr. Michael Ransaw
Mr. David Sturdivant

BOARD MEETINGS

Board of Education meetings are held on the second and fourth Tuesday of the month at 5:00 p.m., at the Central Office located at 375 Lee Street, Alexander City, Alabama.
Website: www.alex.k12.al.us

MISSION STATEMENT

The mission of the Alexander City Schools is to provide
a learning environment where ALL excel
Students – Faculty – Parents – Community

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

For more information contact:

Mrs. Pat Mann
Director of Student Services
Title IX Coordinator
(256) 234-8672

Questions from parents and students are always welcome. Contact your school building principal for answers to questions regarding concerns at the local school level.



ALEXANDER CITY SCHOOLS

375 Lee Street ~ Alexander City, Alabama 35010 ~ 256-234-5074

OFFICE OF THE SUPERINTENDENT

July 2010

Dear Parents and Students:

Alexander City residents have tremendous pride in their schools and community. Since 1879, the Alexander City School System has provided educational opportunities for students who currently number more than 3,400. We are hopeful that the 2010-2011 school year will be the most successful one in our system's history.

The *Student/Parent Information Guide and Code of Conduct* has been published to assist parents and students by providing information regarding our school system. This guide provides general school information, certain system policies, and curriculum requirements. Please take the time to review the Table of Contents and become familiar with specific policies and procedures of the Alexander City School System. Each of the five schools in our system is unique and may have additional information to complement this guide. I encourage you to read this information and the local school communications to understand the requirements and opportunities for students in specific school.

If you have questions or concerns which are not addressed in this *Student/Parent Information Guide*, please contact your local school administrator or the Alexander City Board of Education office. We look forward to educating your children and working with you in preparing each student to successfully meet the challenges of living and working in a global society. To this end, we are committed to providing a learning environment where **ALL** excel Students – Faculty – Parents – Community.

Sincerely,

Mrs. Lou Ann Wagoner, Superintendent
Alexander City Schools

WELCOME TO ALEXANDER CITY SCHOOLS

375 Lee Street
Alexander City, AL 35010
(256) 234-5074

CENTRAL ADMINISTRATION DIRECTORY

Superintendent	Mrs. Lou Ann Wagoner	(256) 234-5074
Director of Student Services	Mrs. Pat Mann	(256) 234-8672
Director of Support Services	Mrs. Ellen Martin	(256) 234-8676
Director of Career Technical Education	Mrs. Rebecca Marion	(256) 234-8641
Curriculum/Professional Development Coordinator	Mrs. Janet Gilliland	(256) 234-8675
Special Education Specialist	Mrs. Kristi Boone	(256) 329-6543
Chief Financial Officer	Mrs. Rhonda Blythe	(256) 234-8610
Human Resources/Benefits Coordinator	Mrs. Gail Brasell	(256) 234-8607
Technology Specialist	Mr. Keith Lashley	(256) 234-8644

Jim Pearson Elementary School

Grades K-2

Ms. Pam Langford, Principal
Ms. Tracie Tolbert, Assistant Principal
40 Scott Road
(256) 234-8625

Nathaniel Stephens Elementary School

Grades 3-4

Ms. Kim Smith, Principal
Mrs. Julia Abrams, Assistant Principal
851 Laurel Street
(256) 234-8631

William Radney Elementary School

Grades 5-6

Dr. Beverly Price, Principal
Mr. Jamie Forbus, Assistant Principal
140 Alison Drive
(256) 234-8636

Alexander City Middle School

Grades 7-8

Mr. Tracy McGhee, Principal
Mr. Reginald Clifton, Assistant Principal
359 State Street
(256) 234-8660

Benjamin Russell High School

Grades 7-12

Mr. Jose Reyes, Principal
Mr. Michael Goggans, Assistant Principal
Mr. Todd Haynie, Assistant Principal
225 Heard Blvd
(256) 234-8611

STUDENT/PARENT INFORMATION GUIDE

2010-2011

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ALEXANDER CITY SCHOOL CALENDAR

2010 -2011

Approved 3/9/10; Revised 4/27/10

August 2010

Mon	Tues	Wed	Thurs	Fri
2	3 PD	4 PD	5 PD	6
9 FID	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2010

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6 Holiday	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2010

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11 Fall	12 Break	13	14	15
18 PD No students	19	20	21	22
25	26	27	28	29

November 2010

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11 Holiday	12
15	16	17	18	19
22	23	24 Holiday	25 Holiday	26 Holiday
29	30			

December 2010

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17 ½ day
20 Holiday	21 Holiday	22 Holiday	23 Holiday	24 Holiday
27 Holiday	28 Holiday	29 Holiday	30 Holiday	31 Holiday

January 2011

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7 PD No students
10	11	12	13	14
17 Holiday	18	19	20	21
24	25	26	27	28
31				

February 2011

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14 PD No students	15	16	17	18
21	22	23	24	25
28				

March 2011

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2011

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11 Spring	12 Break	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2011

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26 LID	27 PD/Grad
30	31			

June 2011

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

August 3,4,5	Staff Professional Development	Jan 10	SECOND SEMESTER begins
August 9	First Instructional Day	Jan 17	King/Lee Holiday
Sept 6	Labor Day Holiday	Feb 14	Staff Professional Development; student holiday
Sept 20-24	Graduation Exam	Feb 16-22	Writing Assessment (grades 5, 7, 10)
October 11-15	Fall Break	Feb 28-Mar 4	Graduation Exam
October 18	Staff Professional Development ; student holiday	Mar 21-Apr 1	TESTING (AL Reading & Math)
Nov 11	Veteran's Day Holiday	Mar 28-Apr 8	TESTING (SAT 10 and AL Science Assessment)
Nov 24-26	Thanksgiving Holiday	Apr 11-15	Spring Break
Dec 6-10	Graduation Exam	May 26	Last Instructional Day
Dec 20-31	Christmas Holiday	May 27	BRHS Graduation
January 7	Staff Professional Development ; student holiday	May 27	Staff Professional Development

ENROLLING IN AN ALEXANDER CITY SCHOOL

AGE REQUIREMENTS

Children entering KINDERGARTEN must be FIVE YEARS OLD ON OR BEFORE SEPTEMBER 2. Children entering FIRST GRADE must be SIX YEARS OLD ON OR BEFORE SEPTEMBER 2.

A child enrolling in school for the first time in either kindergarten or first grade must present to the principal the following prior to enrollment:

- Proof of residence in the area served by the School System
- Guardianship papers, if applicable
- Certified Birth Certificate
- Current immunization form
- Valid social security number

All students who seek to enroll in a school of the school system for the first time must present the following:

- Proof of legal residence in the area served by the School System
 - A home ownership title (or current property tax receipt) or rent or lease agreement in the name of the parent or guardian
 - A current utility connection receipt or bill showing the student's parent or guardian name and address
- Copy of current immunization form
- An official birth certificate
- Guardianship papers, if applicable
- Valid social security number
- Completed enrollment/transfer form
- Recent report card or release from last school attended

The Principal or designee of receiving school will verify that the student is not currently suspended or expelled from another school system.

A parent(s)/guardian(s)/custodian(s) must personally accompany his/her child to the school to complete enrollment/transfer procedures and to provide needed information and documents.

OUT-OF-DISTRICT

In accordance with the Federal Court order of the United States District Court, Middle District of Alabama, Northern Division, certain children residing outside the area served by the school system may attend the schools of the school system. Beginning with the 2007-08 school year, out-of-district students enrolling in the Alexander City School System will be required to pay a predetermined tuition fee. Students enrolled prior to the 2007-08 school year will be exempt from this tuition policy.

Out-of-district enrollees must meet the following criteria:

1. Their educational needs can be met within the existing instructional program by existing employees and within existing facilities.
2. Their prior disciplinary record is free from Class II or above infractions as defined by the Alexander City Board of Education's Code of Conduct.
3. Their continued enrollment will be contingent upon their adherence to The Alexander City Board of Education's Student Code of Conduct and that any violation of this Code of conduct, at a Level II or above, will result in withdrawal from the system.
4. Out-of-district students seeking to enroll in a school in the School System must live with their biological or adopted parents or their guardians/custodians.

In order to protect the educational interest of students residing within the area served by the School System, the Board may, at its discretion, limit or discontinue enrollment or attendance of students who reside outside the area served by the School System.

Reference: U.S. District Court, Middle District of Alabama, Northern Division, Civil Action, 604-E; Alexander City School Board Policy, Section 5.14, adopted 4-24-07

PROCEDURES FOR OUT-OF-DISTRICT STUDENTS

1. Students living outside the Alexander City School District who were enrolled in one of the Alexander City Schools on the last day of school 2006-2007 will be allowed to continue enrollment (grandfathered) in the Alexander City School System “contingent upon their adherence to the Alexander City Board of Education’s Student Code of Conduct and that any violation of this Code of Conduct, at a Level II or above, will result in withdrawal from the system.”
2. If a student in #1 above chooses to move inside the Alexander City School District, they may continue to attend Alexander City School. However, this forfeits their “grandfathered” exception should they later choose to move outside the school district.
3. Should parent(s) or guardian(s) of students living in the Alexander City School District in 2006-2007 choose to move out of the school district, they would then be considered an out-of-district student and would be required to pay tuition in order to continue enrollment.
4. The tuition fee for the 2010-2011 school year will be \$1000 per family.
5. Tuition will be prorated by month for a student enrolling after the school year has started.

IMMUNIZATION

a certificate providing current immunizations required by Alabama Law shall be required before a student can attend school in the Alexander City School System.

The Alexander City School System does not discriminate against students who wish to enroll but do not have a current immunization record. A student who enrolls and does not have a current Alabama certificate will be assisted in obtaining the required certificate without penalty.

Certificates may be obtained from local physicians and the local state health department. Only those students presenting a certificate of medical exemption or religious exemption are excused from this requirement.

SCHOOL OPENING AND CLOSING TIMES

The times established for the opening and closing of the schools of the school system are 30 minutes prior to the time students are to report to first class and 30 minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise and care for students. However, school system personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted below and/or to remain at school after the time noted above.

School	School begins	School ends
Jim Pearson	7:40 a.m.	2:40 p.m.
Stephens	7:40 a.m.	2:50 p.m.
Radney	7:40 a.m.	2:40 p.m.
ACMS	7:40 a.m.	3:15 p.m.
BRHS	7:45 a.m.	3:15 p.m.
Alternative Program	7:50 a.m.	2:00 p.m.

By presentation of this policy, the Board hereby notifies parents/guardians that school personnel are not available to assume responsibility for students who arrive on a school campus before and remain after the times noted above, except that school personnel shall be on duty to assume responsibility for students transported via school system-owned buses.

PARENTS' RESPONSIBILITY

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

EMERGENCY SCHOOL CLOSINGS

In the event of a school closing for any reason, the Alexander City School System's Central Office will notify the media to broadcast or televise details of the situation. Please **DO NOT CALL** the Central Office, individual schools, or radio or television stations. Necessary details will be broadcast or televised as information is available. Parents will also be notified by SchoolCast of closings (it is important that the school(s) have the correct phone number where you can be reached).

SCHOOL VISITORS

ALL school visitors are required to report to the principal's office upon arrival at a school campus. ALL visitors will be required to sign in and secure a visitor's pass.

STUDENT VISITORS

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

CHECKING OUT OF SCHOOL

All parents or guardians or other authorized persons coming to school to check a student out of school must do so through the principal's office via the school's approved checkout plan. Such persons are not to go directly to classrooms for this purpose. Persons checking students out of school may be asked for a picture ID to ensure identification.

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

In an effort to provide the safest possible environment for your child, all check-outs and message deliveries must occur at least 30 minutes before school dismisses for the day.

The specific times, by individual school, are as follows:

Jim Pearson Elementary	2:00 pm
Nathaniel Stephens Elementary	2:00 pm
William L. Radney Elementary	2:00 pm
Alexander City Middle School	2:45 pm
Benjamin Russell High School	2:45 pm

NOTE: Students may be picked up or dropped off at alternate locations only in case of emergency and with the approval of the school principal or his/her designee.

THE HEALTH AND SAFETY OF OUR STUDENTS

THE CHILD NUTRITION PROGRAM

Information on how to qualify for the Child Nutrition Program will be distributed to all students on or before **August 9th**. Lunch will be served to students beginning on August 9th. Free and reduced price meals will be available for qualifying students in accordance with the policy adopted by the Board of Education and regulations of the U.S. Department of Agriculture. Cashiers will be using computers to maintain lunch accounts which will enable them to accept payment by the day, week, month or term. Parents may select the method of payment which best suits their needs.

	LUNCH PRICES	BREAKFAST PRICES
Elementary Schools (students)	\$1.75	\$1.25
Middle School (students)	\$2.00	\$1.25
High School (students)	\$2.00	\$1.25
All adult school personnel	\$2.00	
Visitors	\$2.50	
Reduced price lunch	\$0.40	\$0.30

MEDICATION

Alexander City Schools strives to maintain a Drug Free Environment. It is recognized that some medications are necessary during school hours for students to maintain optimal wellness, thereby enhancing their educational experience. As directed by school policy, medication, whether prescribed or over-the-counter, cannot be administered by the school nurse or other designated staff without written permission from the parent and the student's physician. Prescribed medications must be submitted to the school office in the pharmacy-labeled container and over-the-counter medications must be submitted in the original, unopened container. No student is allowed to transport medications to or from school.

STUDENTS WITH SEVERE HEALTH PROBLEMS

Students who suffer from severe health problems (epilepsy, diabetes, heart problems, etc.) **SHOULD** have a physician's letter on file in the school nurse's office which defines the condition and any limitations placed on the student. Students with temporary health issues **MUST** bring a physician's note and present it to the school nurse.

HOMEBOUND SERVICES

For a student to be classified as "Homebound," he or she will have an expected absence from school for at least **six** weeks, present a physician's note verifying the illness, and request the services of a homebound teacher by contacting the school principal or nurse who will contact the Director of Student Services to arrange homebound services. A student approved for homebound study will be counted present for the purpose of attendance.

COMMUNICABLE DISEASES AND PARASITES

A student known, due to reliable information or evidence, to have a communicable disease, infection, or parasite, which is known to be spread by casual contact, shall be excluded from school until such time as appropriate treatment has been administered and the student has been cleared by medical personnel to return to school.

COMPREHENSIVE SAFE SCHOOL/CRISIS MANAGEMENT PLAN

All schools in the Alexander City School System, with the assistance from appropriate state and local agencies, have a contingency plans to enable their staff members to manage a crisis situation and minimize the negative effects. We are dedicated to providing schools that have a strong academic focus in which safety and order are expected. All staff, students, parents, and members of the community must be a part of creating a safe school environment.

SAFETY DRILLS

FIRE DRILLS

Fire drills are held in each school at least once a month during the school year. Fire exit plans shall be posted in each school in all rooms occupied at any time by students.

SEVERE WEATHER DRILLS

Tornado drills are conducted in all schools of the school system. Procedures for tornado drills shall be developed and conducted in accordance with local Emergency Management Agency (EMA) guidelines. Such drills shall be conducted at least two (2) times each year.

THUNDERSTORM/TORNADO WATCH

In the event a thunderstorm watch or a tornado watch is issued for areas in which a school of the school system is located, the principal or his or her designee of that school shall take all actions as specified in the school safety plan. When a thunderstorm or a tornado watch is in effect at the conclusion of the normal school day, students will be released via regular dismissal and transportation plans.

THUNDERSTORM/TORNADO WARNING

In the event a thunderstorm warning or a tornado warning is issued for areas in which a school of the school system is located, the principal or designees shall take all actions as specified in the school safety plan. Under a thunderstorm warning or a tornado warning, students shall NOT be released via regular transportation plans (i.e., car pools, private vehicles, etc.) provided the warning is in effect at the time set for concluding normal school day activities, except that students may be released during a thunderstorm warning or a tornado warning to students' parents or guardians at the end of the school day, provided said parents or guardians come to the school and assume custody of their children.

FIELD TRIPS AND EXCURSIONS

Field trips and excursions are extensions of classroom instruction and provide worthwhile learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers shall develop systematic procedures for insuring that all trips away from the school provide optimal learning opportunities for students. The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

Students shall be expected to exhibit good behavior and shall be subject to the same *Student Code of Conduct* applicable to regular classroom activities.

Students must have a Field Trip Permission Form signed by their parent(s) or guardian(s) on file with school officials prior to departing on each school-sponsored field trip, except that a "blanket" permission form will be applicable for such trips that are scheduled in advance and on specific dates, i.e., athletic events, etc. Students not submitting a signed permission form SHALL NOT be permitted to participate in such activity. Students may be restricted from participation in field trips due to prior "Code of Conduct" violations.

GRADING AND PROMOTION POLICIES

GRADE ADVANCEMENT

The Board is dedicated to the total and continuous development of each student enrolled in the Alexander City School System. A student will normally be promoted annually to the next grade level; however, he/she may be retained when there is evidence that the student will not make satisfactory progress in the next grade.

No student will be recommended for retention unless their case has been presented to the Problem Solving Team (PST). Any teacher recommending retention must document using intervention strategies and their results.

Grades K-4

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The principal and teacher have the final authority for promotion.

Passing reading, math, and language arts in the respective grade levels (1-4) is required for promotion to the next grade. Successful completion of an approved summer school program after retention in a grade level may make the student eligible for promotion in the subsequent school year.

Grades 5-6

Passing reading, math, language arts, and science or social studies is required for promotion to the next grade in grades 5 and 6.

Grades 7-8

Students enrolled in grades seven (7) and eight (8) must obtain a numerical grade of at least 60 for English, math, science and social studies to be promoted to the next grade.

Grades 9-12

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

9th to 10th Grade – students who have earned eight (8) Carnegie units with a minimum of four (4) core classes will be classified as tenth graders. Any exception must be approved by the principal.

10th to 11th Grade – students who have earned fourteen (14) Carnegie units will be classified as 11th graders. Any exception must be approved by the principal.

11th to 12th Grade – students who have earned eighteen (18) Carnegie units, ten (10) of which must be core classes with at least two (2) units each of English, math, science, and social studies, will be classified as twelfth (12th) graders. Any exception must be approved by the principal.

English Requirement – Grades 9-12

A student in grades 9-12 must make satisfactory progress by passing courses in a logical and sequential fashion. Example: ninth grade English before tenth grade English.

Any student who does not meet the above academic expectations will be expected to successfully complete a summer school program in order to be considered for grade advancement. Summer school programs will be provided if funds are available. The Instructional Review Committee, along with the sending and receiving principal, will review individual cases to make a final determination for grade advancement.

A program of academic support will be provided, throughout the year, to assist students at-risk for failure or retention. In addition, each school will closely monitor any student identified as a possibility for failure or retention and recommend interventions.

Parents/guardians will be notified of student progress through mid-nine-week progress reports, report cards and parent-teacher conferences. Parents will also be provided access to the system's Information-On-Demand program whereby they can check on their child's progress at any time. Parents/guardians of students who are in jeopardy of being retained will be notified prior to a final decision for retention being made.

Special Education Students

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

REVIEW PROCESS

Review of the grade advancement decision made by the school principal should be directed, within fifteen (15) working days of notification of that decision, to a three person Instructional Review Committee (IRC) consisting of the Curriculum Coordinator, Director of Student Services and the Director of Special Education Services. Should a member of the IRC be unavailable, the Superintendent may appoint a certified employee to serve as a temporary member of the IRC.

Review of the grade advancement decision made by the IRC should be directed, within fifteen (15) working days of notification of that decision, to the Superintendent. Review of the grade advancement decision of the Superintendent should be directed within fifteen (15) working days of notification of that decision to the Board.

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

SUMMER SCHOOL OPTIONS

The Board may operate summer schools when needed to serve the educational goals of the School System. Summer School will be limited to students who have attempted and failed a required course for graduation. A student may take a credit course in a summer school program outside of the Alexander City School System upon written approval by the school principal.

Students may also participate in Credit Recovery during summer school according to the school system approved plan for Credit Recovery.

CREDIT RECOVERY

Benjamin Russell High School has implemented a credit recovery program based on the Alabama Credit Recovery guidelines. This program will target students with academic and/or attendance deficits. Students who do not meet the requirements outlined in the Credit Recovery Plan will be required to repeat the course in its entirety during summer school or the next school year.

For more information on the Credit Recovery Program, contact your school counselor at Benjamin Russell High.

CORRESPONDENCE STUDY

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

1. such courses are arranged on an individual basis;
2. such courses are offered through institutions recognized by the State Department of Education or from institutions accredited by the National Home council;
3. the school principal gives prior written approval for each correspondence study course on an individual basis after consultation with appropriate faculty members;
4. the school principal identifies and approves a qualified local school faculty member to serve as the supervisor.

A course required for graduation may not be taken by correspondence study unless:

1. the student has previously attempted and failed the course;
2. it is necessary that the course be taken in order for the student to take another course during the regular scholastic year, or
3. the student's age is projected to be at least twenty-one (21) years at the time he/she would graduate, and then special permission may be granted by the principal.

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

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

THE UNIFORM GRADING SCALE

A numerical system will be used as the uniform grading scale.

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

REPORT CARDS

Report cards are for transmitting an evaluation of student progress to the student and his/her parent(s) or guardian(s). Report cards will be issued at least four (4) times during the scholastic year to all students enrolled in the school system. In addition, mid-grading period progress reports will be issued for all students.

GRADING PERIODS

Report Period	# of Days	Inclusive Dates		Report Cards Issued To Students
1 st – 9 Weeks	44	August 9, 2010	October 8, 2010	October 21, 2010
2 nd – 9 Weeks	44	October 19, 2010	January 6, 2011	January 13, 2011
3 rd – 9 Weeks	43	January 10, 2011	March 11, 2011	March 24, 2011
4 th – 9 Weeks	49	March 14, 2011	May 26, 2011	May 26, 2010 *ACMS and BRHS will mailed before June 2, 2011

First Semester August 9, 2010 – January 6, 2011

Second Semester January 10, 2011 – May 26, 2011

PROGRESS REPORTS:

September 8, 2010

November 23, 2010

February 9, 2011

April 20, 2011

INFORMATION ON DEMAND

In order for parents to be regularly informed regarding their child's academic progress and attendance, a PIN number will be issued. This PIN number can be used to check a student's grades, homework assignments, attendance and discipline at any time.

BENCHMARK TESTS/TERM EXAMS

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

10% of the final term average for grades K-4

20% of the final average for grades 5 - 12

COURSE TEXTBOOKS

All textbooks are furnished free of charge to all students and are the property of the State of Alabama and the Board of Education. Students will be charged for lost textbooks. If the book is found and returned within the same school year, the money will be refunded to the student upon proof of payment. Refunds will not be made for books returned in subsequent years.

RESPONSIBILITY

Parents/guardians are responsible for every free textbook and other materials issued to their children. Parents/guardians of any student to whom free textbooks or other materials are issued shall be held liable for any loss, abuse, damage in excess of that which would result from normal use of such textbooks and materials. Charges may be assessed up to but not to exceed the original cost of the textbook.

CURRICULUM AND INSTRUCTION

EDUCATIONAL PHILOSOPHY

The Board subscribes to the premise that the central purpose of public school education is to provide each student the opportunity to develop to his or her maximum potential. To this end, the Board will encourage the development and implementation of educational programs that will educate the total student: mentally, physically, socially, emotionally, culturally, and morally. Thus, the guiding philosophical tenet of the Board in instructionally related matters will be to operate educational programs in which every student will have the opportunity to learn and to grow based on his or her abilities, interests, and motivation.

The Board understands that, though all students will not learn all things equally well, all should have an equal opportunity in the pursuit of education; thus, the Board will make every attempt to balance the school system's educational programs to provide for the varied interests and needs of all students and to provide the appropriate courses required by law and by the State Board of Education policies and resolutions.

ACCREDITATION

The Alexander City School System is accredited by SACS/CASI. An expansive curriculum which challenges the advanced student as well as provides a strong basic instructional program for the below average achiever is offered.

KINDERGARTEN

Kindergarten is made available to ALL children who meet the legal age requirement. Kindergarten students are expected to follow the attendance policies of the school system.

ELEMENTARY SCHOOL CURRICULUM

Reading	Social Studies	Character Education	Library Skills
Language Arts	Geography	Computer	Health
Science	Physical Education	Guidance Services	Music
Mathematics	Foreign Language	Art	

MIDDLE SCHOOL CURRICULUM

Language Arts	Mathematics
Science	Social Studies
Physical Education	Foreign Language
Drug Education	Computer Awareness
Guidance Services	Band/Chorus
Reading	

Students may participate in extracurricular activities and clubs.

HIGH SCHOOL CURRICULUM: GENERAL INFORMATION

All high school class schedules are based on a five-period day with students taking a maximum of ten (10) courses during the regular academic year. Students in grades 9 – 12 are required to take English, mathematics, science, and social studies each year. In addition, students are to select courses that earn the required number of Carnegie units for each diploma option. Teacher recommendations and approval determine placement in the four academic areas.

ENRICHMENT AND SPECIAL PROGRAMS

GIFTED STUDENT IDENTIFICATION

The *Alabama Administrative Code* defines gifted as: “Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.”

Teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student’s abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

Parental consent is required prior to proceeding with screening and/or evaluation. Once consent is received, a screening team reviews the available information in the areas of intelligence or creativity, gifted characteristics and performance. The team determines if there is enough evidence to proceed with an evaluation.

The state of Alabama uses a matrix to determine eligibility for gifted services. Students who achieve the minimum required score on the matrix are considered eligible for gifted services. A Gifted Education Plan (GEP) is developed for these students. Written parental permission is required before services begin.

The Alexander City Schools provides services according to the age/grade of the student. Students in grades K-2 are served through collaboration between the gifted teacher and general education teacher(s). Students in grades 3-6 are served by a pull-out program. This program is 3 hours one day per week. In grades 7-12, students are served through advanced classes, AP classes and dual enrollment in the local community college. Services are only provided to students enrolled in the Alexander City School System; students attending private schools are not eligible for services.

Pat Mann, Gifted Coordinator, may be contacted at the Alexander City Board of Education Office at (256) 234-8672 for information or to make referrals.

EXCEPTIONAL STUDENT IDENTIFICATION

The Alexander City School System is in an on-going process of identifying students with disabilities between the ages of newborn and 21. If you have knowledge of a child with disabilities who is not enrolled in a program for students with disabilities or would like more information, contact Pat Mann, Director of Student Services, at (256) 234-8672.

PROGRAM FOR EXCEPTIONAL CHILDREN

Services are provided for exceptional children and youth in accordance with the federal and state mandates concerning education for students with disabilities. Procedures for evaluation and diagnosis are provided to each school within the system.

Mrs. Pat Mann, Director of Student Services, is responsible for assuring that the school system complies with requirements outlined in Section 504 concerning students with disabilities. Call (256) 234-8672 for more information.

THE QUEST PROGRAM (Elementary)

In order to provide enrichment activities for ALL students, the school system has implemented the Quest Program. This program builds on the core curriculum in providing students opportunities to expand their knowledge base with an emphasis on the sciences, mathematics and overall critical thinking skills.

COMPUTER OPPORTUNITIES

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

SECONDARY SCHOOLS ENRICHMENT PROGRAMS

The Alexander City School System expands the learning options available to intellectually gifted and highly motivated students by offering additional opportunities for creative and analytical educational experiences. These opportunities include electives, the Advanced Placement courses, Early Admission, Dual Enrollment College Credit Programs, and Distance Learning.

Middle and senior high students are served through advanced level courses. The Advanced Diploma curriculum offers exciting options for students who want and need the most challenging courses available. Academically talented students may take college-level courses for college credit upon recommendation. Some college-bound students may choose to take these courses as an intensive preparation for college work. Advanced Placement examinations also are provided for students whose goal is college credit. Examination results are sent to individual colleges or universities for use in determining student placement. Dual enrollment and dual credit opportunities are available to eligible senior high students.

COLLEGE-LEVEL COURSES

Advanced Placement (AP)

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

Early Admission to College

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

Dual Enrollment/Dual Credit

A student must have a 3.0 GPA and have passed all portions of the AHSGE to apply. Any exceptions must be approved by the school principal. Courses approved for this policy must either be those that are **not offered** on the school campus or those that would be appropriate **substitutions** for courses offered on the high school campus. To determine if a course is an appropriate substitution, a faculty committee will compare the syllabi for both courses. Six term hours must be used to substitute one Carnegie unit in high school. Under this policy, a student would receive credit at both the college and high school.

SUPPORT SERVICES

GUIDANCE SERVICES

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

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

ACT TESTING DATES

ACT Assessment and ACT Assessment Plus Writing	
Testing Date	Regular Registration Deadline
September 11, 2010	August 6, 2010
October 23, 2010	September 17, 2010
December 11, 2010	November 5, 2010
February 12, 2011	January 7, 2011
April 9, 2011	March 4, 2011
June 11, 2011	May 6, 2011

ALEXANDER CITY SCHOOLS 2010-2011 TESTING DATES

TEST	TESTING DATE
Graduation Examinations	September 20-24, 2010
Graduation Examinations	December 6-10, 2010
Graduation Examinations	February 28 - March 4, 2011
ACCESS for ELLS	February 7- March 18, 2011
Alabama Direct Writing Assessment; (grades 5,7,10)	February 16-22, 2011
SAT 10 – ARMT	
Stanford Achievement; Alabama Reading & Math Test	March 21- April 8, 2011
Alabama Science Assessment (grades 5 and 7)	April 4 - April 8, 2011
Alabama Alternate Assessment	February 28 – March 18, 2011

LIBRARY MEDIA CENTERS

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

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

Each school in the Alexander City School System shall maintain a library media center under the direction of a state certificated library media specialist in accordance with accreditation standards. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library specialist with the final responsibility being vested in the Board.

Since the library media program is an integral part of the total school program, the school's philosophy and goals help establish direction for media services. Programs may vary somewhat based on different school characteristics; however, some functions will be common in all schools. Those functions include the following:

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

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

REFERENCES:

CODE OF ALABAMA
16-21-1 TO -3

CIRCULATION PROCEDURES

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

OVERDUE BOOKS

Books are considered to be overdue on the first school day after they are due and fines will accrue as applicable. Students will be notified of overdue books and fines. In the secondary schools, overdue notices are sent directly to the student. The secondary overdue list is submitted to the principal at the end of the school year for collection.

LOST MATERIALS

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

STUDENT INTERNET ACCEPTABLE USE POLICY

The Alexander City School System is pleased to make available to students access to interconnected computer systems within the district and to the internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Alexander City School System to be able to continue to make its computer network and internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the *Acceptable Use and Internet Safety Policy* of the school district and the *Data Acquisition Site* that provides internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and her/his parents or guardians.

Listed below are the provisions of your agreement regarding computer network and internet use. If there are questions about these provisions, contact the designated Alexander City School System employee. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

- I. Personal Responsibility – By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.
- II. Term of the Permitted Use – A student who submits to the school, as directed, a properly signed policy and follows the policy to which he or she has agreed will have computer network and internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.
- III. Acceptable Uses
 - A. Educational Purposes Only – The Alexander City School System is providing access to its computer networks and internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
 - B. Unacceptable Uses of Network – Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Alexander City School System Code of Student Conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; or intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; or participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. Uses that jeopardize the security of student access and of the computer network or other networks on the internet. For example, do not disclose or share your password with others, and do not impersonate another user.
 4. Users that are personal commercial transactions. Students and other users may not sell or buy anything personal over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- C. Netiquette – All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.
- D. Internet Safety
1. General Warning: Individual Responsibility of Parents and Users – All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
 2. Personal Safety – Be Safe. In using the computer network and internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the internet in a secluded place or in a private setting.
 3. "Hacking" and Other Illegal Activities – It is a violation of this policy to use the school's computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.

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

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or erection;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.
- E. Privacy – Network and internet access is provided as a tool for your education. The Alexander City School System reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.
 - F. 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 shall, at a minimum, have his or her access to the computer network and internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or 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 or she permits another to use his or her account or password to access the computer network and internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.
 - G. Warranties/Indemnification – The Alexander City School System makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including

attorney's fees) of any kind suffered, directly or indirectly, by any user of his or her parent(s) or guardian(s) arising 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 or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and internet access opportunity to the Alexander City School System and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and internet, whether that use is on a school computer or on another computer outside the Alexander City School System's network.

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

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, 16-13-231
CHILDREN'S INTERNET PROTECTION ACT**

THE DRUG-FREE SCHOOLS AND COMMUNITIES PROGRAM focuses on prevention by encouraging safe, healthy activities that build necessary life skills and develop students' highest capabilities. Key components of the drug education program include

- recognizing, assessing and monitoring the program
- implementing and enforcing a no-use policy
- developing and implementing a drug education and prevention program
- educating and training staff
- promoting parent involvement and providing parent education and training
- working with community groups and agencies.

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

TITLE I PROGRAM

Alexander City Schools receive funding through the *No Child Left Behind Act* to provide additional resources for students at risk of failure. Schools are determined to be eligible for Title I funding assistance annually by the percentage of students in poverty. Title I funding allows participating schools to employ additional personnel, to purchase extra instructional equipment and supplies, and to implement parent involvement and professional development programs to improve student achievement.

GRADUATION REQUIREMENTS: DIPLOMAS AND CERTIFICATES
(For ALL students except first time 9th graders 2009-2010
and first time 9th graders 2010-2011)

Upon completion of high school, a student may be eligible to earn a Alabama High School Diploma with Advanced Endorsement (AHSD/AAE), Alabama High School Diploma without Endorsement (AHSD), Alabama High School Diploma with Advanced Career/Technical Endorsement (AHSD/ACTE), Alabama High School Diploma with Career/Technical Endorsement (AHSD/CTE), Alabama High School Diploma with Credit Based Endorsement (AHSD/CBE), Alabama Occupational Diploma (AOD), and Graduation Certificate (Certificate). The type of diploma or certificate a student can receive is dependent upon his or her successful completion of the required number of Carnegie Units and achieving a passing score on the required sections of the ALABAMA HIGH SCHOOL GRADUATION EXAMINATION (AHSGE). **ALL REQUIREMENTS MUST BE MET FOR PARTICIPATION IN THE GRADUATION CEREMONY.**

Colleges, universities, and postsecondary training schools have varying entrance requirements; therefore, it is the responsibility of the student to determine from the specific postsecondary institutions the appropriate high school courses needed. Students are encouraged to consult school administrators, guidance counselors, teachers, and postsecondary institutions to determine the best course selections. Credits earned to fulfill graduation requirements must be earned in grades 9-12. All students earning a high school diploma in the Alexander City School System must have a minimum of 28 units.

The DIPLOMAS with Advanced Endorsement(s) are rigorous college preparatory programs. Colleges, universities, and postsecondary training schools have varying entrance requirements. Students are encouraged to consult school administrators, guidance counselors, and teachers to determine best course selections. Credits earned to fulfill graduation requirements must be earned in grades 9-12.

Students do not have to be enrolled in the ADVANCED DIPLOMA programs to be eligible for admission to all colleges; however, certain colleges are now moving toward requiring the ADVANCED DIPLOMA completion as a basic admission criterion. The ADVANCED DIPLOMAS will be awarded to students who earn the required Carnegie Units for the ADVANCED DIPLOMAS and pass ALL sections of the AHSGE. **ALL REQUIREMENTS MUST BE MET FOR PARTICIPATION IN THE GRADUATION CEREMONY.**

ALTERNATE ADULT HIGH SCHOOL DIPLOMA

Seniors who are pursuing the Alabama High School Diploma (AHSD) may also pursue the Alternate Adult High School Diploma (AAHSD). This diploma option is available to students with or without disabilities who have been unable to pass the requirements of the AHSGE by the end of the fall administration of their senior year. With written parental permission to participate, these students may obtain the AAHSD by passing the General Educational Developmental (GED) certification program and earning the required course credits for the AHSD. These students will continue to pursue the AHSD by participation in subsequent AHSGE testing prior to the completion of their senior year. Students must earn standard scores established by the American Council of Education GED Testing Service. Students who pass the GED may not receive their GED certificate prior to the graduation of their respective graduating class. AHSGE remediation and GED preparation classes will be available to students who pursue these diploma options.

Note: Beginning with the 2008-09 school year, this option will no longer be available due to changes in the Alabama High School Diploma/Exit Options.

DIPLOMA OPTION REQUIREMENTS
Alexander City Schools Diploma/Certificate Requirements
(For ALL students except first time 9th graders 2009-2010
and first time 9th graders 2010-2011)

	AHSD/AAE	AHSD	AHSD/ACTE	AHSD/CTE	AHSD/CBE	AOD	Certificate
Math	4units (Includes Pre-Calculus)	4 units (Includes Algebra II w/Trig.)	4 units (Includes Pre Calculus)	4units (Includes Geometry)	4 units (Includes Geometry)	4 units	IEP
English	4 units	4 units	4 units	4 units	4 units	4 units	IEP
Science	4 units (Includes Chemistry)	4 units (Includes Chemistry)	4 units (Includes Chemistry)	4 units (Includes Biology)	4 units (Includes Biology)	4 units	IEP
Social Studies	4 units	4 units	4 units	4 units	4 units	4 units	IEP
Physical Education	1 unit	1 unit	1 unit	1 unit	1 unit	1 unit	IEP
Health	½ unit	½ unit	½ unit	½ unit	½ unit	½ unit	IEP
Foreign Language	2 units (Must be in same language)	N/A	2 units (Must be in same language)	N/A	N/A	N/A	N/A
Career Technical	N/A	2 units	3 units (Must be in same program)	3 units (Must be in same program)	1 unit	4 units	IEP
Fine Arts	½ unit	½ unit	½ unit	½ unit	½ unit	½ unit	IEP
Computer	½ unit	½ unit	½ unit	½ unit	½ unit	NA	IEP
Electives	7.5 units	7.5 units	4.5 units	6.5 units	8.5 units	6.0 units	IEP
TOTAL	*28 Units	*28 units	*28 Units	*28 units	**28 Units	***28 units	Complete IEP

*Students must also pass each section of the AHSGE (Alabama High School Graduation Exam.)

**Students must pass three of the five parts of the AHSGE (must attempt the AHSGE each time it is offered and pass reading and math, unless disability exemption applies)

*** Attempt the AHSGE in the spring of 11th grade. If student takes the AHSGE through the 12th grade, passes all but one subject-area test (area of disability), meets all other graduation requirements, and has the required alternate documentation the student will receive the AHSD. If the student passes three of the five parts of the AHSGE (must pass reading and math, unless disability exemption applies) and meets all other graduation requirements then the students would receive the AHSD/CBE.

THE ALABAMA OCCUPATIONAL DIPLOMA

The Alabama Occupational Diploma curriculum is based on challenging, functional academic and occupational standards and promotes high expectations for students with disabilities commensurate with their particular needs. The Alabama Occupational Diploma is designed for students with mild to moderate disabilities who, in the opinion of the Individualized Education Program (IEP) committee, are appropriate candidates. This option provides for meaningful inclusion of students with disabilities in the community and workplace. Students must earn the course credits described below.

SELECTING THE ALABAMA OCCUPATIONAL DIPLOMA AS AN EXIT OPTION

The decision is made by the IEP committee including the student and parents or guardian during the student's ninth-grade year, or prior to the student's sixteenth birthday, whichever comes first. This decision must be reviewed annually and may be changed if necessary. The offering of this option does not restrict the right of a student with a disability solely to the Alabama Occupational Diploma. Students with disabilities may also still pursue the Alabama High School Diploma or the Graduation Certificate. Students in the occupational program of study may not count credits earned in this program toward the Alabama High School Diploma except as electives. Students with disabilities working toward the Alabama High School Diploma may switch, if determined appropriate by the IEP committee, to the Alabama Occupational Diploma program at any time with the earned credits counting toward the Alabama Occupational Diploma. Additional coursework may have to be taken by the student. The high school student's postgraduate goal should be competitive employment. General education students working toward the Alabama High School Diploma may take occupational program courses for elective credit but are not eligible to receive the Alabama Occupational Diploma.

THE ALABAMA OCCUPATIONAL DIPLOMA

Employment English (grades 9, 10, 11, and 12)	4
Job Skills Math (grades 9, 10, 11, and 12)	4
Life Skills Science (grades 9, 10, 11, and 12)	4
Social Studies	4
Fine Arts	.5
Health/Safety	.5
Career/Technical Education	2
*Coordinated Studies or Transition Elective	1
*Cooperative Career/Technical Education	1
Physical Education	1
Electives	6.0
TOTAL CARNEGIE UNITS	28

GRADUATION CERTIFICATES

Based on the State Board of Education's mandate requiring students to pass ALL required sections of the AHSGE and earn the required Carnegie Units to receive a State-approved diploma, the Board authorizes the issuance of a GRADUATION CERTIFICATE based on the following provisions:

SPECIAL EDUCATION STUDENTS, with the exception of the gifted and the speech-impaired, shall follow the objectives established for them at the annual IEP meeting by the IEP Committee in reference to the AHSGE. If the Committee, after examining all pertinent data, decides that the student is not capable of attempting and/or passing the AHSGE, and that his or her time should be directed toward other objectives, the senior student will be issued the GRADUATION CERTIFICATE instead of the State-approved diploma for having pursued those goals established by the IEP Committee. The student will have the same opportunities to participate in all other activities associated with graduation from high school.

If the IEP Committee, after reviewing all pertinent data, decides that the student should attempt the AHSGE, then he or she will receive the same opportunities, including remediation, as any other student taking the AHSGE. After successfully attempting the AHSGE, the student may elect to receive the GRADUATION CERTIFICATE in lieu of a Diploma and proceed through the graduation ceremony.

GRADUATION REQUIREMENTS: DIPLOMAS AND CERTIFICATES
FIRST TIME 9TH GRADERS 2009-2010
Alexander City Schools Diploma/Certificate Requirements

	AHSD Honors	AHSD/AAE	AHSD/ACTE	AHSD/CTE	AHSD	AOD	Certificate
Math	4units (Includes Pre-Calculus or above)	4units (Includes Algebra II w/Trig.)	4 units (Includes Algebra II w/Trig.)	4units (Includes Geometry)	4 units (Includes Geometry)	4 units	IEP
English	4 units	4 units	4 units	4 units	4 units	4 units	IEP
Science	4 units (Includes Physics or AP Course)	4 units (Includes Chemistry)	4 units (Includes Chemistry)	4 units (Includes Biology)	4 units (Includes Biology)	4 units	IEP
Social Studies	4 units	4 units	4 units	4 units	4 units	4 units	IEP
Physical Education	1 unit	1 unit	1 unit	1 unit	1 unit	1 unit	IEP
Health	½ unit	½ unit	½ unit	½ unit	½ unit	½ unit	IEP
Foreign Language	2 units (Must be in same language)	2 units (Must be in same language)	2 units	N/A	N/A	N/A	N/A
Career Technical	N/A	N/A	3 units (3 units in career choice or 2 in career choice and one related course)	3 units (Must be in same program)	NA	4 units	IEP
Fine Arts	½ unit	½ unit	½ unit	½ unit	½ unit	½ unit	IEP
Computer	½ unit	½ unit	½ unit	½ unit	½ unit	½ unit	IEP
Electives	7.5 units	7.5 units	4.5 units	6.5 units	9.5 units	5.5 units	IEP
TOTAL	*28 Units	*28 Units	*28 units	*28 units	*28 units	**28 units	Complete IEP

*Students must also pass each section of the AHSGE (Alabama High School Graduation Exam.)

**Attempt the AHSGE in the spring of 11th grade. If student takes the AHSGE through the 12th grade, passes all but one subject-area test (area of disability), meets all other graduation requirements, and has the required alternate documentation the student will receive the AHSD. If the student passes three of the five parts of the AHSGE (must pass reading and math, unless disability exemption applies) and meets all other graduation requirements to include 1 credit of Career and Technical Education then the students would receive the AHSD/CBE.

Included in the newly adopted requirements of the Advanced Academic Endorsement to the Alabama High School Diploma is the requirement that all students will have an **Online Experience**. An online experience for this purpose is defined as a structured learning environment that utilizes technology—consistently and regularly—with Intranet/Internet-based tools and resources as the delivery method for instruction, research, assessment, and communication.

Following the spring administration of the *Alabama High School Graduation Exam (AHSGE)*, twelfth grade students who have not passed all sections of the AHSGE may choose the **Credit-Based Endorsement** of the Alabama High School Diploma if the students has successfully met the academic course requirements of the AHSD, successfully completed one career and technical education course, and passed the reading, mathematics, and one other subtest of the AHSGE. Once a student chooses the Credit-Based Endorsement, it will serve as the final endorsement to the Alabama High School Diploma.

NOTICE

REGULAR PROGRAM STUDENTS classified as seniors and who have NOT earned the Carnegie Units necessary for graduation but who have passed ALL sections of the AHSGE may pursue the following options: Continue to pursue the Carnegie Units needed for graduation until the age of 21. When the student has earned the required number of Carnegie Units, he/she will be issued the earned diploma and be eligible to participate in the next scheduled graduation ceremony and/or pursue the route of the GED.

REGULAR PROGRAM STUDENTS who are classified as seniors who have earned the required number of Carnegie Units, but have failed ANY section of the AHSGE may retake the AHSGE when it is offered in the fall, midyear, spring, and summer. Students are eligible to receive remediation until the age of 21. Written communication to the student will include specific information about his/her test performance as well as remediation and additional test taking opportunities. When the student passes the AHSGE, he/she will be issued a diploma and be eligible to participate in the next scheduled graduation ceremony.

GRADUATION REQUIREMENTS: DIPLOMAS AND CERTIFICATES BEGINNING WITH FIRST TIME 9TH GRADERS 2010-2011

Alexander City Schools Diploma/Certificate Requirements

AHSD Advanced Honors Academic Endorsement		
Math	9 th – Algebra 1 or Geometry 10 th – Geometry or Algebra II with Trigonometry 11 th – Algebra II with Trigonometry or Pre-Calculus 12 th – AP Calculus or Algebra III with Statistics or Pre-Calculus	1 unit 1 unit 1 unit 1 unit
English	English 11 th – English Language and Composition (AP) 12 th – English Literature and Composition (AP)	2 units 1 unit 1 unit
Science	Biology Chemistry Physics, AP Biology, Forensic Science, Anatomy and Physiology or AP Chemistry	1 unit 1 unit 2 units
Social Studies	9 th – US History I 10 th – US History II or US History II (AP) 11 th – Modern World History & Geography or World History (AP) 12 th – US Government Economics	1 unit 1 unit 1 unit ½ unit ½ unit
Foreign Language	2 units in the same language	2 units
Health Education		½ unit
Fine Arts		½ unit
Computer Applications		½ unit
Physical Education		1 unit
Service Learning		1 unit
Electives		6.5 units
TOTAL	Pass all portions of the AHSGE	28 units

AHSD with Advanced Academic Endorsement		
Math	9 th – Algebra 1 or Algebra 1A 10 th – Geometry or Algebra 1B or Geometry A 11 th – Algebraic Connections or Geometry or Geometry B 12 th – Algebra II with Trigonometry	1 unit 1 unit 1 unit 1 unit
English	English	4 units
Science	Physical Science Biology Chemistry Science Elective	1 unit 1 unit 1 unit 1 unit
Social Studies	9 th – US History I 10 th – US History II 11 th – Modern World History & Geography 12 th – US Government Economics	1 unit 1 unit 1 unit ½ unit ½ unit
Foreign Language	2 units in the same language	2 units
Health Education		½ unit
Fine Arts		½ unit
Computer Applications		½ unit
Physical Education		1 unit
Electives		7.5 units
TOTAL	Pass all portions of the AHSGE	28 units

AHSD with Advanced Career Technical Endorsement		
Math	9 th – Algebra 1 or Algebra 1A 10 th – Geometry or Algebra 1B or Geometry A 11 th – Algebraic Connections or Geometry or Geometry B 12 th – Algebra II with Trigonometry	1 unit 1 unit 1 unit 1 unit
English	English	4 units
Science	Physical Science Biology Chemistry Science Elective	1 unit 1 unit 1 unit 1 unit
Social Studies	9 th – US History I 10 th – US History II 11 th – Modern World History & Geography 12 th – US Government Economics	1 unit 1 unit 1 unit ½ unit ½ unit
Foreign Language	2 units in the same language	2 units
Career Technical	3 units in career choice or 2 in career choice and 1 related course	3 units
Health Education		½ unit
Fine Arts		½ unit
Computer Applications		½ unit
Physical Education		1 unit
Electives		4.5 units
TOTAL	Pass all portions of the AHSGE	28 units

AHSD with Career Technical Endorsement		
Math	Algebra 1 (Algebra 1A and 1B may be substituted) Geometry (Geometry A and Geometry B may be substituted) Electives	1 unit 1 unit 2 unit
English	English	4 units
Science	Physical Science Biology Chemistry, Earth and Space, or Anatomy & Physiology	1 unit 1 unit 2 unit
Social Studies	9 th – US History to Industrial Revolution 10 th – US History from the Industrial Revolution 11 th – Modern World History & Geography 12 th – US Government Economics	1 unit 1 unit 1 unit ½ unit ½ unit
Career Technical	3 units in career choice	3 units
Health Education		½ unit
Fine Arts		½ unit
Computer Applications		½ unit
Physical Education		1 unit
Electives		6.5 units
TOTAL	Pass all portions of the AHSGE	28 units

Alabama High School Diploma		
Math	Algebra 1 (Algebra 1A and 1B may be substituted) Geometry (Geometry A and Geometry B may be substituted) Other Math Courses	1 unit 1 unit 2 unit
English	English	4 units
Science	Physical Science Biology Other Science Courses	1 unit 1 unit 2 unit
Social Studies	9 th – US History I 10 th – US History II 11 th – Modern World History & Geography 12 th – US Government Economics	1 unit 1 unit 1 unit ½ unit ½ unit
Health Education		½ unit
Fine Arts		½ unit
Computer Applications		½ unit
Physical Education		1 unit
Electives		9.5 units
TOTAL	Pass all portions of the AHSGE	28 units

Alabama Occupational Diploma		
Math	Essentials Math I Essentials Math II Algebraic Explorations I Algebraic Explorations II	1 unit 1 unit 1 unit 1 unit
English	LS English I LS English II LS English III LS English IV	1 unit 1 unit 1 unit 1 unit
Science	LS I: Physical Science LS II: Biology LS III: Earth and Space Science LS IV: Environmental Science	1 unit 1 unit 1 unit 1 unit
Social Studies	LS: US History to 1877 LS: US History from 1877 LS: World History LS: Government LS: Economics	1 unit 1 unit 1 unit ½ unit ½ unit
Health Education		½ unit
Fine Arts		½ unit
Computer Applications		½ unit
Physical Education		1 unit
Technical Education	Career Technical Education Coordinated Studies Cooperative Career Technical Education	2 units 1 unit 1 unit
Electives		5.5 units
Total	*Not required to pass the AHSGE	28 units

*Attempt the AHSGE in the spring of 11th grade. If student takes the AHSGE through the 12th grade, passes all but one subject-area test (area of disability), meets all other graduation requirements, and has the required alternate documentation the student will receive the AHSD. If the student passes three of the five parts of the AHSGE (must pass reading and math, unless disability exemption applies) and meets all other graduation requirements to include 1 credit of Career and Technical Education then the students would receive the AHSD/CBE.

Included in the newly adopted requirements of the Advanced Academic Endorsement to the Alabama High School Diploma is the requirement that all students will have an **Online Experience**. An online experience for this purpose is defined as a structured learning environment that utilizes technology—consistently and regularly—with Intranet/Internet-based tools and resources as the delivery method for instruction, research, assessment, and communication.

Following the spring administration of the *Alabama High School Graduation Exam (AHSGE)*, twelfth grade students who have not passed all sections of the AHSGE may choose the **Credit-Based Endorsement** of the Alabama High School Diploma if the students has successfully met the academic course requirements of the AHSD, successfully completed one career and technical education course, and passed the reading, mathematics, and one other subtest of the AHSGE. **Note:** Once a student chooses the Credit-Based Endorsement, it will serve as the final endorsement to the Alabama High School Diploma.

Certificate of Completion		
Math	IEP Goals	
English	IEP Goals	
Science	IEP Goals	
Social Studies	IEP Goals	
Health Education	IEP Goals	
Fine Arts	IEP Goals	
Computer Applications	IEP Goals	
Physical Education	IEP Goals	
Technical Education	IEP Goals	
Electives	IEP Goals	
Total	Not required to pass the AHSGE	Complete IEP

NOTICE

REGULAR PROGRAM STUDENTS classified as seniors and who have NOT earned the Carnegie Units necessary for graduation but who have passed ALL sections of the AHSGE may pursue the following options: Continue to pursue the Carnegie Units needed for graduation until the age of 21. When the student has earned the required number of Carnegie Units, he/she will be issued the earned diploma and be eligible to participate in the next scheduled graduation ceremony and/or pursue the route of the GED.

REGULAR PROGRAM STUDENTS who are classified as seniors who have earned the required number of Carnegie Units, but have failed ANY section of the AHSGE may retake the AHSGE when it is offered in the fall, midyear, spring, and summer. Students are eligible to receive remediation until the age of 21. Written communication to the student will include specific information about his/her test performance as well as remediation and additional test taking opportunities. When the student passes the AHSGE, he/she will be issued a diploma and be eligible to participate in the next scheduled graduation ceremony.

VALEDICTORIANS, SALUTATORIANS, AND HONOR GRADUATES

In an effort to encourage academic excellence and achievement on the part of students throughout the school system, the Board directs that the high school principal, with the assistance of appropriate staff members, institute the selection of valedictorian(s), salutatorian(s), and honor graduates as a way of appropriately honoring those students who have pursued and attained high academic goals.

The student with the highest grade point average who qualifies for the Alabama High School Diploma with Advanced Academic Endorsement shall be the class valedictorian. The student with the second highest grade point average who qualifies for the Alabama High School Diploma with Advanced Academic Endorsement shall be the class salutatorian. In the case of a tie, students having the same average will be recognized as co-valedictorians and/or co-salutatorians.

The grade point average for candidates shall be computed on course work taken beginning with the freshman year through the second term of the senior year. In calculating the grade point average, all term grades will be used. Advanced Placement (AP) courses (approved by The College Board) will be weighted as follows when calculating grade point average: A=5; B=4; C=3; D=2. In the case of a transfer student who has AP grades, only those courses recognized as AP by the College Board will be weighted.

The candidates for valedictorian and salutatorian must have been enrolled at the high school for one full school year prior to the date of their graduation. The candidates for other end-of-year honors must have been enrolled prior to the beginning of the second term of the senior year.

Honor graduates will be designated based on their status as graduating senior who have passed the AHSGE, who qualify for the Advance Diploma, and who on all courses taken during the freshman year through the second term of the senior year have earned an overall GPA as listed below:

Cum Laude	= 3.80
Magna Cum Laude	= 3.90
Summa Cum Laude	= 4.00

STUDENT ACTIVITIES

GENERAL

School-sponsored student activities are a vital part of students' lives and of the total school program. Therefore, the Board encourages the certified staff and students of the schools of the School System to plan and implement appropriate student activities to meet the needs of the students.

UNDER CONTROL OF PRINCIPAL

All school-sponsored student activities must have prior approval by the local school principal and activity sponsor. All school-sponsored student activities shall be under the control of the local school principal or designee.

All school-sponsored activities shall be adequately supervised by a member or members of the school certified staff.

OFFICIAL SCHOOL ACTIVITY DEFINED

A school activity is defined as any educational experience or curricular or extracurricular event that is approved officially by the school principal based on the following criteria:

1. It is scheduled by the school principal, and
2. The school principal has made specific assignments to an employee(s) of the Board to teach, coordinate, monitor, advise, sponsor, or chaperon said activity as a part of employment responsibilities.
3. Participation in athletics and other extracurricular activities (Grades 7-12).

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The Alexander City Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Alexander City Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess athletic and extracurricular student's progress toward graduating from high school on schedule with his/her class. The Alexander City Board of Education prescribes the following regulations for eligibility by students in this school system to participate in athletics and/or extracurricular activities:

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.
3. Students entering grades 10-12 must have passed during the last two (2) semesters in attendance and summer school, if applicable, at least six (6) new Carnegie units with a minimum composite numerical average of 70 in those six units. Four (4) core courses must be included in those units passed and averaged. English, mathematics, science and social studies are core curriculum courses.
4. Students ending grades 8 and 9 must have passed during the last two (2) semesters in attendance and summer school, if applicable, at least five (5) new subjects with a minimum composite numerical average of 70 in those five subjects.
5. Students promoted to the grade 7 for the first time are eligible.
6. Physical education may count as only one (1) unit per year.
7. No more than two (2) Carnegie units may be earned during summer school.
8. Bona fide transfers may be handled according to rules of the Alabama High School Athletic Association for sports and rules to be developed by the local board of education as they pertain to other extracurricular activities.

9. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
10. School Sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal for approval.
11. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal approves participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
12. Students deemed ineligible for participation under rules of this policy may continue in coursework but shall not be allowed to participate in extracurricular activities. Events (examples only) such as student participation at athletic events, club conventions, Christmas parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc. are extracurricular and students academically ineligible under this policy shall not be allowed to participate.

STUDENT GOVERNMENT

Effective student governments are the forums for the training and involvement of students in the democratic processes. Members of the school community share the responsibility for shaping governments into positive instruments for student involvement.

STUDENT RESPONSIBILITIES ARE TO

- elect student government officers and representative who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.
- become knowledgeable of School Board and individual school policies governing the actions of students.
- conduct election campaigns in a positive, mature manner, with all due respect provided their opponents.
- attend regularly scheduled meetings, if an elected student representative, and exhibit appropriate conduct at all times.

STUDENT RIGHTS ARE TO

- form and operate a student government within the respective schools under the supervision of a faculty advisor.
- have access to policies of the School Board in the individual school.
- seek office in student government, or any school organization, regardless of race, sex, color, creed, or political beliefs.
- attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal.

STUDENT PUBLICATIONS

Alexander City School System principals may approve establishment of a school newspaper or magazine for students.

The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.

The principal shall not allow advertisements of intoxicants or tobacco products or other products which would be inappropriate for the intended audience.

Education is the process of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student

publications, such as school newspapers, should include viewpoints representative of the student body.

STUDENT RESPONSIBILITIES ARE TO

- refrain from publishing libelous and obscene materials; to seek full information on the topics about which they write; and
- observe normally accepted rules for responsible journalism under the guidance of the faculty advisor.

STUDENTS RIGHTS ARE TO

- participate in the development and distribution of publications as a part of the educational process.

STUDENT CLUBS AND ORGANIZATIONS

School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization which denies membership on the basis of race, creed, color, or political beliefs. All school-sponsored clubs and organizations shall be sponsored by a member of the faculty approved by the school's principal and shall have a constitution approved by the Student Council and/or by the school's principal.

STUDENT RIGHTS AND RESPONSIBILITIES

FREE SPEECH AND EXPRESSION

The Alexander City Board of Education possesses the responsibility to offer an education which shall be provided in an orderly, healthy atmosphere, both physical and emotional, and in which treatment of students is both firm and fair in all matters pertaining to school life.

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school a proper atmosphere for learning. Codes of conduct shall be consistent with the policies of the Board, which in turn, shall be in full compliance with State and Federal provisions.

The Alexander City Board of Education shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideals. All students shall have the freedom to exercise the right of free speech and to protest deprivation thereof, through proper channels, providing that such protection does not interfere with the educational program of the School System or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to other individuals, to develop tolerance for the view points or opinions of others, and to recognize the rights of other individuals to form or hold different points of view.

Code of Alabama 16-1-14

DUE PROCESS

A student must know what conduct is appropriate and what is forbidden; therefore, the rules and regulations of the Board of Education governing student conduct shall be distributed to students and parents and posted in a conspicuous place. Prior to any suspension the principal or his or her designee shall advise the student in question of the particular misconduct and the basis for accusation; provide the student an opportunity to explain his or her version of the situation; and immediately remove from the school premises without benefit of the above procedures any student whose continued presence in the school poses a danger to persons or property or an ongoing threat of disruption to the academic process. The necessary procedure shall follow as soon as practicable.

Before being punished for a violation of board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against him;
2. The evidence against the student shall be explained to him; and
3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension based on findings of the Discipline Review Committee (DRC) hearing (more than 10 days) or expulsion, the Board shall afford the student the following:

1. The right of a hearing before the Board of Education;
2. The right to be represented by counsel;

3. The opportunity for cross-examination of witnesses;
4. A written record at the hearing;
5. A written record of the decision; and
6. The right to appeal.

A school may not unilaterally expel, or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

REFERENCES:

CODE OF ALABAMA
16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5

PRIVACY AND PROPERTY RIGHTS

Federal and State laws and recent court rulings uphold the authority of school officials to conduct reasonable searches and seizures of property when there are “reasonable grounds.” The law permits the Board of Education, its employees, agents, or designees to conduct reasonable searches of students and to seize student property to protect the health, safety, and welfare of all students.

LOCKERS AND DESKS

Lockers and desks remain the property of the school system and are subject to random and “reasonable grounds” searches by school officials.

AUTOMOBILES

School officials may search selected vehicles while on school property when there is plain-view evidence or reasonable cause to believe that the vehicle contains articles that may endanger other individuals or are contrary to law or regulations of the Board.

METAL DETECTORS

To provide and maintain a safe and secure environment for students, school personnel, and authorized visitors, metal detectors may be employed by school board employees.

SURVEILLANCE CAMERAS

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the school system. Equipment shall not be used where there is an expectation of privacy, i.e., bathrooms, gym/locker rooms, private offices, and classrooms. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment. Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only. All school personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

STUDENT RECORDS

A well-developed student record file contains information needed for making appropriate educational decisions for the students. Student records are to be treated confidentially and should contain information that is relevant, accurate, and appropriate.

The principal is the legal custodian of student records. Student records are confidential and information other than “directory information” will not be released without consent of the parent/guardian or student 18 years of age or older, or as otherwise allowed by law. The School Board has identified the following as directory information:

- Student’s name
- Address
- Telephone number
- Major field of study
- Dates of attendance
- The most recent education agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received

Should you decide not to release directory information for your child, you must notify the school principal in writing within ten (10) days of the beginning of the school year (or within ten (10) days of enrollment for transfer students). A new request for non-release must be completed each school year.

RESPONSIBILITIES OF STUDENTS, PARENTS, AND GUARDIANS ARE TO

- inform the school of any information that may be useful in making appropriate educational decisions.
- authorize the release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.*

*Release of records of students 17 years of age or younger who attend an elementary or secondary school requires the signature of the parent or guardian except when released to other educational institutions or when subpoenaed by the courts.

RIGHTS OF THE STUDENTS, PARENTS, AND GUARDIANS ARE TO

- inspect, review, and challenge the information contained in records directly relating to the student.
- be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent, guardian, or eligible student. (Eligible students are those 18 years of age or older)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s educational records. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student’s records; however, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need-to-know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to student;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific state laws.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law that gives certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. It requires parental consent prior to administering federally funded surveys that include questions falling into any of the following categories:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

If you have questions regarding the *PPRA* or the *Hatch Amendment* or would like more information on how to request that your child opt out of participation in any of the above listed topics, call your child's principal. You may also contact Pat Mann, Director of student Services at 256-234-8672.

STUDENT GRIEVANCES

Whenever an Alexander City School System student believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures.

- I. Definitions:
 - A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition.
 - B. *Complaint* shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.
 - C. *Faculty/Staff and Administration* shall mean the employees of the Alexander City Board of Education or representatives under the direct supervision of an employee of the school board.
 - D. *Day* shall mean a school/academic day.
- II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between parties.
- III. Released Time – The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.
- IV. Complaint procedure
 - A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent within five (5) days of the

- occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days shall be allowed.
- B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complaint within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.
 - C. Level Two – If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.
 - D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Alexander City Board of Education, provided request for placement on Board agenda is filed within ten (10) days.
- V. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

REFERENCES:

CODE OF ALABAMA
16-1-30, 16-12-3(c)

STUDENT PREGNANCIES

A female student who is or becomes pregnant while enrolled in the schools of the School System shall notify either the school nurse, principal, assistant principal, or counselor, as soon as possible after her pregnancy has been confirmed. The student will be given a copy of the pregnancy and attendance policies at the time she notifies school authorities of her pregnancy.

MARRIED STUDENTS

Married students are eligible to attend the schools in the school system and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and shall be expected to abide by all rules and regulations applicable to all students.

STUDENT USE OF MOTORIZED VEHICLES

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property will be revoked if safety rules are violated.

Students are required to present evidence of an Alabama driver's license and insurance before they are authorized to bring a vehicle on school premises. In an effort to maintain order and safety in and on school parking facilities, school personnel are authorized to secure and require students operating motorized vehicles on campus to purchase parking decals, numbers, and park in assigned parking space.

Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

SEXUAL HARASSMENT and SEXUAL VIOLENCE

It is the policy of the School System to maintain a school environment free of sexual harassment and sexual violence. The School System prohibits any form of sexual harassment and sexual violence on school campus or school sponsored activities.

It shall be a violation of this policy for any student of the School System to harass other students or employees through conduct or communication of a sexual nature as defined by this policy.

The School System will investigate all complaints, formal or informal, verbal or written of actions or statements which may constitute sexual harassment or sexual violence and will discipline any student who sexually harasses or is sexually violent toward a student or employee of the School System. The School System also reserves the right to discipline any student for sexually related statements or conduct which do not constitute sexual harassment or sexual violence but nonetheless are inappropriate.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Displays of sexually suggestive objects, pictures, or written materials;
7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Any student who believes he/she has been the victim of sexual harassment or sexual violence involving another student or employee of the School System, and any third person with information about conduct involving persons affiliated with the School System which may constitute sexual harassment or sexual violence, should report the alleged acts immediately to a school official (ex. principal, assistant principal, counselor, or school system Title IX coordinator).

The School System will take no adverse action against a student submitting a complaint or report of possible sexual harassment or sexual violence, even in cases in which the investigation determines that no sexual harassment or sexual violence is found to have occurred, except in cases in which the information supplied is determined to have been falsely and maliciously supplied.

The School System will take action it deems necessary and appropriate in cases in which students, employees, vendors, volunteers, or other authorized visitors of the School System are determined to have engaged in sexual harassment or sexual violence affecting persons affiliated with the School System. In the case of students, such action may include warnings,

suspensions, and expulsions, in order to punish sexual harassment and sexual violence and prevent their recurrence.

In all cases, the School System reserves the right to refer the results of its own investigation to the criminal authorities for possible criminal charges, whether or not the School System takes and action on its own account.

REFERENCES:

CODE OF ALABAMA
16-11-9, 16-12-3, 26-14-3
CIVIL RIGHTS ACT OF 1991 amended

SUPPLEMENTAL MATERIALS

It is the policy of the Board that any supplemental materials used for instructional purposes will be reviewed prior to use. Parents, however, have the right to review the materials along with textbooks, courses of study and audio-visual material. To exercise this right a parent should contact the school principal and set up a time to review the material. After a thorough review, should a parent wish to have his/her child not use specific materials the letter found in the Appendix should be forwarded to the school's principal.

STUDENT CONDUCT

It is the belief of the School System that a uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior.

Creating such an environment requires the cooperation of the parents/guardians, students, Board of Education, and all employees of the School System. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order that a positive environment can be established and maintained.

As students progress in our School System, it is reasonable to assume that an increase in age and maturity will result in students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedure identified shall apply to all students in grades K-12.

For effective instruction to occur there must be a cooperative relationship among students, parents, and educators. This relationship may be described as follows:

PARENTS' OR GUARDIANS' RESPONSIBILITIES ARE TO

- maintain regular communication with the school authorities concerning their children's progress and conduct.
- insure that their children are in daily attendance and promptly report and explain an absence or tardiness to the school.
- provide their children with the resources needed to complete class work.
- bring to the attention of school authorities any problem or condition which affects their children or other children of the school.
- discuss report cards and work assignments with their children.
- maintain up-to-date work and emergency telephone numbers and address at the school, including doctor, hospital preferences, and emergency health care form.
- attend scheduled parent/teacher conferences.

STUDENTS' RESPONSIBILITIES ARE TO

- attend all classes daily and be punctual in attendance.
- be prepared to come to class with appropriate working materials.
- be respectful of all individuals and property.
- refrain from profane or inflammatory statements
- conduct themselves in a safe and responsible manner
- be clean, neat, and appropriately dressed
- be responsible for their work
- abide by the rules and regulations of the school and each classroom teacher
- seek changes in an orderly and recognized manner

SCHOOLS' RESPONSIBILITIES

- encourage the use of good guidance procedures
- maintain an atmosphere conducive to good behavior
- exhibit an attitude of respect for students
- plan a flexible curriculum to meet the needs of students
- promote effective training or discipline based upon fair and impartial treatment of all students
- develop a good working relationship among staff and with students

- encourage the school staff, parents or guardians, and students to use the services of community agencies
- promote regular parental communication with the school
- encourage parent participation in affairs of the schools
- seek to involve students in the development of policy
- endeavor to involve the entire community in the improvement of the quality of life within the community
- notify parents, if possible, when students are absent
- bring to the attention of parents any problem which exists with their children

PARENTS' RESONSIBILITY FOR THEIR CHILD(REN)'S CONDUCT

The Board hereby advises parents/guardians of their responsibility for the conduct of their child (ren) based on Legislative Act 93-672 which amends Section 16-28-12, **Code of Alabama**. The Act has important implications for parents and students of the school system.

JURISDICTION OF THE SCHOOL BOARD

Students enrolled in the Alexander City Schools System are subject to the policies of the Alexander City Board of Education and to the rules and regulation of the schools. This authority applies to all school-sponsored activities including but not necessarily limited to

- regular school activities
- transportation on school buses
- field trips
- athletic functions
- activities during which appropriate school personnel have supervisory responsibility for students

All school regulations and prohibitions pertain to motorized vehicles driven or parked on school property. In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school.

The authority of the school officials to control student conduct off school grounds and outside school hours is well settled in the law. Where the students are engaged in a school-sponsored activity, the authority of the school officials is the same as if the activity took place on school property.

STUDENT RESPONSIBILITIES ARE

- obey all school policies, rules, and regulations.
- become familiar with the contents of the **Student/Parent Information Guide and Code of Conduct**

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

DETENTION

The Board authorizes students to be reasonably detained for disciplinary purposes at the discretion of the local school principal and professional staff of individual schools. If a student is to be detained outside regular school hours, the student shall be given notice of such detention in time to notify parent or legal guardian to arrange for necessary transportation. Each local school principal shall require all students detained for disciplinary purposes to be under the direct supervision of a member of the professional staff.

IN-SCHOOL SUSPENSION PROGRAM

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not removed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The principals and their staff should determine the scope of in-school suspension in their respective schools that is appropriate for the age of the student.

SATURDAY SCHOOL

The Saturday School Program is primarily an option for intervention when funds are available. Saturday School may be considered by principals as a disciplinary measure before a recommendation is submitted to the Superintendent or Board for disciplinary action. The parent/guardian will provide transportation to and from Saturday School.

ALTERNATIVE SCHOOL

Students may be assigned to the alternative school only once per school year by the Discipline Review Committee (DRC). Any suspension that follows may result in the student becoming a candidate for expulsion.

Re-entry to the main campus the next school term will require a behavioral contract. Students attending the alternative school have the opportunity to receive credit for coursework. **TRANSPORTATION** will not be provided for students assigned to the Alternative School. **Students who become discipline problems while attending the alternative school will be recommended for expulsion for the remainder of the school year.**

OUT-OF-SCHOOL SUSPENSION

SHORT-TERM SUSPENSION

The Board defines short-term out-of-school suspension as "the temporary removal of a student from school for violation of the School System's Student Code of Conduct, local school rules and regulations, or otherwise causing interference with or disruption of the orderly operations of the school."

AUTHORITY

The principal or designee has the authority to place a student on short-term suspension.

LENGTH OF SHORT-TERM SUSPENSIONS

A principal has authority to place a student(s) on short-term suspension for up to five (5) school days. The Superintendent or designee may extend a student's suspension for an additional one to five (1-5) school days based on the seriousness of the infraction or continuation of unacceptable behavior. The short-term out-of-school suspension of a student shall not exceed a total of nine (9) school days per violation.

DUE PROCESS FOR OUT-OF SCHOOL SUSPENSIONS TEN (10) OR MORE DAYS

Prior to placing a student on suspension, the student will be accorded informal due process procedures, i.e. a notice of the charge(s) against him/her, evidence supporting the charge(s), and an opportunity to explain his/her side of the situation. Students qualified under the Individuals with Disabilities Education Act, the Rehabilitation Act of 1973, and/or the Alabama Exceptional Child Act, shall be treated pursuant to the provisions provided by those acts (see Special Education Student Section).

PROCEDURES FOR SUSPENSIONS

The following procedures shall be applicable for the first through third out-of-school suspensions:

FIRST, SECOND, THIRD, AND FOURTH SUSPENSIONS

1. The parent/guardian of the student shall be notified in writing and verbally when possible (Short-Term Suspension Notice Form) of the suspension.
2. The Superintendent or designee shall be notified in writing of the suspension (Short-Term Suspension Notice Form).
3. Parent/guardian must attend a conference with school personnel before the student is readmitted.
4. The District Attorney and/or Juvenile Court may be notified of the suspension.
5. The school Principal may recommend a Discipline Review Committee (DRC) for special circumstances.

If warranted, charges may be filed. Generally, the fourth suspension may result in charges being brought against the parent/guardian of the student through the Circuit Clerk's Office and/or Juvenile Court. Special situations may result in legal proceedings being instituted prior to the fourth suspension.

Short-Term Suspensions During Exams

Students shall not be placed on short-term suspension during benchmark/final examinations, unless alternatives for taking the examinations are provided. In many cases, the short-term suspension may be delayed until the major examinations have been administered. Note: This legal requirement applies only to short-term suspensions, since under extended-term suspensions full due process will be accorded.

NOTIFICATION PROCEDURES

The following minimal notification procedures shall be followed in out-of-school suspension cases:

1. The local school principal or designee shall complete the appropriate copy of the School system's "Suspension Report Form" filed JDD-F1. If the suspension is to exceed five (5) school days the Superintendent's or designee's signature must be affixed to the Suspension Notice Form. The completed Form shall be distributed as follows:
 - a. A copy to the suspended student prior to departure from the school campus, with directions to transmit it to his/her parent/ guardian.
 - b. A copy to the student's file.
 - c. A copy to the parent/ guardian – in person, by mail or sent by the student
 - d. A copy to the Director of Student Services on day of suspension.
2. The principal or designee shall make every attempt to notify promptly (same day) the student's parent/guardian by telephone to explain the circumstances and the terms of the impending suspension.

EXTENDED-TERM SUSPENSION

The Board defines extended-term out-of-school suspension as "the removal of a student from school for violation of the school system's Student Code of Conduct, local school rules and regulations, or otherwise causing interference with or disruption of the orderly operations of the school."

AUTHORITY

The authority to place a student on extended-term suspension rests jointly with the principal, Superintendent or designee, DRC, and School Board.

LENGTH OF EXTENDED-TERM SUSPENSIONS

An extended-term suspension must be for a specified number of days ranging from one (1) school day up to maximum of forty-five (45) school days. The maximum of forty-five (45) school days includes any short-term suspension days. Removal of a student from school for more than forty-five (45) school days must be processed through expulsion procedures.

DUE PROCESS FOR EXTENDED-TERM SUSPENSIONS

When a student is facing possible extended-term suspension [ten (10) or more school days], the School Board requires that the following formal due process procedures be accorded the student:

1. the right to a written notice of charge(s)
2. the right to a hearing before DRC
3. the right to written notification by the DRC outlining the hearing date, time, place, and possible discipline measures
4. the right to be represented at the DRC hearing by his/her parent/guardian or a person selected by the parent/ guardian, including legal counsel
5. the right to a written statement of the DRC's recommendation to the Superintendent

PROCEDURES

The principal or designee shall conduct a thorough investigation and report the findings of the investigation to the Superintendent or designee. If, after a review of the findings, the principal recommends that a student be placed on extended-term suspension and the Superintendent approves, the procedures listed below shall be followed:

PRINCIPAL'S ACTIONS

1. The principal or designee shall orally inform the student of the charges against him/her.
2. The principal or designee promptly shall notify (same day if possible) the student's parent/guardian, in writing, of the charge(s) against the student. The written notice shall be sent by mail or by personal service by the principal or designee. The "Extended-Term Suspension Report" form, filed JDD-F2, shall be used for such notification.
3. The principal or designee shall request (same day if possible) the Superintendent or designee to establish a DRC to conduct the hearing. A copy of the completed "Extended-Term Suspension Report" form shall be attached to the request.
4. The principal recommending the suspension shall initiate the collection of all available related information for presentation at the DRC hearing.

SUPERINTENDENT'S ACTIONS

1. The Superintendent or designee shall hear the principal's request for an extended-term suspension and review supporting documentation/findings and, if he/she feels that the principal's recommendation warrants suspension, will appoint a DRC.
2. Dependent upon the action recommended by the DRC after completion of the hearing, the Superintendent shall take one of the following actions:
 - a. If the DRC determines the principal's recommendation for an extended-term suspension of the student is warranted and the Superintendent concurs; a letter stating the DRC recommendation and approved by the Superintendent will be mailed to the parent(s) by the Superintendent or designee. In cases where the Superintendent does not concur fully with the recommendation of the DRC, he/she may modify the terms and conditions of such recommendations.
 - b. If the DRC determines that the principal's recommendation for an extended-term suspension is not warranted and the Superintendent concurs, the student will be readmitted to school on a probationary basis unless prohibited by the minimum

action required by Board policy. In cases where the Superintendent does not concur fully with the recommendation of the DRC, he/she may modify the terms and conditions of such recommendations.

DRC'S COMPOSITION AND ACTIONS

1. The DRC shall be composed of the following persons/positions:
 - a. Director of Student Services
 - b. two administrators from schools other than the school the student recommended for suspension attends
 - c. a counselor
 - d. one teacher from a school other than the school the student recommended for suspension attends
 - e. The Director of Special Education, if the student receives special education services.
2. The DRC shall do the following:
 - a. review recommended action of principal to ensure that due process has been provided,
 - b. review the recommended action of the principal with reference to the minimum and maximum disciplinary sanctions required by Board policy,
 - c. hear, review, and weigh the evidence and information presented on behalf of the student and the school,
 - d. review the student's total disciplinary record and previous disciplinary sanctions, and
 - e. make a fair and reasonable decision concerning the best interest of the student and the total school population.
3. The DRC is authorized to do the following:
 - a. uphold the recommended action of the principal, or
 - b. modify the recommended action of the principal; however, any recommended action must be in keeping with School Board policy, or
 - c. readmit student to school on a probationary basis unless prohibited by the minimum action required by School Board policy.
4. The DRC shall do the following:
 - a. forward a written statement outlining the decision of the DRC Committee to the Superintendent or designee for his/her approval or disapproval.
 - b. send a written notice of the decision of the Committee as approved by the Superintendent or designee to the student's parent/guardian.

HEARING TIMELINES FOR EXTENDED-TERM SUSPENSIONS

1. No time limit is applicable during the hearing process provided the student recommended for extended-term suspension is allowed to remain in the regular school program or in an alternative educational setting.
2. A time limit of ten (10) school days is applicable for the hearing process provided the student recommended for extended-term suspension is not permitted to remain in the regular school program or in an alternative educational setting, i.e., the entire hearing and notification process must be completed within ten (10) school days from the date the student is initially placed on short-term out-of-school suspension or return the student to the regular school setting or an alternative educational setting until such time as the DRC conducts the hearing and the Superintendent reviews the DRC recommendation.

THE FOLLOWING SECTIONS PERTAIN TO BOTH SHORT-TERM AND EXTENDED-TERM SUSPENSION

STUDENTS LEAVING SCHOOL SITES

No suspended student shall be allowed to leave the school campus during the school day until the student's parent/guardian or local law enforcement assumes responsibility for him/her.

When a student's parent/guardian cannot be notified, the student in grades K-12 will remain on the school campus until the end of the school day. At the end of the school day, the student will return home by normal transportation or other approved means.

IMMEDIATE REMOVAL OF STUDENTS

Immediate removal of a student from a school campus is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, all reasonable efforts will be made to notify the parent/guardian by phone or personally by the principal or designee.

FORCED REMOVAL OF STUDENTS

In emergency situations, principals or designee are given the authority to call upon law enforcement agencies to remove any student(s) who creates material and/or substantial disruption by endangering himself/herself, school personnel, other students, or school property. The principal or designee shall advise the Superintendent or designee by phone regarding forced removals and shall follow the oral contact with a written confirmation to the Superintendent.

SUSPENSION WITH AN EXPLUSION RECOMMENDATION

If an incident or violation or series of incidents or violations are serious enough to warrant suspension with a recommendation for expulsion, said suspension may not exceed ten (10) complete school days pending School Board action on the expulsion recommendation. Provided the School Board does not render a decision within the ten (10) school day period, the student shall be readmitted to the regular school setting or placed in an alternate educational setting until such time as the Board renders a decision.

The principal, after making an expulsion recommendation, may readmit the student to school within the ten (10) school days period based on a conference between the principal and Superintendent.

TERMS AND CONDITIONS

The following terms/conditions shall apply during the time students are on out-of-school suspension:

1. While on out-of-school suspension, a student may not attend or participate in school functions or enter school property for any reason during or after the school day.
2. When a student is placed on out-of-school suspension, his/her teachers must be notified immediately concerning the date and duration of the suspension. Upon return to school, the student may request make up work from teachers. It is the student's responsibility to request this work. Students will be afforded the opportunity to obtain make up work in order to keep up with material missed during their suspension. Individual schools may or may not allow the work to be counted toward final grades for the classes missed.
3. A suspended student must comply with the full length of the suspension unless the principal approves an alternative.
4. An option will be available for parents/guardians to attend school all day with their child in lieu of out-of-school suspension after one day and up to five days of suspension (K-8 only).

SPECIAL EDUCATION STUDENTS (On the 11th day of suspension)

Prior to suspending a special education student, said student's IEP shall be reviewed by the principal or designee to determine if an out-of-school suspension is appropriate. In the event it is determined that the student's behavior is not related to the disability, the student shall be treated as any other student and out-of-school suspension may be used as a discipline measure. However should it be determined that the disability is related to the student's behavior, then out-of-school suspension shall not be used as a disciplinary measure for the student without convening the IEP committee to reconsider and approve or disapprove the use of out-of-school suspension as a discipline measure. In addition, special education students placed on out-of-school suspension for more than ten (10) school days during the academic year must be provided an alternative educational program during such suspensions, Legal Ref. **The Code of Alabama**, 16-1-4, 16-28-12; Goss v. Lopez, 95 S. Ct. 729 (1973).

Special Circumstances: School Personnel may remove a student to an interim alternative education setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the child's disability, or in cases where a child is in possession of a **weapon, illegal drugs, or inflicts serious bodily harm** at school or any sponsored event.

PARENT CONFERENCES

All schools of the School System shall develop and implement plans that will provide the opportunity for the parent/guardian to schedule conferences on a yearly basis with their child's teachers. Such plan shall require school principals, after consultation with faculty members, to notify the parent/guardian of all students in their schools that they may schedule conferences with teachers and administrators to discuss educational matters related to their child. Said notification shall be in written form and shall identify the procedure for scheduling a parent-teacher conference.

Parent/teacher conferences must be scheduled, preferably at the close of the school day or during the preparation period, in such a way that will not interfere with said personnel's teaching responsibilities. However, in cases where formal programs (i.e., Teacher Advisor Program - TAP) are approved for use on a school-wide basis to encourage parent conferences and participation, limited class time may be used.

Legal Ref.: Alabama State Board of Education's Plan for Excellence.

PHYSICAL RESTRAINT

The principal or designee(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parent/guardian, or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. Such action must be done in a reasonable manner to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

CORPORAL PUNISHMENT

As a last resort method to maintain discipline or to enforce school rules prior to expulsion, a principal or designee may administer corporal punishment (paddling) through moderate use of physical force or physical contact. Such punishment shall be administered under conditions which do not hold the student to ridicule or shame and which punishment is never in the presence of other students. No student is required to submit to corporal punishment.

A student's parent/guardian may make a written request that his/her child be exempted from corporal punishment and that an alternative punishment be given that is acceptable to the

principal. If an alternative is acceptable to the principal but is not effective, the use of corporal punishment may be reinstated with or without the student's parent/guardian consent.

The procedures listed below must be followed to guarantee proper and legally required due process on behalf of the student:

1. The student must have been informed previously that his/her behavior could bring about the use of corporal punishment.
2. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in an attempt to modify the student's behavior.
3. The administration of corporal punishment must occur in the presence of another certified employee, but only after:
 - a. the school employee is informed about the reasons for punishment in the presence of the student;
 - b. the student is given the opportunity to deny or admit his/her guilt; and
 - c. it has been determined that the instrument to be used to corporally punish is appropriate for the age and physical size of the student being punished.
4. No more than three licks shall be administered to a student's buttocks.
5. Whenever corporal punishment is administered, a written report shall be made and a copy forwarded to the child's parent/guardian.
6. No instrument shall be used that might produce physical injury to the student, no part of the body above or below the buttocks may be struck, and the number of strokes and severity thereof shall be reasonable and moderate.
7. Only paddles are to be used in administering corporal punishment and are to be made from a general and smooth wood product and conformed to the following maximum sizes per dimension: Grades K-6: Length 7 1/2", Width 3 1/2", Thickness 1/4", and Handle Length 4". Grades 7-12: Length 13", Width 5", Thickness 3/8", and Handle Length 4".

SPECIAL EDUCATION STUDENTS

Prior to administering corporal punishment to a special education student, said student's IEP shall be reviewed to determine if corporal punishment is appropriate based on the IEP disciplinary plan and if the student's behavior warranting corporal punishment is related to the disability. In the event it is determined that the student's behavior is not related to the disability and the IEP disciplinary plan specifies corporal punishment as appropriate, the student shall be treated as any other student and corporal punishment may be used as a discipline measure. However, should it be determined that the behavior is related to the student's disability or, upon reviewing the IEP disciplinary plan, it is determined that the IEP does not specify corporal punishment as appropriate, then corporal punishment shall not be administered to the student without convening the IEP committee to reconsider and approve or disapprove the use of corporal punishment as a discipline measure.

Legal Ref.: **The Code of Alabama**, 16-1-14; U-S. Const. Amend. XIII; U.S. Const. Amend. XIV; *Ingraham v. Wright* 97 S. Ct. 1401, 11977; *Jones v. Palmer*, 421 F. Supp. 738 (S.D. Ala. 1976); *Baker v. Owen* 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975).

STUDENT BEHAVIORAL CONTRACTS

Being placed on a Behavioral Contract is notification that a student's attendance / behavior has been unacceptable and must be improved or future violations will result in the student being placed on short-term or extended-term suspension. A student may be placed on a behavioral contract following a conference with his/her parent/guardian in which the terms and conditions of the contract are explained. All suspensions resulting from violations of a Behavioral Contract shall be processed in accordance with the provisions of the out-of-school suspension policy.

As an alternative to suspension, a student, with the approval of his/her parent/guardian, may elect to withdraw from the school system and enroll in another public or private school or be

taught by a certified private tutor, but if the student returns during the same school year, the suspension must be served in its entirety. Legal Ref.: **The Code of Alabama**, 16-1-14.

EXPULSION

The Code of Alabama vests in the School Board the authority to prescribe rules and regulations with respect to behavior and discipline of students enrolled in the schools of the School System. The authority to expel a student is vested only in the School Board. The School Board may in its discretion require the removal of a student(s) who violates provisions of the Student Code of Conduct or creates disciplinary problems in any classroom or other school activities and whose presence in the class may be detrimental to the best interest and welfare of students of such class as a whole.

Expulsion may be for one (1) school day, for the remainder of the semester, for the remainder of the school year, for a definite period of time extending beyond the remainder of the school year, or permanently. The length of expulsion shall be at the discretion of the Board.

The Board shall have the duty to review the evidence advanced by the principal, other school system personnel, and other interested parties in support of the recommendation for an expulsion and to hear and review any rebuttal advanced by the student, parent/guardian, or representative.

At the end of an expulsion period, the School Board may require that the student and his/her parent/guardian appear before the Superintendent and/or the School Board to determine if changes in behavior on the part of the student have occurred which indicate a willingness and ability to function in the school setting. Moreover, as a condition for readmittance to school, the Board may require that the expelled student participate in activities that would reasonably be assumed to change the behavior in a positive direction.

“NO-FIGHT” POLICY

The Board is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of the school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle will not be tolerated. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion. Refer to Title 13 A of **The Code of Alabama**, 1975.

The Superintendent or designee and local school officials, working cooperatively with the local police and/or sheriff, the district attorney, and the Juvenile Court, shall enforce this “no-fight” policy at schools in grade 7-12.

The following procedures shall apply:

1. Fighting in a school building, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle shall be classified as a major violation of the Student Code of Conduct.
2. The principal or designee shall investigate the fight and take the appropriate action as identified in the Student Code of Conduct.
3. The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses. Defendants shall not have the right to witness such statements.
4. Should it be determined that a fight has occurred, the principal or designee (grades 7-12) should immediately call the police to remove all students involved in the fight.
5. The principal or designee shall secure witnesses for court appearances.
6. The principal or designee shall file a complaint/petition with Juvenile Court and charges of disorderly conduct against the student(s).

7. A reasonable attempt shall be made to notify the parent/guardian if the student is to be removed from the school by police officers.
8. Students who involve themselves as a third party in a fight will be recommended for suspension.

Fight Defined: A fight is defined as any physical altercation or physical contact between or among two or more students, which is intended by one or more of such students to cause injury or which might result in an injury.

POSSESSION OF WEAPONS AND FIREARMS BY STUDENTS

WEAPONS AND FIREARMS DEFINED

No student shall be permitted to have any weapon or firearm on school property at any time. Items forbidden shall include, but are not limited to the following. For purposes of this policy, the term firearm is defined in section 921 of title 18, United States Code and in **The Code of Alabama**.

WEAPONS LIST

The weapons include but are not limited to the following:

1. A firearm, including but not limited to any hand gun, shot gun, black powder firearm, flare gun, zip gun, or any other devise from which a projectile is discharged by explosive power.
2. A realistic replica of any firearm, including but not limited to realistic replicas of a hand gun, rifle, or shot gun, black power firearm, flare gun, or zip gun.
3. Air gun, blank gun, (starter's pistol), gas operated gun, or realistic replica
4. Knife, irrespective of the blade length, including but not limited to:

Box cutter	Key chain knife	Spring loaded knife
Butterfly knife	Linoleum knife	Stiletto knife
Carpet knife	Lock blade knife	Straight razor
Exacto knife	Paint scraper	Switch blade
Fixed blade knife	Palm knife	Swiss Army knife
Folding knife	Razor blade	Trench knife
		Utility knife

Any other item that utilizes a razor blade or other blade, replaceable or fixed

5. Nun chunks (nunchaku), throwing stars, fighting claws, or other weapon utilized in martial arts
6. Explosive device of any type, including but not limited to fireworks
7. Fingernail clippers or other items that contain a knife blade or metal fingernail file
8. Bicycle chain or heavy duty chain, bike sprocket
9. "AIRBOW" gun

Arrow	Crossbow	Machete
Baton	Hand ax	Night stick
Black jack	Hatchet	Skewer
Bow and arrow	Ice pick	Sling shot
Brass knuckles	Impact baton	Spear
Bull whip	Kubotan	Spring Billy
Cattle prod	Leather strap	Stun gun
Club	Loaded gloves	Sword or sword cane
	Mace	Razor
	Tear gas or other irritant spray	

10. Any device capable of discharging a projectile.

11. ANY OTHER OBJECT NOT SPECIFICALLY LISTED WHICH IS PRIMARILY ADAPTED FOR ATTACK AND/OR THE INFLICTION OF INJURY.

ALEXANDER CITY SCHOOLS DRESS CODE

STUDENT DRESS CODE

Good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education.

Students in Alexander City Schools are expected to dress as follows:

1. Students must be neatly dressed, clean and well groomed while at school.
2. Hair must be clean and well groomed.
3. **BOYS:** Shirts, tee shirts, and athletic jerseys must be tucked in pants.
4. Shoes must be worn at all times by all students. Shoes must be tied and straps must be fastened at all times. Jim Pearson students must wear tennis shoes.
5. Shirts and blouses should have modest and appropriate necklines, arm openings, and closures such as crew neck, jewel neck, or boat neck. Undergarments must be worn. Female shirt straps must be no less than a credit card in width. Blouses and shirts must be long enough when arm is raised midriff does not show. Male shirts must have sleeves.
6. Dresses, skirts or shorts must be no shorter than 2 inches in length above the kneecap.
7. Pants must cover the pelvic girdle (hipbones).
8. Vocational shop, physical education, and lab classes may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
9. With approval of the administration, activity sponsors may establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific activities.
10. The principal or his/her designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear. Attire for special days must be pre-approved by the administration.

Students in Alexander City Schools are prohibited from dressing as follows:

1. Shoes with spiked heels are prohibited.
2. Bare midriff tops, open backed tops, halters, cleavage revealing tops, and transparent garments are prohibited.
3. Cut off garments are prohibited.
4. Clothing or paraphernalia related to or associated with gang or cult affiliation or activity is prohibited. Belongings and garments must be void of controversial writings, drawings, and decals. This includes, but is not limited to, those which show firearms, alcoholic beverages or tobacco products; have obscene or suggestive statements, hand written messages, and/or illustrations, portray controversial and/or extremist groups, or which otherwise create a hostile and/or offensive learning environment.
5. Clothing worn backwards or in any unconventional manner is not allowed. "Slacking" WILL NOT be permitted.
6. Form fitting garments and any type of underwear are not permitted as outerwear. Sweat pants and pajama pants are not permitted. Wind pants are only permitted in grades k-2.
7. Sunglasses, themed contacts, hats, caps, bandanas, curlers, picks or other head covering may not be worn to school. Metal chains, wristbands, spiked apparel, or accessories are prohibited.
8. Garments are not allowed to have holes, rips, frays, or tears above dress/short length.
9. Facial jewelry, visible tattoos, ear stretchers, excessive beads or anything that draws attention to oneself in a manner that may be disruptive to the educational process is prohibited.
10. Students are not allowed to wear hair that covers the eyes.

11. Oversized coats must be placed in lockers upon arrival at school. Only pullovers, sweaters, jackets and sweatshirts may be worn during the school day.

EMPLOYEE DRESS CODE

The professional status of staff members is reinforced by appropriate dress and appearance. Since students learn by example, it is important that employees serve as role models for students. Moreover, the community's attitude toward the school system and the education profession is related to the manner in which employees present themselves. Research has proven that there is a direct correlation between appropriate dress and how others perceive the individual as well as the organization. In addition, professional attire can be a useful tool in classroom management in that it can project an image of respect and authority and can help to establish a sense of formality.

All employees shall exercise good judgment in their choice of appearance at work by dressing in a way that is appropriate to the situation and in a manner that will invoke a positive impression with students and the community. Such professional dress should promote a working and learning environment that is conducive to high student and staff performance.

Faculty and staff must follow the dress code prescribed for students and set an example with the following exceptions:

1. Men – collared shirts. Male employees should wear collared shirts, such as polo style, oxford style or dress shirts (long or short sleeved).
2. Shorts and skorts are considered unprofessional and are not acceptable.
3. Jeans may only be worn on Friday.

Approved by Alexander City Board of Education May 12, 2009

LOCKER POLICY

The Board has adopted a policy with regard to the use of school lockers by students. Students and their parent/guardian should understand that student lockers are the sole property of the Board. Students must abide by the following provisions in the use of such lockers:

1. Each student is responsible for the contents of his/her own locker and may not permit any other student to use the locker. Anything contained in the locker will be the responsibility of the student to whom the locker is assigned.
2. Only the following items may be kept in the locker:
 - a. clothing necessary for the student for the day and clean gym clothes
 - b. school related books and supplies
3. Under no circumstances can an item be kept in a student's locker if possession of that item is illegal in this state or nation
4. No lock other than a school-supplied lock or one approved by school officials may be used. Any other locking device is subject to removal without notice or compensation to the student.
5. Lockers are subject to random search at any time there is reasonable cause to believe that items kept there are in violation of law or Board policy. As such individual lockers may be searched under any suspicious circumstance. The Board does not recognize any right of privacy, which a student may wish to claim with regard to the locker.
6. Violation of this policy may result in loss of the property in question, detention, suspension, expulsion, or other school-imposed penalty. Furthermore, the school will turn over to police any evidence of criminal activity.

UNANNOUNCED VISITS BY LAW ENFORCEMENT AGENCIES

To provide and maintain a safe and secure environment for students, staff and visitors, the Board supports the requirement of **the Alabama Administrative Code**, section 290-030-010-.06 and **The Code of Alabama**, 16-1-24.1 Legal Ref.: **The Code of Alabama**, 16-1-24.1 The Alabama Administrative Code, 290-030-010-6.

SMOKING / USE OF TOBACCO PRODUCTS (Student's Use of Tobacco)

It is the policy of the Board that students shall not be permitted to possess, smoke, or use tobacco products or simulated tobacco products in any form while in school buildings, on school grounds, or in school buses during the school day or during any school sponsored activities.

Legal Ref.: **The Code of Alabama**, 16-8-8, 16-8-9; The Alabama Administrative Code, 290-030-010-.06-(h) (2).

USE, POSSESSION, DISTRIBUTION, AND/OR SALE OF DRUGS AND ALCOHOL

Students shall not possess, use, sell, transmit, purchase, or deliver any controlled substances, illegal drugs, intoxicants, including alcohol, imitation controlled substance on school property, while engaged in or attending any school activities, on or about any school-owned or operated vehicle or during any period of time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff. In all cases, the substance will be confiscated and police will be notified.

For purposes hereof, "drugs" shall mean controlled substances as defined in 13A, Title 20-2-71 and "look-a-like" substances as defined 13A, Title 20-211, Sec.3, **The Code of Alabama**.

Students violating the above policy shall be subject to the following disciplinary procedures:

First Offense

The principal or designee shall suspend the student from school for up to nine (9) school days (short-term suspension) pending a recommendation to the Board for extended-term-suspension.

The student and parent/guardian shall be requested to sign a statement that they have been informed of the consequences of any subsequent violations.

Second and Subsequent Offenses

The principal or designee shall suspend the student from school for up to nine (9) school days (short-term suspension) pending a recommendation to the Superintendent and School Board for permanent expulsion.

Legal Ref.: **The Code of Alabama**, 16-1-24, 16-8-8, 16-8-9, 13A, Title 20-2-71 and "look-a-like" substances as defined in 13A, Title 20-2-11, Sec. 3.

STUDENT CODE OF CONDUCT VIOLATIONS

Classification of Violations

The Student Code of Conduct Violations are grouped into three classes: minor, intermediate, and major. Each classification is followed by a list of offenses and appropriate disciplinary sanctions which are to be implemented by principals and designees.

Requirement to Distribute Student Code of Conduct to Parents

In accordance with **The Code of Alabama**, 16-1-24-1 (e) (1) and (f), the School Board requires that this Student Code of Conduct Violations be printed annually in local school student /parent handbooks for distribution to parent/guardian and students.

STATE CODE

CLASS I - MINOR OFFENSES

- 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.
- Failure to follow instructions - Examples: Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.
- Illegal organization - any on campus activities of fraternities, sororities, secret societies, non-affiliated school clubs, or unruly gangs.
- Excessive tardiness - repeatedly reporting late to school or class.
- Non-directed use of profane or obscene language (verbal, written, gesture).
- Non-conformity to dress code set at local school level.
- Inappropriate public display of affection - including, but not limited to, embracing and kissing.
- Unauthorized use of school or personal property.
- Littering of school property.

Class I: Disciplinary Sanctions

- Disciplinary conference with the student(s)
- Verbal reprimand
- Parent conferences
- Withdrawal of privileges
- Temporary removal from class
- Detention
- In-school suspension
- Out-of-school suspension
- Other sanction(s) as approved by the local Board of Education

CLASS II – INTERMEDIATE OFFENSES

- Possession and/or use of tobacco products - students are not permitted to possess, smoke, or use tobacco products or simulated tobacco products in any form while in school buildings, on school grounds, or in school buses during the school day or during any school sponsored activities.
- Battery upon students - intentionally touching, striking, or causing bodily harm to another student this includes offensive touching or pinching another person.
- Intentionally providing false information to school personnel – Forgery of parent/guardian name; intentionally providing false information to parent/guardian such as changing grades.
- Inciting a student disorder and/or malicious mischief property damage - Intentional and deliberate action or damage of less than \$100.00 to public, real, or personal property of another.
- Stealing, larceny, petty theft - the intentional, unlawful taking or carrying away of property value at less than \$100.00 belonging to or in the possession or custody of another.
- Possession of stolen property with the knowledge that it is stolen.
- Trespassing - Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or warned by an authorized person to depart and refusing to do so.
- Leaving school premises without permission.
- Unjustified activation of fire alarm or fire extinguisher.
- Unauthorized absences (cutting or skipping) from classes or school.
- Participation in gambling activities.
- Continuing disruptive behavior on a school bus.

- Defiance of authority – the act of responding in a disrespectful manner to school personnel.
- Inappropriate material - Possession or distribution of materials which generally offends the standards of common decency and morals of the public school setting. Such materials will be confiscated by school officials and returned only at the request the student's parent/guardian.
- Communication devices - Communication devices such as but not limited to, portable pagers and telephones are not permitted for possession unless approved by the Board of Education or designees based on health or other extraordinary needs (**The Code of Alabama**, 16-1-27).
- Intimidation of a student - The intentional, unlawful threat by word or act to do harm to another student, coupled with an 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.
- Directed use of profane or obscene language toward another student (verbal, written, gesture).
- Any other violation, which the principal may deem reasonable to fall within this category or continuing Class I violations.

Class II: Disciplinary Sanctions

- Temporary removal from class / bus
- Detention
- In-School suspension
- Alternative education program
- Saturday School
- Referral to outside agency
- Short-term suspension / removal from bus
- Extended-term suspension
- Expulsion
- Any disciplinary sanction(s) included in Class I and other sanction(s) as approved by the School Board

CLASS III - MAJOR OFFENSES

- Drugs/Alcoholic Beverages - unauthorized possession, intoxication, transfer, use, or sale of drugs, Drug Possession paraphernalia, or alcoholic. In accordance with **The Code of Alabama**, 16-1-24.1 (b) (c), the principal shall notify appropriate law enforcement officials when any student violates School Board policy concerning drugs and / or alcohol. The Code authorizes the following discipline measures: immediate suspension, expulsion, initiation of criminal charges, denial of readmission until any criminal charges are settled, and/or denial of readmission until conditions set by the School Board are met.
- Arson – the willful and malicious burning or attempting to burn any part of School Board property. In accordance with The Code of Alabama, 16-1-24.1 (e) (2), parents are liable for damages to school property caused by their child.
- Battery upon School Board employee - the intentional, unlawful threat by word or act to do violence, or the intentional causing of bodily harm to a School Board employee. In accordance with **The Code of Alabama**, 13A-6-21, and Legislative Act No. 96-533, it is a second degree felony to cause physical injury or threaten to cause physical injury to teachers or employees of the School Board. In accordance with **The Code of Alabama**, 16-1-24.1 (b) (c), the principal shall notify appropriate law enforcement officials when any student violates School Board policy concerning physical harm or threatened physical harm against another student or employee of the School Board. The Code authorizes the following discipline measures: immediate suspension, expulsion, initiation of criminal charges, denial of readmission until any criminal charges are settled, and/or denial of readmission until conditions set by the School Board are met.
- Robbery - the taking of money or other property from the person or custody of another by force, violence, assault or instilling the fear of same.

- Stealing - larceny - Grand Theft - the intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.
- Gambling - the unlawful participation in gambling activities involving an amount of more than \$100.00.
- Burglary of school property (including any vehicle) - entering or remaining in a structure or conveyance with the intent to commit or committing an offense therein during the hours the premises are closed to the public.
- Criminal mischief - willful and malicious injury or damages at \$100.00 or more to public property, or to real or personal property belonging to another.
- Possession of firearms - Any firearm (including a starter gun or facsimile of a gun) which will, or is designed to, or may fire readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with **The Code of Alabama**, 13-A-1 1 -72(d), Handgun possession of a deadly weapon with intent to do bodily harm on school system property, including a school bus, is a Class C felony. In accordance with **The Code of Alabama**, 16-1-24.1 (b) (c), the principal shall notify appropriate law enforcement officials when any student violates School Board policy concerning physical harm or threats of physical harm. Other Weapon harm against another student or employee of the Board. The Code authorizes the following discipline measures: immediate suspension for rifle/shotgun possession then expulsion, initiation of criminal charges, denial of readmission until any criminal charges are settled, and/or denial of readmission until conditions set by the Board are met.
- In accordance with Public Law 103-282; "Improving America's Schools Act of 1994;" Part F, Section 14601, Gun-Free Requirements and Alabama Legislative Act (94-820 & 94-817), a student shall be expelled from school for not less than one (1) calendar year if found to be in possession of a firearm on school property, to include property not owned by the school system but where any official school sponsored activities is held.
- Further, in accordance with Public Law 103-382; "Improving America's Schools Act of 1994," Part F, Section 14601, Gun-Free requirements, any student determined by the Board to have brought a weapon or firearm on school property as defined above shall be referred to the criminal justice or juvenile delinquency system.
- Bomb threats - any such communication(s) concerning School Board property which has the effect of interrupting the educational environment. Immediate proceedings shall be initiated for expulsion.
- Explosives – preparing, possession, or igniting explosives on School Board property; possession likely to cause bodily injury or property damage.
- Sexual Acts / Harassment
 - A. Unwelcome sexual advances, requests for sexual favors, and other verbal or attempted physical conduct of a sexual nature
 - B. Acts of sexual nature including but not limited to battery, intercourse, or attempted rape
 - C. Indecent exposure—intentional explicit exposure of private parts, “mooning”
 - D. Written or verbal proposition to promote sexual acts
- Aggravated battery - intentionally causing great bodily harm, disability, or permanent disfigurement or the use of a deadly weapon. See applicable statues under Class 111 #5 above.
- Inciting or participating in a student disorder - Leading, encouraging, or assisting in disruptions which result in destruction or damage of public property; personal injury to participants or others during any school sponsored activity.
- Fighting - any physical conflict, hitting or the contact, exchange or blows between two or more individuals, or physical conflict in which significant injury occurs.
- Threats - Extortion - Verbally or by written or printed communication, the malicious threatening of an injury to the person, property, or reputation of another with the intent to

extort money of pecuniary advantage what so ever or with the intent to compel the person so threatened, or any other person, to any act or refrain from doing any act against his/her will.

- Directing obscene or profane language toward a School Board employee (verbal, written, gesture).
- Any other offense which the principal may deem reasonable to fall within this category or continuing Class I and/or Class II violations.
- Crimes as defined under the City, State of Alabama, or United States.

Class III: Disciplinary Sanctions

- Short-term suspension / removal from bus
- Extended-term suspension
- Expulsion
- Any sanction(s) as approved by the local Board of Education.
- Notify the proper authority as needed.

The application of any of the above sanctions will also require payment for any personal or property damages incurred by the school system. If criminal offenses are involved, referral to outside agency, including the criminal justice system will also be made.

Legal Ref.: **The Code of Alabama**, 13A-6-21, 13A-11-72(d), 16-1-24.1 (b) (c), 16-1-24.1 (e) (2); Legislative Acts 94-782, 783, 94-784, 794, 817, and 819; P.L. 103382, "Improving America's School Act of 1994," Part F, Section 14601.

STUDENTS LEAVING SCHOOL CAMPUS

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

1. A student who leaves school for any reason must go through the designated office.
2. A student may only leave school with his parent/guardian. The parent/guardian must come to the school in person if his/her child arrives late or leaves early.
3. A student who has a medical or legal appointment must have his/her parent/guardian come to school and sign the appropriate late arrival/early dismissal list. In the case of an appointment, the parent/guardian may come to school on the day of the appointment or at a time before the appointment to sign the list. When approved by the Superintendent or designee, school principals may make alternative arrangements for releasing students for medical appointments when such appointments are in facilities contiguous to respective schools.
4. In emergency situations when no parent/guardian can be contacted, the principal or designee may permit the student to leave school with someone on the sign-out list that is other than the parent/ guardian.
5. Late arrivals/early dismissals are excused for the same reasons as absences. Only an excused late arrival/early dismissal permits work to be made up.

A student shall be under the jurisdiction of the school from the time the student arrives at school each day until he / she leaves the school campus in the afternoon. In case a student rides a bus, he / she shall be under the jurisdiction of the school from the time he / she boards the bus until the student exits the bus in the afternoon. In addition, a student shall be under the jurisdiction of the school while attending any school-sponsored activity either at school or away from school. This shall apply to all students, including members of athletic teams, pep clubs, band, and other student organizations.

Any student violating this policy shall be subject to disciplinary action by the local school principal.

ATTENDANCE POLICY AND REGULATIONS

STUDENT RESPONSIBILITIES ARE TO

- be punctual and regular in attendance
- provide the school with adequate explanation and appropriate documentation indicating the reason for an absence

EXCUSED ABSENCES

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

EXCUSED ABSENCES, TARDIES, LATE ARRIVALS AND EARLY DISMISSALS

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

1. Student is too ill to attend school;
2. As determined by the Superintendent or principal, inclement weather which would make school attendance dangerous for students;
3. Legal quarantine;
4. Death in the immediate family;
5. Special conditions as determined by the Superintendent or principal, examples; court appearance, military orientation, driver's license test; and
6. Absence with prior permission of the principal or designee and consent of the parent/guardian. This request must be in writing prior to the expected absence. When the absence involves a trip, the principal may require a written report from the student detailing the educational benefits of the trip.

UNEXCUSED ABSENCES

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

Any student accumulating more than ten (10) unexcused absences, during one semester, may not be awarded credit for the course(s) taken and will be considered a candidate for retention.

MAKE-UP WORK

If a student is absent for any excused reason, the student must make arrangements with the teacher within three (3) days upon his/her return to school to make up missed assignments. In making arrangements for make-up assignments the teacher should consider the type of absences, the length of time absent, the amount and nature of work missed and number of make-up assignments due in all classes. Teachers shall not be required to reteach lessons, but the students shall be directed to the STI-Home website where all assignments and assessments will be listed. The parent/guardian is expected to follow-up on students in completing make-up work.

ABSENCES DEFINED

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

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

STUDENT ACCOUNTING

A student must be present more than fifty percent (50%) of the school day to be counted present in the Attendance Register.

STUDENT TARDIES

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

LATE ARRIVALS/EARLY DISMISSALS

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

PERFECT ATTENDANCE AWARD

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

SCHOOL PARTICIPATION ACTIVITIES

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

SCHOOL-SPONSORED ACTIVITIES

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

In the case of on-campus club activities, individual teachers, with the approval of the principal, have the option to deny permission for selected students to participate for the same reasons they might deny permission for selected students to participate in off-campus activities.

It is the responsibility of the student to inform all teachers prior to the activity and to make arrangements for making up all work missed. Students who are away from school or class due to participation in official school-sponsored activities shall be marked present and allowed to make up missed work. These days should be coded with an "s" to indicate school sponsored activity.

RELIGIOUS ABSENCES

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

TRUANCY

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. **Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.** The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

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

NO EARLIER THAN THE FIFTH (5th) UNEXCUSED ABSENCE (CONFERENCE)

- The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in early warning program provided by the juvenile court.
- Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition **against the parent under The Code of Alabama (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.**

NO EARLIER THAN THE SEVENTH (7th) UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)

- File complaint/petition against the child and/or parent/guardian, **if appropriate.**

CHILD UNDER PROBATION

- The school attendance officer should be notified **by the juvenile probation officer** of all children in the school system under probation supervision by the juvenile court as **consistent with state statute, The Code of Alabama (1975) §12-15-100 and 105.**
- Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

The Code of Alabama (1975) §290-3-1-.02, revised effective 10-19-07

SCHOOL ATTENDANCE AND DRIVER'S LICENSE/LEARNER'S PERMIT

PURPOSE OF ACT

The purpose of Legislative Act 93-386 as enacted by the Alabama Legislature is to require school attendance by persons 16-19 years of age as a prerequisite for the issuance of a driver's license/learner's permit by the State of Alabama for the operation of motor vehicle. School attendance standards may be met by enrollment in a school or General Educational Development (GED) program or job training program approved by the State Superintendent of Education.

PENALTY PROVISIONS OF THE ACT: ENROLLMENT, SCHOOLING, EMPLOYMENT

Section I of the Act states, "The Department of Public Safety shall deny the issuance of a driver's license/learner's permit or the renewal of a driver's license to operate a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation from a secondary high school or documentation that the person:

- Is enrolled in a secondary school, or
- Is enrolled and making satisfactory progress toward the GED certificate, or
- Is participating in an approved job training program approved by the State Superintendent of Education, or
- Is gainfully and substantially employed, or
- Is a parent with care and custody of a minor or unborn child, or
- Has a physician's statement that the parents of the person depend on him or her as their sole source of transportation, or
- Is exempt from this requirement based on Section 16-28-1 of **The Code of Alabama**

SUSPENSION OF CURRENT DRIVER'S LICENSES/LEARNER'S PERMITS

Further, persons 16 years and older who have a driver's license/learner's permit who withdraw or who are absent from school for ten (10) consecutive days or fifteen (15) days total for unexcused reasons during a term shall be reported by the school authorities to the Department of Public Safety. The Department of Public Safety shall notify persons that their driver's licenses/learner's permits will be suspended on the 30th day following notification unless re-enrollment occurs or one of the other conditions is documented.

OPERATIONAL PROCEDURES: PRINCIPAL'S RESPONSIBILITIES

Principals or their designees shall provide students with information relative to the ACT and procedures for compliance.

Principals or their designees shall complete Part 1, Section 1 of the "Student Enrollment/Exclusion Status Form" at the request of students enrolled in their schools. Principals or their designees should provide students with information relative to completing Part 1, Section 2, and Part 2 sections of the form; however, it is the responsibility of the student/parent/guardian to secure signatures, documentation statements, etc., for the GED and Exclusion Status Sections.

Principals or their designees shall complete and transmit the "Department of Public Safety Notification Form" on each student who drops out or is absent from school for ten (10) consecutive days or fifteen (15) days total for unexcused reasons during a term.

OPERATIONAL PROCEDURES: STUDENTS' RESPONSIBILITIES

Students, 15-19 years of age, who are enrolled in a school in the school system and desire to acquire their driver's license/learner's permit, should obtain a "Student Enrollment/Exclusion Status Form" at the office of the school in which they are enrolled prior to going to the Department of Public Safety. Students should complete the name and personal information portion of the form and request the principal or his or her designee to complete Section I of the form.

Persons, 15-19 years of age, who are not enrolled in a school of the school system and desire to acquire their driver's license/learner's permit, should obtain a "Student Enrollment/Exclusion Status Form" at the office of the school they previously attended prior to going to the Department of Public Safety. Such persons should complete the name and personal information portion of the form, request that the principal of the school previously attended complete Section I of the form, and contact the appropriate agency/individual to complete other applicable sections.

STUDENT TRANSPORTATION

The following regulations shall apply to all students riding School System owned or leased buses:

- Students are responsible to the bus driver while on the bus.
- Students are subject to their school's Student Code of Conduct while riding school buses.
- Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parent/guardian for such trips.
- Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.

Students should adhere to the following rules while riding school buses:

- be on time at the designated pickup sites;
- stay off public roads while waiting for the bus;
- wait for the bus to stop before attempting to board;
- keep all body parts inside the bus at all times;
- assist in keeping the bus safe and clean;
- refrain from loud talking or behavior which may divert the driver's attention;
- refrain from damaging the bus (pay for any damage to seats, windows, etc.);
- do not bring bottles, food, etc. onto the bus on regular routes;
- leave no books, lunches, etc. on the bus;
- keep aisles of the bus unobstructed at all times;
- help with the comfort and safety of smaller students;
- do not throw anything out of bus windows;
- remain in your seat while the bus is in motion;
- remain quiet when the bus is approaching a railroad crossing stop;
- in case of a road emergency, remain in the bus or follow the driver's instructions; and,
- do not cause major threat to safety of school bus driver and passengers while on or off the school bus.

Students should adhere to the following requirements when exiting and crossing in front of the bus:

- make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;

- cross in front of the bus within sight and hearing of the driver, look both ways;
- stay out of the line of traffic until the path across the roadway is free from danger;
- proceed across the roadway upon signal from driver or bus patrol;
- proceed with extreme caution across four-lane roadways.

BUS DISCIPLINE REMOVAL POLICY

Alexander City Schools Bus Rules

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

Any violation of these rules will result in the student being placed within the Hierarchy of Bus Discipline which can result in permanent removal from the bus. Behaviors such as fighting, destruction of property and/or defiance of authority may result in immediate and permanent removal from the bus for the remainder of the school year (at the discretion of the administrator).

Hierarchy of Bus Discipline

First Offense

Warning/Parental Involvement

Second Offense

K-4	5 Days
5-8	10 Days
9-12	15 Days

Third Offense

K-4	10 Days
5-8	15 Days
9-12	20 Days

Fourth Offense

Permanent Removal from the Bus

All disciplinary referrals must be completed in entirety with a factual description of the behavior. Referrals will be placed in an administrator's hands, as soon as possible, but no later than the next day following the infraction.

PERSONAL CHECK POLICY

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

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

If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order to make arrangements to pay. Payments may be made in person at Nexcheck's office at 2416 Greensprings Highway, Birmingham, AL 35209, or mail to P.O. Box 19688, Birmingham, AL 35219. Payments of the check and fee may be made electronically at www.nexcheck.com using a credit card, debit card or electronic check without additional fee. For a convenience fee, payments may be made over the telephone by credit or debit card or electric check.

ALEXANDER CITY SCHOOL SYSTEM

PARENT ACKNOWLEDGMENT

WE (I) _____
Name of Parent(s) –Please print

PARENT(S)/LEGAL GUARDIAN(S) OF _____
Name of Student – Please print

ENROLLED IN _____
Name of School – Please print

HEREBY ACKNOWLEDGE BY OUR (MY) SIGNATURE THAT WE (I) HAVE RECEIVED AND READ OR HAD READ TO US (ME) THE 2010-2011 STUDENT/PARENT INFORMATION GUIDE AND CODE OF CONDUCT.

(SIGNED) _____
Parent's/Legal Guardian's Signature

(SIGNED) _____
Parent's/Legal Guardian's Signature

(SIGNED) _____
Student's Signature

_____ Grade

DATE: _____

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

***PLEASE SIGN THIS PAGE
HAVE THE STUDENT RETURN IT TO THEIR SCHOOL**

**THIS FORM WILL BE FILED IN THE STUDENT'S
CUMULATIVE FOLDER OR OFFICE FILES**