

# ALBERTVILLE

CITY SCHOOLS



## Student and Parent Information Handbook 2024-2025

## Principal Message

Welcome to Albertville Intermediate School!

We are very excited for the many opportunities for academic, social-emotional and extra-curricular growth this school year will provide. I would like to take this opportunity to share the Albertville Intermediate School story with you.

We are a school which embraces and celebrates our diversity. We believe that Albertville Intermediate School, as well as all Albertville City Schools, provides our students with many “Advantages”. We strive to instruct our students and help them grow into well-rounded students in their transition from elementary to secondary education. Our diversity has provided many opportunities for growth. The following are just a few examples of student growth:

- Music and art are provided weekly to our students to enrich the educational experience and create more well-rounded students.
- Students take part in STEM/Robotics weekly using customized curriculum from Woz Ed to explore career pathway options for students.

\*Albertville City Schools is the first Woz Ed district in the state of Alabama.

- Our Social Studies department will utilize “Historical Literacy” time that includes over 100 minutes weekly of content material to encourage growth in our literacy skills across multiple subject areas.
- Robotics Team
- Competitive Math Team

We are fortunate to be part of a school, a school system, and a community which provide so many advantages to our students. More importantly, I am glad to have the chance to work together with my staff, students, parents, and community to impact the lives of our students.

Ashley Browne, Principal

# ALBERTVILLE INTERMEDIATE SCHOOL STUDENT HANDBOOK

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## CONTACT INFORMATION

**Albertville Intermediate School**

256-878-7698

256-891-7841 (Fax)

901 W. McKinney Ave.

Albertville, AL 35950

Name	Position	Email address
Ashley Browne	Principal	<a href="mailto:ashleybrowne@albertk12.org">ashleybrowne@albertk12.org</a>
	Assistant Principal	
Kristy Robinson	Assistant Principal	<a href="mailto:krobinson@albertk12.org">krobinson@albertk12.org</a>
Caitlin Smith	Counselor	<a href="mailto:caitlynsmith@albertk12.org">caitlynsmith@albertk12.org</a>
Amanda Shedd	Lunchroom Manager	<a href="mailto:asheed@albertk12.org">asheed@albertk12.org</a>
Melinda McWhorter	Secretary	<a href="mailto:melinda.mcwhorter@albertk12.org">melinda.mcwhorter@albertk12.org</a>
Karla Hamby	Bookkeeper	<a href="mailto:karlahamby@albertk12.org">karlahamby@albertk12.org</a>

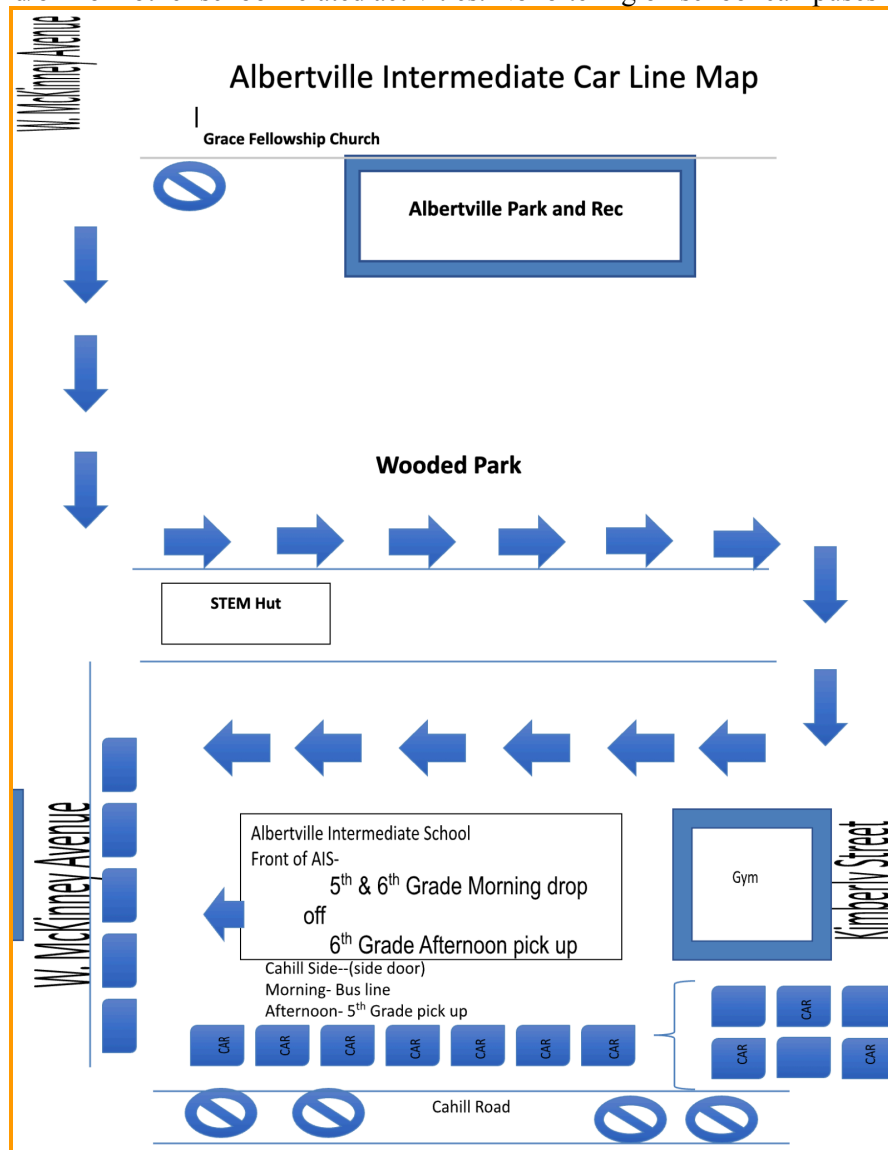
## MASTER SCHEDULE

<b>5th Grade</b>		<b>6th Grade</b>	
<b>Arrival &amp; Breakfast</b>	<b>7:00-7:40</b> <i>Students are expected to arrive and eat breakfast during this time.</i>	<b>Arrival &amp; Breakfast</b>	<b>7:00-7:40</b> <i>Students are expected to arrive and eat breakfast during this time.</i>
<b>Homeroom</b>	<b>7:40-7:50</b> <i>Students in homeroom class during this time. Students check-in after 7:40.</i>	<b>Homeroom</b>	<b>7:40-7:50</b> <i>Students in homeroom class during this time. Students check-in after 7:40.</i>
<b>1st Period</b>	<b>7:50-10:30</b> <i>75 minutes of class + 80 minutes of PE/Specials + 5 minutes for transition</i>	<b>1st Period</b>	<b>7:50-9:05</b> <i>75 minutes of class</i>
<b>2nd Period</b>	<b>10:30-12:10</b> <i>75 minutes of class + 25 minutes for lunch</i>	<b>2nd Period</b>	<b>9:05-10:20</b> <i>75 minutes of class</i>
<b>3rd Period</b>	<b>12:10-1:25</b> <i>75 minutes of class</i>	<b>3rd Period</b>	<b>10:20-12:00</b> <i>75 minutes of class + 25 minutes for lunch</i>
<b>4th Period</b>	<b>1:25-2:40</b> <i>75 minutes of class</i>	<b>4th Period</b>	<b>12:00-2:40</b> <i>75 minutes of class + 80 minutes of PE/Specials + 5 minutes for transition</i>
<b>Departure</b>	<b>2:40</b> <i>Bus Departure</i> <b>2:45</b> <i>Car Riders</i>	<b>Departure</b>	<b>2:40</b> <i>Bus Departure</i> <b>2:45</b> <i>Car Riders</i>

# SCHOOL OPERATIONS

## Daily Pickup/Daily Drop-off

Students are to arrive on time for the beginning of the school day and leave the school campus immediately upon dismissal for the day and/or from other school-related activities. No loitering on school campuses will be allowed.



## School Check-In/Check-Out

**Check-In:** Students arriving at school after 7:40 must check-in through the attendance office. Please provide an excuse for the tardy upon check-in.

**Check-out:** Students must be checked-out through the attendance office. Contacts provided by the parent and listed in PowerSchool are the only individuals allowed to check students out. Parents may come to the school and check them out or by telephone designating another person to pick them up. Upon returning to school from checking out, the student must present an excuse for the absence, from a parent, doctor or legal authority, to the attendance office.

## Visitors

All visitors must sign in through the attendance office and a visitor sticker will be provided.

## **Academic Progress Report**

Students will receive progress reports at the midpoint of each nine weeks. Report cards will be sent home at the end of each nine weeks. Parents should monitor their student's grades, discipline and attendance in the PowerSchool parent portal. If you do not have a parent PowerSchool account, please contact the school at 256-878-2341.

## **School Health**

Nurses (RNs or LPNs) are employed by the board of education to provide health services for students. Individual school health care plans are developed and maintained on all students with medical needs. Health screenings including vision, hearing, and scoliosis are done routinely on all students at various times. These will also be provided for any student on an individual basis as requested by a parent, student, or teacher. School nurses serve as liaisons between the school and the community to provide agency referrals, health education, and medical information.

Due to recent passage of new legislation concerning the administration of medication in public schools, no medication can be given at school by unlicensed personnel unless he/she has completed the required training course taught by the school nurse(s). In the state of Alabama, only a licensed RN can delegate the task of assisting with medication administration in a school setting. The only exception to this rule is treating an emergency condition such as an allergic reaction with orders from a physician or nurse practitioner. In this case, the RN or LPN may individually teach the involved person(s) who would provide the emergency care in the absence of a nurse.

Parents must submit a "Medicine Authorization Form" signed by both the parent/guardian and medical provider so that prescribed medication can be given based upon written instructions from the physician. The parents must bring the medication to school in a properly labeled bottle, which shows the child's name, the name of the medication, and clear instructions as to the time and the amount to give. The medication must be taken to the nurse's office. We strongly urge parents to bring only the dosage needed during school hours so that they will not have to pick up the medication each afternoon for the child to take at home. Pharmacists will, if requested, put the medication in two (2) separate bottles - one for home and one for school. All medication MUST be picked up on the last day of school; if not, it will be destroyed.

## **LUNCHROOM INFORMATION**

Albertville City Schools' Child Nutrition Program works alongside our schools to provide our students with excellent experiences while in our care. Our cafeteria staff believes that students who are well-fed are ready to learn; therefore, it is our responsibility to provide all students with high-quality, nutritious and appealing meals each time they come through our cafeterias.

All students enrolled in Albertville City Schools will receive healthy breakfast and lunches at no charge regardless of income status for the 2024-2025 school year.

### **Community Eligibility Program**

Community Eligibility Provision, or CEP for short, is a federal program that allows schools in high poverty areas to offer breakfast and lunch at no charge to all students. Participation in CEP does not require families to complete an application in order to receive the benefit of free meals. Enrollment in Albertville City Schools is the only student requirement. This allows our schools to focus on providing healthy meals to help students learn and thrive.

CEP increases school meal participation by removing the stigmas that are typically associated with having to pay for lunch and possibly not having the funds to do so that day. It also maximizes the federal reimbursement to schools with the highest rates of attending students living in low-income households.

Students will continue to have the option to purchase a la carte items in our lunchrooms. A detailed and updated list, including pricing of a la carte items is available in each lunchroom and school office. Parents with preferences regarding a la carte purchases are encouraged to contact their child's cafeteria manager.

### **Lunch Prices**

Staff: \$3.25-Breakfast, \$4.75-Lunch

Visitors:\$3.50-Breakfast, \$5.00-Lunch

Students: Meals will be served at no cost during the 24-25 school year under the Community Eligibility Provision, **“a la carte” items will be at an additional cost.**

### **TITAN Family Portal**

The **TITAN Family Portal** is where parents can load money onto student accounts and set payment reminders, view transaction history and set spending limits for their child. You will be able to link all your children together on one page. All you need are their names and birthdates to get started!

## **STUDENT CODE OF CONDUCT**

The following section provides the disciplinary offenses and potential consequences of students for behavior that occurs on Albertville City Schools (ACS) property; on ACS transportation; during school- sponsored activities, including, but not limited to distance learning, field trips, athletic functions, and similar activities; and if appropriate, any other area as permitted by Alabama Statutes and/or State Board of Education Rules.

Student disciplinary offenses and the responses to them are divided into four levels. Each level represents progressively more serious offenses and responses to them become progressively more severe. Some offenses require consultation with law enforcement if the offense is deemed to be a violation of state or federal laws.

ACS promotes a safe and supportive learning environment in schools, to protect students and staff from conduct that poses a serious threat to school safety. School based administrators shall provide consistent school-based discipline, where appropriate, and authorized by policy and this Code. In addition, a good faith effort shall be made by the principal or designee to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct as defined by the Board and this Code.

### **STATEMENT OF JURISDICTION**

A school district may impose discipline on students for offenses committed off-campus if the conduct in question has a sufficient connection to the school or educational environment. This may include conduct that occurs at a school-sponsored event or activity or conduct that creates a substantial disruption to the school environment or the education of other students.

It is important to note that while a school district may have jurisdiction to impose discipline for certain off-campus conduct, it may also be subject to limitations imposed by state and federal law, including the First Amendment and the Due Process Clause of the Fourteenth Amendment. In all cases, the school district should carefully weigh the need for discipline against the rights of the student and the potential consequences of the discipline.

### **STUDENT DISCIPLINE INVESTIGATIONS**

ACS is responsible for investigating all allegations of student misconduct within its jurisdiction using the preponderance of the evidence legal standard. Therefore, ACS employees are authorized to interview students and obtain witness statements from students involved in offenses of the Code. However, any student may refuse to participate in an investigation. It is important to note that if the behavior is believed to be criminal and a violation of Alabama Statutes, the school resource officer, or law enforcement officer, if the school resource officer is not available, may participate in the investigation.

Parents/guardians may request their student not participate in student discipline investigations without authorization from the parent/guardian by submitting the request, in writing, to the school administration. Refusal to participate in the investigation does not prohibit ACS from continuing with the investigation and administering an appropriate disciplinary

consequence. In addition, refusal does not prohibit the school resource officer, or law enforcement officer, from continuing the criminal investigation and imposing criminal penalties if warranted.

If the discipline investigation is conducted due to allegations of a threat or threatening behavior, the investigation will be submitted to the Superintendent or Superintendent designee(s).

In accordance with the Alabama State Compulsory Attendance Law, the Albertville City Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as a Class IV offense. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted. Any student who has been determined eligible for special education may be expelled, but all procedural safeguards must be adhered to as set forth in the Individuals with Disabilities Education Improvement Act of 2004 and as outlined in the Albertville City Board of Education Policy Manual.

Any student who is the subject of an expulsion, long-term alternative placement, long term suspension shall be granted the following rights to due process: a hearing, the right to counsel, the right to hear the alleged charge(s), the right to question all evidence, the right to speak and offer evidence in his/her own behalf and the right to have a full explanation of the applicable Board policy used to charge the student.

## DISCIPLINARY HEARING PROCEDURES IN ACCORDANCE WITH STUDENT DUE PROCESS LAW

### **Definitions**

#### **REGULAR SCHOOL ENVIRONMENT**

Any learning environment provided by the school system including in school suspension and virtual school.

#### **EXPULSION**

The exclusion of a student from his or her regular school environment for more than 90, and less than 180, school days for disciplinary purposes.

#### **LONG-TERM ALTERNATIVE SCHOOL PLACEMENT**

The placement of a student in alternative school for more than 15 school days for disciplinary purposes per incidence.

#### **LONG-TERM SUSPENSION**

The exclusion of a student from his or her regular school environment for more than 10, and less than 90, school days for disciplinary purposes per incidence.

### **General:**

If a student is suspended pending an expulsion, long-term alternative placement, or long-term suspension, the school will follow the suspension policy and procedure, and on the Suspension Notice Form will identify that the suspension is pending a discipline hearing.

When a student's misbehavior warrants a Level IV Response, the principal immediately must notify the Student Services Director and, if the student has a disability, the Special Education Director. If a suspected controlled substance is involved, the Albertville Police Department must be notified.



## Superintendent-Initiated Expulsion or Long Term Alternative School Placement or Long Term Suspension

The Superintendent may recommend that a student be expelled, serve a long term alternative school placement, or a long term suspension without prior recommendation from the principal. In such cases, the Superintendent will follow the Principal-Initiated Expulsion, Long-term Alternative Placement or Long Term Suspension procedures below.

## Principal-Initiated Expulsion or Long-term Term Alternative School Placement or Long-term Term Suspension

The principal/designee will review the allegations and evidence against a student, advise the student of the reason(s), and allow the student to tell what occurred. After doing so, the principal/designee is responsible initially for determining that the behavior warrants an expulsion, long-term alternative school placement, or a long-term suspension and following the Student Due Process Law as described below.

Following an alleged student disciplinary incident or infraction, the principal, or his or her designee, may consider all of the following factors before recommending or initiating disciplinary action against a student: the age of the student, the disciplinary history of the student, the seriousness of the violation or behavior, and/or whether a lesser intervention would appropriately address the behavior of the student.

Following an alleged violation of the code of student conduct or an alleged violation of state law that results in a recommendation for the long-term alternative school placement, long-term suspension, or expulsion of a student, the local board of education, at a minimum, shall ensure that all of the following procedures are followed:

- (1) The student is afforded an opportunity for a disciplinary hearing before the local board of education, or a designee of the local board of education, to determine whether the alleged violation has occurred.
- (2) The student, and his or her parent or guardian, receive reasonable written notice of the disciplinary hearing, delivered to them personally or by mail. If the written notice is not responded to by a parent or guardian, the hearing shall be waived. The notice shall include:
  - a. A statement of the time, place, and nature of the hearing;
  - b. A short and plain statement detailing the alleged conduct, the provision of the code of student conduct or state law allegedly violated, and any recommended discipline;
  - c. A statement outlining the rights of the student at the hearing; and
  - d. An optional waiver of the disciplinary hearing indicating the parent or guardian's assent to the alleged violation or violations and to the recommended discipline.
- (3) If the notice has been responded to by a parent or guardian, the disciplinary hearing shall occur within 10 school days after the initial suspension from school, unless good cause is otherwise shown or upon agreement of the parties.
- (4) The student may be represented at the hearing by legal counsel or another advocate of the student's choice at the student's expense.
- (5) At least five days before the hearing, the student, parent or guardian, and legal counsel or advocate of the student may review any audio or video recording of the incident and, consistent with federal and state student records laws and regulations, any records, documents, or other information that may be presented as evidence at the hearing, including written statements made by witnesses related to the alleged incident leading to the suspension or expulsion.
- (6) Representatives from the school seeking the proposed disciplinary action shall offer evidence at the hearing that the student violated the code of student conduct or state law.
- (7) The student, parent or guardian, or legal counsel or advocate may present a defense, question adverse witnesses who are present at the hearing and offering testimony, excluding students under 14 years of age, and offer evidence, including oral testimony from supporting witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. The anonymity of witnesses shall be protected. Witnesses shall not be compelled to attend and/or testify in hearings.

(8) Each party to the hearing, upon request, shall receive an electronic or written record of the hearing from the local board of education.

(9) The student and parent or guardian of the student shall receive a written decision from the local board of education, or its designee, within five school days after the hearing. The written decision shall include, but not be limited to, all of the following information:

a. The basis for the decision, including a reference to the provision of the code of student conduct or state law that the student is accused of violating.

b. A statement detailing the information that shall be included in the official record of the student.

c. A statement detailing the right of the student to appeal the decision pursuant to the code of student conduct of the local board of education, Section 12-15-115, and notice of the procedures necessary to file an appeal.

1. If the decision to recommend expulsion, long term alternative placement, or long term suspension is made by the Disciplinary Committee and is upheld by the Superintendent, the parent/guardian shall be notified by letter of the time and place of a hearing before the Albertville City Board of Education. The student shall remain under suspension until the hearing is held. This notice shall be given a minimum of five calendar days before the hearing is held.
2. If a student with disabilities is alleged to have committed an offense under the Student Code of Conduct, the hearing panel determines the guilt or innocence only. The decision regarding an appropriate placement is determined by the IEP Committee.
3. The following persons shall be notified of the committee decision:
  - a. The student's parent or guardian by certified mail or at the time proceeding hearing.
  - b. The Student Services Department.
  - c. The Principal.
  - d. The Special Education Services Department (for students with disabilities) and
  - e. The Superintendent.
4. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing.
5. The written record of the hearing shall be kept for two (2) years.
6. Failure of the parent/guardian and/or student to attend shall not nullify the process.
7. The Superintendent will review all testimony, facts, and accounts provided by the Committee and Student. The determination will then be sent through certified mail to the parent or guardian and committee notified.

## **DISTRICT APPEAL PROCESS**

### **Appeal of Disciplinary Committee Decision**

If the student's parent or legal guardian is dissatisfied with the decision of the hearing panel in cases in which the hearing panel upholds the recommendation for expulsion, long term alternative placement, or long term suspension, the parent may file an appeal by using the following procedures:

1. The student's parent must mail or deliver a written request for an appeal to the Superintendent.
2. The written request for an appeal must be postmarked or hand delivered on a date no more than ten (10) calendar days after
  - a. the postmarked date of the written notification of the hearing panel's decision, or
  - b. date of hand delivery of the written notification of the hearing panel's decision, or
  - c. if the above are not able to occur, then verbal notification of the hearing panel's decision. If the written request for an appeal is not made on time, the hearing decision will be final.
3. The Superintendent, upon receipt of a timely filed written request for an appeal, will request the documented evidence of the case including the findings, conclusions, disposition, and audio recording if used.

4. The Superintendent or designee shall review the case based on the record. No new evidence shall be admissible.
5. After receipt of the appeal, the Superintendent will make a written decision to adopt, modify, or disapprove all or any part of the hearing panel's findings, conclusions, or disposition.
6. A copy of the Superintendent's decision shall be sent to the following persons:
  - a. The student's parent (by certified mail).
  - b. The Student Services Department.
  - c. The Principal.
  - d. The Special Education Department (for students with disabilities).
  - e. The Superintendent's Office.
7. If the parent is dissatisfied with the Superintendent's decision to uphold the recommendation for expulsion, long term alternative placement, or long term suspension the parent may file an appeal to the Board of Education using procedures described below.

### Appeal of Superintendent's Decision for Expulsion or Long Term Alternative Placement or Long term Suspension

If after the hearing before the hearing panel and an appeal to the Superintendent, a parent is dissatisfied with the Superintendent's decision for expulsion, long term alternative placement, or long term suspension the parent may file an appeal to the Board of Education using the following procedure:

1. The student's parent must mail or deliver a written request for an appeal to the Albertville City Board Secretary.
2. The written request for an appeal must be addressed to and mailed or given to the Board of Education, with a copy to the Superintendent.
3. The written request for an appeal must be postmarked or hand delivered on a date no more than **ten (10) calendar days** after the postmarked date or date of hand delivery of the written notification of the Superintendent's decision. **If the written request for an appeal is not made on time, the Superintendent's decision will be final.**
4. Upon receipt of a timely filed written request for an appeal, the Board shall set a hearing date. To comply with applicable student privacy laws, the hearings will be closed to the public.
5. The student's parent must give the Board notice, at least 48 hours prior to the hearing, of the decision to have an attorney. Failure to do so may result in the rescheduling of the appeal hearing, and, if the student's parent fails to provide notice after a hearing has been rescheduled, the Board may deny the participation of the attorney in the hearing.
6. At the scheduled hearing, the Board will use the following procedures:
  - a. A representative of the Superintendent, school, and/or counsel for the Board will present to the Board the information supporting the recommendation for expulsion and may examine any witnesses provided by the student or his or her counsel.
  - b. The student, or his or her counsel, will be entitled to present evidence in support of his or her position and to examine any witnesses presented at the hearing.
  - c. The student, or his or her counsel, may make other arguments in support of their position.
  - d. At the conclusion of the evidentiary presentation, the Board may deliberate in executive session prior to voting whether to uphold the recommendation for expulsion.
7. The Board shall render a decision based upon the evidence presented.
8. The following persons shall be notified of the Board's decision:
  - a. The student's parent/guardian (by certified mail).
  - b. The Principal.
  - c. The Student Services Department.
  - d. The Superintendent and
  - e. If applicable, the Special Education Department.

## Length of Expulsion

If a student is found to have committed the behavior warranting an expulsion, the length of the student's expulsion may be for any length of time up to the end of the current school year or up to 180 school days per incident. The Superintendent shall, by letter, notify the parent/guardian of the Albertville City Board of Education's decision within ten days after it is made.

If a student is assigned to alternative school in lieu of expulsion, the student must begin attending the alternative school within 7 days of being assigned to alternative school. Failure to do so will result in the student being expelled. While attending alternative school, the Board will count only those days the student attends the alternative school. If a student is placed in alternative school, the student must attend for the number of days assigned; however, the alternative school may create a plan for the student, the successful completion of which, will allow the student to complete his or her assignment early.

When a student returns to school after expulsion, the re-admission must be preceded by a conference with the principal or his/her designee during which the student is given a readmission slip to return to class.

## SCHOOL LEVEL DISCIPLINARY APPEAL PROCESS

### Alternative Placement Appeal

A student assigned to the alternative program by the Disciplinary Review Committee may appeal by providing written notice to the Superintendent within three (3) school days of the disciplinary action. The written notice must state the reason for the appeal and propose a resolution. A hearing will then be scheduled with the Superintendent or his/her designee. If the parent or legal aged student is not satisfied with the decision of the Superintendent or his/her designee, the decision may be appealed to the Board of Education by submitting written notice to the Superintendent within three (3) school days of the Superintendent's or his/her designee's decision. Again, the written notice must state the reason for the appeal and propose a resolution. A hearing will then be held with the Board of Education. The decision of the Board will be final and cannot be appealed further. There is no appeal from a Board placement in the alternative program.

A student that has multiple Code of Conduct violations can be assigned Alternative Placement at the discretion of the school Principal for no more than a period of 15 days total within a single school year. The conditions for appeal also apply for Principal level placement.

### Appeal Conditions

The following conditions are applicable to the appeal of any disciplinary action:

- At each level of appeal, the parent must provide written notice stating the reason[s] for the appeal and a proposed resolution.
- The initial disciplinary action will not be stayed or delayed while the appeal is pending.
- No issue or evidence may be presented on appeal that was not presented at the time of the initial disciplinary decision, unless it could not have been discovered, through reasonable inquiry, at that time.
- At each level of appeal, the judgment of the person/body hearing the appeal can be substituted for the underlying decision. For example, the appellate decision may void the initial disciplinary action, affirm it without change, enter a less severe sanction, or enter a more severe sanction, including expulsion.

## DISCIPLINE RESPONSE CODES

### LEVEL I: Discipline Response Code

Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation.

The ACS employee involved should intervene in the misconduct. If further action is necessary, the employee should refer the student to the school administrator for disciplinary action. After hearing the student's explanation, consulting with staff members and other students, and doing any other investigation necessary, the administrator will decide on disciplinary action. Suspension is not an available disciplinary response for Level I violations.

## Level I Offenses

- A. **Cheating-** Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.
- B. **Disruptive Conduct-** Conduct or behavior that interferes with or disrupts the orderly process of the teaching/learning process, school environment, a school function, or extracurricular/co curricular activity.
- C. **Disrespect-** Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration towards a student, ACS employee, volunteer, or contracted personnel. This offense may include, but is not limited to, speech or behavior that is insulting or rude.
- D. **Dress Code-** Non-conformity to established dress code.
- E. **False and/or Misleading Information-** Intentionally providing false or misleading information to an ACS employee, contracted personnel, or volunteer.
- F. **Profane, Obscene, or Abusive Language/Materials-** The use of either oral or written language, or gestures, which are disrespectful or socially unacceptable and are not directed at another person. This section does not include threatening or intimidating language.
- G. **Electronic Device Violation-** The misuse of electronic devices, which are not educational in nature, and may include, but is not limited to, cellphones, smartphones, smart watches, MP3 players, iPods, e-readers, tablets, laptops, and other electronic devices.
- H. **Tardiness-** Repeated late arrival to school.
- I. **Unauthorized Absence from School-** A student arrives at school and then leaves campus, has temporary unauthorized absences from class, or fails to attend specific classes.
- J. **Unsubstantiated Bullying-** After a complete investigation and follow up of a reported bullying incident, the administrator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jamari Terrell Williams Bullying Prevention Act (Ala. Code § 16-28B-1). This offense is for documentation purposes only and discipline consequences are not given.
- K. **Unsubstantiated Harassment-** After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets criteria of a prohibited act under the definition of harassment as listed in the Jamari Terrell Williams Bullying Prevention Act (Ala. Code § 16-28B 1). This offense is for documentation purposes only and discipline consequences are not given.
- L. **Forgery (Non-criminal)-** To create or reproduce the signature or document of another for fraudulent purposes. This offense may include, but is not limited to, signing a document with your parent's signature without permission.
- M. **Harassment Level I-** Any threatening, insulting, dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that:
  - a. Places an ACS student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
  - b. Has the effect of substantially disrupting the orderly operation of a school.
  - c. Any course of conduct directed at a specific person that causes substantial emotional distress.This offense may include, but is not limited to, teasing, name calling, gossiping, spreading, or starting rumors, and/or purposefully embarrassing or humiliating another person.
- N. **Other Misconduct-** Any other act of misconduct which may interfere with the orderly operation of the classroom, the school program, a school activity, an extracurricular/co-curricular program, or approved transportation and cannot be coded as another Level I offense.

## Level I: Consequences

1. **Counseling and/or direction\***
2. Possible Parent/guardian contact by Administrator or Teacher
3. Verbal reprimand
4. Special work assignment
5. Withdrawal of privileges
6. Detention to include lunch detention
7. In-school suspension
8. Suspension from bus (1-10 days)
9. Confiscation of unauthorized materials, objects, or contraband
10. Assigned seat
11. Supervision plan
12. Guidance referral
13. Schedule change
14. Warning of referral to Level II for multiple Level I Offenses

*\*Mandatory Consequences (Consequences can be single or combination)*

## LEVEL II: Discipline Response Code

Level II offenses are more serious acts of misconduct than Level I offenses. Level II includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others.

The misconduct must be reported to the appropriate school administrator for further investigation. After hearing the student's explanation, consulting with staff members and other students, and doing any other investigation necessary, the administrator will follow the procedure designated for Level II violations in investigating the matter and deciding on the progressive disciplinary action.

## Level II: Offenses

- A. **Destruction of Property/ Vandalism (under \$100)**- The willful or malicious destruction of school property or the property of others.
- B. **Disrespect**- Repeated conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration towards a student, ACS employee, volunteer, or contracted personnel. This offense may include, but is not limited to, inappropriate language directed towards another that is not profane.
- C. **Horseplay**- Intentional physical contact or altercation between two or more students such as pushing, shoving, or altercation that stops upon verbal command.
- D. **Gambling**- Any unlawful participation in games (or activities) of chance for money and/or other things of value.
- E. **Insubordination/Open Defiance**- Verbal or non-verbal refusal to comply with school rules or directions from an ACS employee, contracted personnel, or volunteer without causing a disruption or committing any further acts.
- F. **Intimidation/ Threats**- Any direct or indirect threat to do harm to the property of another student, ACS employee, contracted vendor, or ACS volunteer. Or any direct or indirect harm to hit, fight, or beat up another student or a threat to another student's life if the threat to life is vague, said out of anger or frustration, an expression of humor or rhetoric and can be easily resolved. The content of the threat suggests the person is unlikely to carry it out. This section does not include threats made to ACS employees, contracted vendors, or ACS volunteers; these threats are a Level III or IV.
- G. **Stealing (Under \$100)**- Taking the property of another without permission of the person.

- H. **Unauthorized Publications-** Possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.
- I. **Bullying-** A bullying offense includes repeatedly being cruel to other students, ACS employees, volunteers, or contracted personnel, on or off ACS property if it adversely impacts the educational environment at school for students or staff. This offense may include, but is not limited to, repeated teasing, name calling, and/or minor physical contact.
- J. **Other Serious Misconduct-** Any other act of misconduct that is more serious, harmful, or is a more disruptive example of any of the offenses described in Level I, which may interfere with the orderly operation of the school, school transportation, or school activity and cannot be coded as another Level II offense.
- K. **Gang Related-** The possession, use, or displaying of items associated with gang activity that include, but is not limited to, clothing and accessories, gang related insignias, writings, signs, or symbols that promote gang affiliation and/or involvement.
- L. **Harassment Level II-** Any threatening, insulting, dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an ACS student or school employee in reasonable fear or harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. This offense may include, but is not limited to, name calling with profanity, and/or minor physical contact.
- M. **Electronic Device Violation-** The repeated misuse of electronic devices, which are not educational in nature; unauthorized access to programs or files not expected or intended for student use on an electronic device or ACS network (i.e. gaming); sharing another person's username and password; or intentionally providing access to another person to use the student's device while the student is logged in.
- N. **Sexual Harassment-** Any minor slur, innuendo, gesture, or other written or verbal conduct reflecting on an individual's gender which has the purpose of creating an offensive educational environment. This offense may include, but is not limited to, unpleasant distasteful comments, jokes, or gestures that are sexual in nature; however, this does not include acts involving physical contact.
- O. **Horseplay-** Any rough uncontrolled play or prank that involves two or more students and there is risk of injury because of the horseplay.
- P. **Dress Code-** Non-conformity to the dress code (second and subsequent offenses).

## Level II: Consequences

1. *Counseling and/or direction\**
2. Possible Parent/guardian contact by Administrator or Teacher
3. Special work assignment
4. Detention
5. Guidance referral
6. Confiscation of unauthorized materials
7. In-school suspension
8. Suspension from bus (1-10 days)
9. Suspension from school (1-10 days)
10. Schedule change
11. Temporary removal or participation in extracurricular/co-curricular programs or activities
12. Warning of referral to Level III for multiple Level II Offenses

*\*If consequence results in suspension, Administrator will ensure Parent or Guardian is contacted \*Mandatory Consequences (Consequences can be single or combination)*

## LEVEL III: Discipline Response Code

Level III offenses are major acts of misconduct that disrupt the orderly operation of the school, school activity, or school transportation that threatens the health, safety, and property of others. Level III offenses may include repeated acts of misconduct from Level II.

The misconduct must be reported right away to the school administrator for further investigation. After hearing the student's explanation, consulting with staff members and other students, and doing any other investigation necessary, the administrator will follow the procedure designated for Level III violations in investigating the matter and deciding on the progressive disciplinary action, which may result in the removal of the student from the school or activity immediately.

### Level III: Offenses

- A. **Physical Attack**- An actual and intentional striking of another student against his/her will, without injury. This section does not include injury that is a result of fighting if students are mutual combatants.
- B. **Destruction of Property/ Vandalism (Above \$100, but less than \$1,000)**- The willful or malicious destruction of ACS property or the property of others.
- C. **Disrespect**- Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration towards a student, ACS employee, volunteer, or contracted personnel. This offense may include, but is not limited to, language and/or gestures that are abusive and/or profane directed towards another person.
- D. **Extortion/Blackmail**- The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth. This offense may include, but is not limited to, threatening to accuse another of a minor offense or crime to obtain lunch money.
- E. **Fighting**- When two or more persons mutually participate in the use of force or physical violence that requires: (1) physical intervention; or (2) results in injury requiring first aid or medical attention.  
Note: If a student is unable to leave the area of a pending attack, a student may use self defense. Self-defense is an action taken that is necessary to protect oneself or others from serious bodily harm. Self-defense may include asking an adult for help, restraining, or blocking the attacker, shielding oneself or others from being hit, or pushing to get away from the attacker. However, retaliating by striking or hitting (i.e. punching, slapping, kicking) a person back, or choosing not to leave after you are able to get away, may be considered as fighting.
- F. **Firecrackers/ Fireworks**- Unauthorized possession, sale, or storage of unlit fireworks or firecrackers on ACS property, at a school function, or extracurricular/co-curricular activity.
- G. **Gross Insubordination/Open Defiance**- Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order; challenging the authority of an ACS employee, contracted personnel, or volunteer in the presence of others which causes a disruption.
- H. **Illegal Organizations**- Establishing or participating in a secret society on ACS property, at a school function, or at an extracurricular activity.
- I. **Possession of Contraband Material**- Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will decide to pick up the object from the school, if applicable. At no time shall ACS be responsible for theft, loss or damage to contraband items brought onto its property.
- J. **Smoking/Vaping and Other Use of Tobacco/Nicotine Products**- The possession or use of tobacco/vaping nicotine products, or items represented to be of said nature.
- K. **Stealing (\$100-\$500)**- The taking of the property of another without the permission of the person.
- L. **Trespassing**- To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.
- M. **Violation of Curfew**- Breaking of curfew regulations during an extracurricular/co-curricular activity.
- N. **Bullying**- The offense must include repeatedly inflicting physical hurt or psychological distress on one or more ACS students, employees, volunteers, or contracted personnel that is severe or pervasive enough to create an intimidating, hostile, or offensive environment, or unreasonably interfere with the individual's school performance or participation, on or off ACS property if it adversely impacts the educational environment at school for students



or staff. This offense may include, but is not limited to, repeated name calling with threat, physical contact with minor injury, distribution or sharing of written texts/pictures/video to multiple recipients.

- O. **Other Serious Misconduct-** Any other act of misconduct that is more serious, harmful, or is a more disruptive example of any of the offenses described in Level II, which may interfere with the orderly operation of the school, school transportation, or school activity and cannot be coded as another Level III offense. This offense may include, but is not limited to, sexting that is not intended to extend beyond the sender/receiver; body piercing; providing false/misleading information to staff members which causes a disruption to the school, language intended or reasonably calculated to insult and/or incite another person; filming or photographing Code of Conduct violations; sharing in the activation of a fire alarm that was not the result of a willful or malicious act.
- P. **Physical Aggression on an Employee or Contracted Personnel-** The willful use of force upon employee or contracted personnel that does not result in bodily injury.
- Q. **Sexual Harassment-** Any slur, innuendo, gestures, or other written, verbal or physical contact reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment. These acts are sexual in nature and may include, but are not limited to, mooning, sharing/sending/showing images or video that have no bodily exposure but are taken in a private area, and/or minor physical contact that is sexual in nature.
- R. **Intimidation/ Threats to a Person-** Repeated Level II threats or any direct or indirect threat to another student's life if the threat has some details and information obtained suggests that some thought was given to how the threat will be carried out, but there is no clear indication that the student has taken preparatory steps. This section also includes threats of harm or violence towards an ACS employee, contracted vendor or ACS volunteer without any further acts of aggression or where there is no intent to carry out the threat.
- S. **Gang Related-** Conduct or behavior that tends to promote gang activity, provoke violence, or seriously disrupt the orderly operation of the school program, any school activity or transportation services, including but not limited to the possession, use or displaying of gang paraphernalia, jewelry, tattoos, clothing, or other insignias and writings that promote gang affiliation/involvement/the use of gang related signs or symbols or any other gang associated behavior.
- T. **Harassment Level III-** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an ACS student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. This offense may include, but is not limited to, name calling with threat, physical contact with minor injury, distribution or sharing of written texts/pictures/video to multiple recipients.
- U. **Hazing-** Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. This offense may include, but is not limited to, false imprisonment not resulting in medical attention, verbal or physical behavior resulting in minor injury, or any other act that creates a substantial risk of physical injury.
- V. **Electronic Device Violation-** The continual misuse of electronic devices, which are not educational in nature; the unauthorized modification of software/hardware configuration on an electronic device (i.e. factory reset of district device); unauthorized access to programs and/or files not expected or intended for student use on an electronic device or ACS network. This section does not include images, videos, messages, etc. that can be classified as another offense (i.e. threats, images/videos containing nudity).
- W. **Horseplay-** Any rough uncontrolled play or prank that involves two or more students and there is injury because of the horseplay. Any horseplay that results in serious injury where medical attention is needed may result in a Level IV offense.

### **Level III: Consequences**

1. *Parent/guardian contact mandatory\**
2. *Counseling and direction\**
3. Special work assignment
4. Return of property

5. In-school suspension
6. Suspension from bus (1-10 days)
7. Suspension from school (1-10 days)
8. Detention
9. Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities
10. Referral to intervention program
11. Confiscation of unauthorized materials, objects, or contraband
12. Schedule change
13. Guidance referral
14. Warning of referral to Level IV for multiple Level III Offenses

*\*If consequence results in suspension, Administrator will ensure Parent or Guardian is contacted \*Mandatory Consequences (Consequences can be single or combination)*

#### LEVEL IV: Discipline Response Code

Level IV offenses are the most serious acts of misconduct and are grounds for expulsion. Level IV offenses may include repeated acts of misconduct from Level III. Any Level IV act shall result in suspension from school pending Disciplinary Review Panel determination.

Major acts of misconduct must be reported right away to the school administrator for further investigation. After hearing the student's explanation, consulting with staff members and other students, and doing any other investigation necessary, the administrator will follow the procedure designated for Level IV violations in investigating the matter and refer the Level IV to District Disciplinary Review Panel for further review.

Students who commit a Level IV offense may be referred to local authorities for further investigation.

#### Level IV: Offenses

- A. **Alcohol**- The possession, use, distribution, transmission, sale, purchase, solicitation, or being under the influence of alcoholic beverages. Distribution or transmission of alcohol is defined as delivery of alcohol to another person without the intent of communal or collective consumption. Use means the person is caught in the act of using, admits using or is discovered to have used during an investigation.
- B. **Arson**- The willful and/or malicious burning of or attempt to burn ACS property, contents in or on the property, or personal property of others.
- C. **Intimidation/ Threats to a Person**- Repeated Level III threats. Or any direct or indirect threat to hit, fight or beat up an ACS employee, contracted vendor, or ACS volunteer with an aggressive act to carry out the threat. Or any direct or indirect threat, which threatens the life of another student, ACS employee, contracted vendor, or ACS volunteer, and the threat to life appears to pose an imminent or a danger to the safety of others. The threat is specific, detailed, and plausible. Information obtained suggests steps may have been taken to carry out the threat, and/or there is a strong concern about the student's potential to act. This offense includes, but is not limited to, threats made verbally or nonverbally by act, through social media, or by text, or threats/threatening behavior with a weapon or other dangerous object or the attempted use of a weapon or other dangerous object without injury.
- D. **Battery**- An actual or intentional touching or striking of a student, ACS employee, contracted personnel, or volunteer against his/her will, causing more serious injury, such as: great bodily harm; permanent disfigurement; permanent disability; use of a deadly weapon; or where the attacker knew or should have known the victim was pregnant. The harm must be documented through medical evaluation. The attack must be serious enough to warrant reporting to law enforcement. This section includes the use of a weapon or other dangerous object that results in more serious injury, however, this section does not include injury that is a result of fighting if the students are mutual combatants.
- E. **Threats to the School**- Any direct or indirect threat that may harm the school or may disrupt the function of the school campus or school sponsored activity including, but not limited to, threats made verbally or nonverbally by act, through social media, or by text. All threats are taken seriously, regardless of intent. Threats to the school

may include, but are not limited to, bomb threats, threats to use firearms in a violent manner, and/or threats to conduct a mass shooting or an act of terrorism.

- F. **Drugs: Possession/Use-** The possession, solicitation, use or being under the influence of any drugs, narcotics, controlled substances, or any other substance when used for chemical intoxication, or the possession or use of any substance represented to be of said nature. Use means the person is caught in the act of using, admits using or is discovered to have used during an investigation. The possession, solicitation, use, or being under the influence of over-the-counter medication or prescription medication more than the manufacturer's prescribed limits are included in this section. Also included in this section is any amount of THC or any other cannabinoids.
- G. **Drugs: Transmission/ Distribution/ Selling/Buying-** The manufacture, cultivation, transmission, distribution, buying, selling, or intending to sell any drug, narcotic, controlled substance or any substance represented to be a drug, narcotic, or controlled substance. This includes any form of payment for any drug or contraband substance.
- H. **Tobacco: Vaping/Nicotine Selling/Distribution-** The distribution or sale, intention of selling, or buying of tobacco/vaping nicotine products, or items represented to be of said nature. This offense may include, but is not limited to, electronic cigarettes, CBD oil, Juuls, pods, vapors and hookah pens that do not contain THC or any other illegal controlled substance.
- I. **Firearms/ Weapons-** The possession or control of any firearm, weapon, and/or destructive device ("weapons") whether operable or inoperable, loaded or unloaded. A firearm means any weapon, which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. A weapon means any dirk, knife (blade length is 2.5 inches or more), metallic knuckles, slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon. A destructive device means any bomb, grenade, rocket, missile, pipe bomb, or similar, or any combination of parts to make a destructive device, which is designed or constructed to explode.
- J. **Major Disruption on Campus-** Major disruption of all or a significant portion of campus activities, school-sponsored events, and/or school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, or the health, safety, or welfare of others. This offense may include, but is not limited to, inciting a riot, initiating a false fire alarm, incidents that result in closing the cafeteria, fights involving multiple participants that disrupt the campus, and/or incidents that prevent students from proceeding to the next Level.
- K. **Larceny/Theft (\$500 or over) -** The act, participating in the act, or attempted act of taking, carrying, riding away with, or concealing of property from the possession or constructive possession of another person, including motor vehicle, without threat of violence or bodily harm. This offense may include, but is not limited to, pocket picking, theft from a building, theft from a motor vehicle, theft from a vending machine, theft of a golf cart, motor vehicle, or anything that is self-propelled or motorized.
- L. **Other Dangerous Objects-** The possession, sale, or control of any instrument or object, other than a firearm or weapon, which could be used to inflict harm on another person or to intimidate any person. This offense includes, but is not limited to, BB guns or pellet guns, airsoft guns, paintball guns and replicas of any gun or weapon, water/gel bead gun, common pocket knives (blade length is less than 2.5 inches), chains, pipes, common household tools, razor blades, box cutter/utility knife, ice picks, other pointed instruments, nunchucks, Chinese stars, pepper spray, Taser, items used for self-defense (i.e. Kubaton), ammunition, firearm clips, firearm cartridges. This offense also includes igniting fireworks/firecrackers.
- M. **Repeated Misconduct of a More Serious Nature-** Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, school function, or extracurricular/co-curricular program or activity. Recommendations for expulsion relative to repeated misconduct must be based on documented referrals and a variety of intervention strategies.
- N. **Robbery/Extortion-** The taking, participation in taking, or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence and/or by putting the victim in fear. This offense may include the taking of objects such as purses, phones, clothing etc.
- O. **Sexual Battery-** Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.
- P. **Sexual Harassment-** Unwanted verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. Any sexual harassment of an

ACS employee, contracted vendor, or volunteer that is physical is included in this offense. These acts are sexual in nature and may include, but are not limited to, sharing/sending/showing/taking images or video of other students or ACS employees, contracted vendors, or volunteers that have bodily exposure; fondling or groping of another against their will.

- Q. **Sexual Offenses-** Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature. This offense includes, but is not limited to, consensual sexual acts, and/or exposure of nude body parts in the presence of others or by sending through electronic means.
- R. **Violation of Early Re-entry Plan-** Any act or series of acts which violates or has the practical effect of violating an early re-entry plan from full exclusion/expulsion.
- S. **Vandalism (\$1000 or over)-** The willful or malicious destruction, damage, or defacement of public or private property including the act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages.
- T. **Other-** Any other intentional or wanton act which is clearly beyond the bounds of acceptable and tolerable student conduct in the community, which cannot be coded in another Level IV offense. This offense may include, but is not limited to: possession of images or videos that contain nudity or any situation meant to cause emotional harm or act of cyber-bullying; extortion; hate crimes; any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of any ACS employee; any speech on the basis of race, sex, national origin, religion, or disability that does or would be likely to cause a substantial disruption to the educational environment; possession/sale of drug paraphernalia.
- U. **Bullying-** Repeatedly inflicting physical hurt, or psychological distress on one or more students, ACS employees, volunteers, or contracted personnel, that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation on or off ACS property if it adversely impacts the educational environment at school for students or staff. This offense may include, but is not limited to, repeated name calling with threats, stalking/cyberstalking, distribution or sharing of written texts, picture/video to multiple recipients, posting picture or video to social media for public view, and/or physical contact with serious bodily injury.
- V. **Harassment Level IV-** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an ACS student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. This offense may include, but is not limited to, stalking/cyberstalking, placing another in reasonable fear of death or serious injury.
- W. **Hazing-** Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. This offense may include, but is not limited to, false imprisonment resulting in medical attention, verbal or physical behavior resulting in injury that requires medical attention, forcing indecent exposure of another, or any other act that creates a substantial risk of death or serious injury.
- X. **Physical Attack-** An actual and intentional striking of a student, ACS employee, volunteer, or contracted personnel against his/her will, resulting in less serious bodily harm. Less serious bodily harm does not include a substantial risk of death, extreme physical pain, permanent disfigurement, or permanent disability. The injury must be documented. This offense includes the use of a weapon or dangerous object that results in less serious bodily harm, however, this section does not include injury that is a result of fighting if the students are mutual combatants.
- Y. **Sexual Assault-** An incident that includes a threat of rape, fondling, indecent liberties, or child molestation. Both male and female students can be victims of sexual assault.
- Z. **District Technology Violation-** Use of unauthorized access to programs and/or files not expected or intended for student use on an electronic device or ACS network; or any use that violates Board policies, local, state, and/or federal laws and regulations. This offense may include, but is not limited to, gaining access to the ACS network with intent to do harm or alter records, or having images, videos, messages, etc., on a district issued device that are not shared with others (i.e. images/videos containing nudity).
- AA. **Burglary-** Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein or cause damage. This offense is more severe than trespassing.

BB. **Homicide**- The unjustified killing of one human being by another.

CC. **Kidnapping**- Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

## Level IV: Consequences

### School Level Consequences

1. *Parent/guardian contact mandatory\**
2. *Counseling and direction\**
3. *Up to a 10-day suspension pending the District for Disciplinary Committee Meeting\**
4. Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities, e.g., to include, but not limited to, senior graduation
5. Schedule change
6. Supervision plan

### District Level Consequences

1. Expulsion from the school district
2. Assignment to an alternative school
3. Referral to an intervention program
4. Bus expulsion

*\*If consequence results in suspension, Administrator will ensure Parent or Guardian is contacted \*Mandatory Consequences (Consequences can be single or combination)*

## DRESS CODE

The Albertville City Board of Education recognizes the effect which students dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. To maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste regarding their personal appearance. Attire considered disruptive or that could present a health or safety problem is not appropriate. Prohibited dress violations are listed below, but this list is not all inclusive nor is a violation of the dress code limited to the following:

1. Any clothing that is explicitly gang related is prohibited, or colors that would lead school administration to believe the student to be wearing gang colors.
2. Any article of clothing that advertises alcoholic beverages, tobacco products, illegal drugs, adornment that displays vulgar or abusive words, pictures, designs, lettering or messages that may be offensive to a particular racial, ethnic, or religious group or unusually large displays on vehicles driven to school by the student that potentially disrupt the educational process.
3. Dresses, shirts or tops that are low cut in the front or back are prohibited.
4. All tops must have straps that measure at least 1” wide and cover both shoulders. No spaghetti strap tops may be worn without a blouse to cover it.
5. All shirts or blouses that expose the midriff at any time are not permitted. Halter type dresses or tops and tube tops or

clothing that does not cover undergarments is prohibited.

6. No “see through” clothing is allowed unless the clothing that can be seen meets the dress code. No muscle shirts, skin-tight shorts (such as bicycle shorts) or sleeveless T-shirts designed to be undergarments are allowed.

7. No hats, bandanas, athletic headbands, sunglasses, visors, bonnets, or any headwear not otherwise required, may be worn in the building during the regular school day (unless medically required).

8. Bare feet and any type of footwear that is detrimental to the floor or floor-coverings, i.e., boots and shoes with cleats, is prohibited. Appropriate footwear is required for the many different learning environments.

9. For safety reasons, oversized or long coats may not be worn out of season. Students should not wear heavy metal chains, metal spiked apparel, or other accessories that can be used as weapons. No chains will be allowed on students except for necklaces and bracelets that are for cosmetic purposes.

10. Facial piercing disruptive to the learning environment is not permitted (Earrings cannot be excessive or create safety or health hazards and shall not be worn during sports & PE activities). Principal may use discretion for final determination.

11. All shorts, culottes, skirts, and dresses are to be halfway between the knee and groin area. The principal may use discretion for final determination. Pants or shorts with holes or cuts must not show skin above the allowed area.

12. No athletic sweatpants that are tight fitting and unsuitable for school attire are permitted. Clothing with writing on the seat of the garment is not allowed.

13. Students are to wear clothing in the manner it was designed to be worn, i.e. clothing worn backwards or inside out, or suspenders/overalls undone are not allowed. Specifically, pajama pants, pants worn too low, too long, or excessively large are not permitted. Pants are to be worn at the natural waistline with a belt if needed. Excessively large clothing of any kind is not permitted.

14. Appropriate attire must be always worn over leggings. Garments worn over leggings must be at least fingertip length or longer.

15. Neither hairstyles nor hair color should be disruptive to the learning environment.

Students who violate the rules and/or intent of the Dress Code will be subject to punitive action in accordance with the ACS Student Code of Conduct. If any type of dress is questionable and does not fall under the Dress Code, the school administration has the final authority in determining whether the dress is acceptable.

## **ATTENDANCE AND TARDIES**

### **Attendance Law**

Amending Section 16-28-12, Code of Alabama 1975, requiring each local board of education to adopt and distribute to parents, guardians, and others a written policy of its school behavior standards; requiring parents, guardians, and others to document receipt of the plan; and specifying partial application to non-public schools.

Each parent, guardian or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or has him/her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself/herself as a pupil in any public school in accordance with the written policy (VI. Students Section 6.1.4) on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal/teacher of the public school he/she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section. At the commencement of each academic year a copy of the written policy on school behavior will be given to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

### Class Attendance and Absences

Students are expected to report on time and attend school for the full day. Kindergarten students are subject to the same attendance policies as other students in the system. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. ABSENCES ARE EITHER EXCUSED OR UNEXCUSED.

Excused absences are defined as the following:

1. Student Illness - Students who are sick and whose illness would endanger their health and the health of others. A doctor's excuse may be required.
2. Serious Family Illness - Students in whose immediate family there is a serious illness that would reasonably necessitate the absence of a student.
3. Death in the Immediate Family - Students in whose immediate family there has occurred a recent death may be temporarily excused from school for a reasonable length of time.
4. Recognized Religious Holidays - Students will be temporarily excused from attendance on special and recognized religious holidays.
5. Professional Appointments – Students will be excused for a professional appointment with a note from the Doctor for the appropriate amount of time provided by the excuse.
6. School-Sponsored Activities - Students shall be marked present when participating in a school-sponsored activity away from the school building. However, any work missed must be made up.
7. Family Emergency/Crisis - Students will be excused when their absence is beyond their control and due to a family emergency/crisis as determined by a school administrator.
8. Prior permission from the principal

Students who are chronically absent (18 or more school days - excused or unexcused or 10% of the school year) will be contacted by the Attendance Supervisor by mail. The purpose of communication will be to offer support to parents regarding absenteeism.

### Unexcused Absences

An absence for a reason not covered in the provisions described under "Excused Absence" will be unexcused (example: Overslept, Traffic, Missed Bus, etc.).

Students in grades K-12 with more than 10 unexcused days in one semester may be given a grade of FA (Failure due to Absence,) for that semester, unless extenuating circumstances exist, as determined by the principal. School attendance is required of all children between the ages of seven and seventeen, inclusive. (Alabama Code 16-28-3)

### Written Excuse Requirement

It is the parents' responsibility to see that their children attend school regularly and to provide evidence for an excused absence when an absence is necessary. A phone call to the school about an absence is not sufficient documentation.

The State of Alabama requires a written note on file; each note must contain the following:

- Child's full name

- Date to be excused
- Reason for absence
- Phone number to contact parent/guardian
- Signature of parent or doctor

Parents will be notified of unexcused absences by letter sent via US Postal Service, per the following:

#### In-District Students

- First unexcused absence –a letter will be mailed to the student address provided in the Student Information System.
- Fifth unexcused absence – A letter will be mailed to the student address provided in the Student Information System from the attendance supervisor informing them that they are required to attend an Early Warning meeting. At the meeting, penalties for any additional unexcused absences will be discussed.
- Seven or more unexcused absences – attendance supervisor will file a petition against the student in juvenile court. A contributing summons will be filed on the student’s guardian if the student is under the age of thirteen.

#### Out of District Students

- First unexcused absence - a letter will be mailed to the student's parent or guardian at the address provided in Student Information System
- Third unexcused absence – a certified letter will be mailed to parent or guardian at the address provided in Student Information System reminding them of the attendance policies and procedures regarding out of district students.
- Fifth unexcused absence - Attendance Supervisor or Principal will contact parent or guardian and the student may be withdrawn to the district in which they live.
- Tenth unexcused tardy (check in or out) - Student and parents will be notified by certified mail regarding the attendance policies and procedures regarding out of district students.
- Twelfth unexcused tardy - the student may be withdrawn to the school district in which they live

Note: Unexcused absences and tardies are cumulative for the school year

#### Procedures for Parents Submitting Excuses

- (Five) parent notes per semester that will excuse one (1) day per parent note will be accepted. (If a student is out more than 1 day, a parent note for each day will be required until all parent notes are used).
- After the student has used five (5) parent notes for absences in the semester, a doctor’s note will be required.
- Three (3) parent notes per nine weeks for check ins/check outs will be accepted. (Parent notes for check ins and outs are not counted against parent notes for absences.
- The excuse and/or necessary documentation must be submitted within three days (72 hours) after returning to school or the absence is unexcused.

All notes will be kept on file and marked valid or invalid upon date and time of receiving the note. When school officials do not know the reason for an absence, they must assume that it is unexcused.

It is the parent’s responsibility to verify whether written or faxed excuses were received by the school.

Students must attend 51% of the day to be counted present for the day. Parents must sign their children in or out of school at the office and upon returning the student will need a note to take to his/her school. This note will count as one of the three (3) parent notes per grading period allowed for check ins/outs.

A student will have 5 days, after returning to school with an excused absence, to turn in make-up work (unless otherwise approved by the school principal).



## STUDENT CHECK-IN, CHECK OUT, AND TARDY PROCEDURES FOR AHS

**Three parent notes, per nine weeks, will be allowed for check-ins/check outs.** (Parent notes for check ins/check outs are not counted against parent notes for absences) After three (3) unexcused check-ins, every two check-ins after this will result in Disciplinary Action. Five tardies to any one class will result in the student being written up by the teacher. If a student receives 15 total tardies to all classes that student will be placed in ISC for one day by administration. Students will receive an additional day of ISC for every 5 additional tardies accrued during that 9 week grading period. Tardies will reset at the conclusion of each 9 week grading period.

Students will be allowed to check out of school only with parental permission. If parents are unable to come to the school to pick up their student, they may call the school and designate someone to pick their child up or give the child permission to leave if they are a driver. The call must be made from a phone number on the approved contact list in PowerSchool.

Parents coming to the school to check students out, must come to the main office. **A parent checking a student out does not in itself constitute an excused absence.** Upon returning to school from checking out or from an absence, the student must present a note stating the reason for the absence, from a parent, doctor or legal authority, to the office, then an excused or unexcused absence slip will be issued to the student. Three parent notes per nine weeks will be allowed for check-ins/check outs, as long as the time in or out doesn't result in the student missing 51% or more of the school day. If the student does miss 51% or more of the day, a doctor excuse or one of the five (5) parent notes for absences (with an acceptable excuse) must be used. Parent notes for check ins/check outs not resulting in the student missing 51% of the day or more are not counted against parent notes for absences.

**A student will have three (3) school days or 72 hours after returning to school to bring a note, and after that, the absence will be unexcused.** If no note is offered, the absence will be unexcused. All notes will be kept on file and marked valid or invalid upon the date and time of receiving the note. Students will not be able to make up missed work if absence is unexcused. (A phone call or the mere fact that a parent signs a student in or out cannot be accepted as an excuse for an absence, check- ins, or check-outs. We must have a written note to file.)

A student will have 5 days after returning to school with an excused absence, to turn in make-up work (unless otherwise approved by the school principal).

Please be advised that to implement Sections 16-28-40 (1975) Alabama Administrative Code 290-3-1-.02(7)(b)(1) your child's driver's license can be revoked by the Alabama Law Enforcement Agency for excessive absences during a single semester.

## EXTRA-CURRICULAR

### Transportation Policy

At no time shall the Albertville City School System furnish any service(s), including but not limited to, transportation to and from school outside the city limits of the City of Albertville. In addition, we cannot pick up or drop off at relatives (grandparents, babysitters, etc.) if students or guardians live outside the city limits.

### ROUTE SYSTEM

Students will be transported on K-4 routes and 5-12 routes. Parents need to make sure students are visible to the bus driver and get on the right bus for their school. Parents should make sure someone is home and visible for K-4 students. Bus drivers will not be responsible for students left unattended once they are dropped off at home. Buses do not go down every street nor stop at every driveway. Bus stops are determined by the Transportation Supervisor.

### SCHOOL BUS CONDUCT

Student transportation is a privilege and a convenience and is available only to those who live within the city limits and who meet conditions of good behavior and strict obedience to rules. If bus privileges are denied for any reason, parents are

responsible for providing transportation and ensuring the student's attendance. Misbehavior on the bus creates a very real danger to the safety and comfort of all. Bus rules are posted near the bus driver. The principal and/or teachers explain bus rules to young children. Parents should go over bus rules with their children. Children must observe safety regulations in order to continue to ride the bus. The following actions are strictly prohibited:

1. Exchanging seats or standing while the bus is in motion.
2. Throwing objects.
3. Use of tobacco, unlawful drugs, and alcoholic beverages.
4. Extending arms, hands, head or any portion of the body from the windows.
5. Defacing, damaging, tampering with, or littering the bus in any manner.
6. Using profanity and other vulgar talk; making or causing to be made loud or disruptive noises.
7. Use of emergency door except in case of emergency.
8. Leaving the bus at any stop other than the child's regular stop except by written permission from the principal.
9. Consuming food or drinks on the bus.
10. Extending legs, arms, knees into the aisle of the bus.
11. Any other action not along the lines of good conduct.

### **Other Bus Regulations and Guidelines**

1. Office permission is necessary for a child to ride a bus other than the assigned bus. Permission will be granted only if the child has a note from the parents, in case of emergency, or through parental contact. This procedure is necessary to prevent overcrowding of buses and to prevent a child from riding another bus without the parents' knowledge. Safety is our first concern.
2. Parents are responsible for the damage their child/children do to a bus.
3. The bus will not wait for tardy students. Parents are responsible for having children at the stop on time.
4. While riding the bus, students will be under the supervision of the driver and obey the driver at all times. Drivers will report difficult students to the principal who has the same authority over the student while on the bus as when the student is on campus. The principal may suspend bus privileges if misbehavior continues.
5. The driver and the principal may assign seats on the bus.
6. Fireworks and other dangerous or potentially dangerous items are prohibited on the bus.
7. Students with bus stops on a street with more than 2 lanes, including turning lanes, are not allowed to cross over any lanes to enter or exit the bus to or from their bus stop. Students who must cross a 2 lane street or highway to enter the bus from their bus stop must wait until the bus comes to a complete stop and the driver has signaled them to cross in front of the bus to enter the bus.
8. Students who must cross the road after leaving the bus in the afternoon will go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.
9. Students who are suspended from riding the bus may not use the services of Extended Day during their suspension. 10. If the driver does not have an address for the student or for any other unknown reason that the student cannot be dropped off at their home, he/she will be transported to the Extended Day Program at the Community Learning Center (256-894-5040) located on the campus of Albertville Primary and Albertville Elementary School. The Extended Day personnel will contact the parents. After the first occurrence parents will be charged the Extended Day drop-in rate of \$10/day, and face the possibility of suspension from the bus.

## TECHNOLOGY USAGE

The Albertville City School System may 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 Albertville City School System to continue to make its computer network and Internet access available, all students and personnel 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 Albertville City School System's teachers and other staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Each student and his/her parents/guardians are required to sign an Acceptable Use Agreement at the beginning of each school year. This agreement is kept on file at each school. Failure to sign the agreement will disallow the student's privilege to access the system's network and the Internet and would also prevent students from engaging in any technology-related class or enrichment.

### INTERNET SAFETY

In an effort to promote and ensure students' safety while accessing the Albertville City School System's technology resources, the following guidelines shall be followed:

- A. **General Warning: Individual Responsibility of Parents and Users:** All users and their parents/guardians are advised that access to the electronic network may include potential access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and the Internet and stay away from these sites. Parents and teachers of minors are the best guides to assisting with appropriateness of materials. If a student finds that others are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
- B. **Personal Safety: Be safe.** In using the computer network and the Internet, never reveal personal information such as home address or telephone number. Students should never use their real last name or any other information that might allow a person to locate them without first obtaining permission of the supervising teacher or parent. Students should never arrange a face-to-face meeting with anyone whom they "meet" on the computer network or the Internet without first obtaining the permission of their parents/guardians. Regardless of the student's age, the student should never agree to meet a person with whom they have only communicated with on the Internet in a secluded place or private setting.
- C. **"Hacking" or Other Illegal Activity:** It is a violation of this policy to use the school system's computer network or the Internet to gain unauthorized access into other computers or computer systems, or to attempt to gain such unauthorized access. Any such use violates state and federal law relating to copyright, trade secrets, and the distribution of obscene or pornographic materials. Use which violates any other applicable law or municipal ordinance is strictly prohibited.
- D. **Confidentiality of Student Information:** Personal identifiable information concerning students may not be disclosed in any way on the Internet without prior permission of a parent/guardian or, if the student is 18 or older, the prior permission of 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 law, for internal administrative purposes or approved educational projects and activities. At no time should a picture of a student be posted on a school-related website with an identifying name. All student pictures posted to school-related websites must have the prior permission of parents/guardians before they are posted. Permission to use a student's picture on a school-related website should be kept on file at each school.
- E. **Active Restriction Measures:** The Albertville City School System shall use filtering software and other means to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The Albertville City School System may monitor the online activities of students and staff through direct

observation and/or technological means to insure that students and staff are not accessing such depictions or any other inappropriate materials.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher with the approval of the Technology Coordinator as necessary for the purposes of bona fide research or other educational projects being conducted by students age 17 or younger.

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:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 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 lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **PRIVACY**

Network and Internet access is provided for the education use of students and staff. The Albertville 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 information files shall be and remain the property of the Albertville City School System and no user shall have any expectation of privacy regarding such materials.

### **FAILURE TO FOLLOW PROCEDURES**

The use of the Albertville City School System’s computer network and the Internet is a privilege, not a right. Any user who violates these procedures shall at the minimum have his or her access to the computer network and the Internet terminated, which the school system may refuse to reinstate. A user violates these procedures by his or her own action or by failing to report any violations by other users that may come to the attention of the user. Further, a user violates these procedures if he or she permits another user to use his or her account or password to access the computer network or the Internet, including any user whose access has been denied or terminated. The school system may also take other disciplinary action in such circumstances.

### **WARRANTIES/INDEMNIFICATION**

The Albertville City School System makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under these procedures. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parents/guardians arising out of the user’s use of the computer networks or the Internet under these procedures. By signing the Acceptable Use Agreement at the beginning of each school year, users are taking full responsibility for his or her use. In addition, the user takes full responsibility for his/her activities. If over age 18, he/she agrees, or if under 18, the parents/or guardians are agreeing to indemnify and hold the school; the school system, the Data Acquisition Site that provides the computer and Internet access opportunity to the Albertville City School System; and all of the administrators, teachers, and staff harmless from any or all loss, costs, claims, or damages resulting from the user’s access to the computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods and services by the user. The user or, if the user is a minor, the user’s parents/or guardians agree to cooperate with the school and/or school system in the event of the school initiating an investigation of a user’s use or his/her access to its computer network and the Internet, whether that use is on a school computer or another computer outside the Albertville City School System’s network.

## **UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new and additional registration and account information or to sign a new acceptable use procedure, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents/guardians) or such new procedure must be signed if the user wishes to continue to receive related services.

## **STUDENT TECHNOLOGY ACCEPTABLE USE PROCEDURES**

The Albertville City School System provides technology to support teaching, enhance learning, and improve productivity. All Albertville City Schools' students are required to comply with the provisions herein. The use of technology in the Albertville City School System is a privilege, not a right. Students are responsible for their conduct when using Albertville City School System technology. Staff must supervise student use of technology at all times.

## **TECHNOLOGY USE**

Before students will be allowed to use any of the district's technology, parents and/or guardians of all students must sign and return the Acceptable Use section included in the Albertville City School System's Student Handbook at the start of each school year. Students in Grades 5 through 12 must also sign. Signature indicates understanding of this policy, and acceptance of liability for damages resulting from the intentional disregard of these procedures. Students in grades 5-12 may not log in under a generic or shared password unless there is an extenuating circumstance.

The professional staff will enforce these procedures. Students who have not returned the appropriately signed Acceptable Use section included in the Albertville City School System's Student Handbook will not use the Albertville City School System's technology.

## **INTERNET USE**

The Internet contains a rich collection of educational resources which can enrich and extend instruction. Because it is an unregulated worldwide medium that is always growing and changing, it is the responsibility of Albertville City School System employees to ensure that students can make use of this resource safely and responsibly.

Albertville City School System uses an Internet content filter that is compliant with the Child Internet Protection Act (CIPA) in that it blocks material that is obscene, pornographic, and in any way harmful to minors. All use of the Internet is monitored. Each student must take responsibility for his or her actions online. Any attempt to:

- visit inappropriate web content,
- download files with or to Albertville City School System equipment,
- upload files to a site not approved by the Albertville City Schools, or
- communicating with anyone in an inappropriate, harassing or threatening manner will result in immediate revocation of computer privileges as well as possible disciplinary and/or legal action.

## **TECHNOLOGY CODE OF ETHICS**

- Students should respect the school's property. All technology is the property of the Albertville City School System. No one is to intentionally move, damage or tamper with district technology.
- Students should use technology for school-related, educational activities.
- Students should be courteous and use appropriate language. Do not harass, threaten or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, or use profanity or obscene, explicit or offensive material.

- Students should protect their privacy and safety by not disclosing personal information such as your telephone number, address, location or password. Use only the password assigned to you. You are not allowed to use anyone else's password to access Albertville City Schools' technology. Students will be held responsible for activity on their account.
- Students should recognize and respect the intellectual property of others, including work and materials found online.
- Students should not attempt to view, seek, obtain, or modify information, or data or passwords belonging to others users.
- Students should adhere to Federal copyright laws and publishers' licensing agreements.
- Do not attempt to install software or download files for non-educational purposes using the Albertville City School System technology.
- Students should respect the integrity of the Albertville City School System's network. Do not attempt to circumvent or disable security measures including Internet filtering methods.
- Students should report user misconduct, suspected viruses and technical problems to your teacher immediately so that action can be taken to minimize possible damage to technology.
- Students should notify their teacher or other school personnel when they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- Students should use technology responsibly. Consider the needs of others when using shared or networked computers, printers, or other technological resources.

### **VIOLATIONS OF THE TECHNOLOGY CODE OF ETHICS**

Violations of the Technology Code of Ethics may result in loss of access to technology, disciplinary and/or legal action, including any resulting financial liability.