

# **ALBERTVILLE CITY SCHOOLS**



**Parent-Student Handbook  
And Student Code of Conduct**



# **ALBERTVILLE CITY SCHOOLS**

**107 West Main Street  
Albertville, Alabama 35950  
(256) 891-1183**

**Boyd K. English, Ed.D  
Superintendent**

## **BOARD OF EDUCATION MEMBERS**

Bobby Stewart

Rory Colvin

Sandy Elkins

John Gladden

Mike Price



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## **MISSION STATEMENT**

**The Albertville Advantage:  
A Superior Education  
Today – Tomorrow – Together**

### **BOARD OF EDUCATION AND STAFF BELIEF STATEMENTS**

- We believe that all children are equally important.
- We believe that the family is the child's first and most influential teacher.
- We believe that effective, motivated, and professional teachers are the key to student success.
- We believe that the quality of the school environment is critical.
- We believe that diversity is a strength which provides a competitive advantage for our students.
- We believe that there are many ways to measure student success.
- We believe that all students can complete high school and be competitive in global society.
- We believe that the success of schools is vital to the future of our community.

**All Albertville City Schools operate as Title I School-wide Schools, and receive federal funds which supplement the educational programs.**

#### **Title IX / Section 504 Compliance**

Albertville City Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs/activities and provides equal access to the Boy Scouts and other designated youth groups. Pursuant to the requirements of the Every Student Succeeds Act of 2015 (ESSA) and the McKinney-Vento Homeless Assistance Act as amended by ESSA, all homeless children, migrant, children in foster care and English Language Learners must have equal access to the same free appropriate public education provided to all children and youth. All programs offered by the schools within the Albertville City School System shall be open to all students in compliance with statutory and judicial requirements. The enrollment of homeless, migrant, children in foster care and limited English proficient children shall not be denied due to any of the following barriers: lack of birth certificate, lack of school records or transcripts, lack of immunization records, lack of proof of residency, lack of transportation or unaccompanied (no guardian). For information regarding the compliance of this statement you may contact Mr. Tim Tidmore, Director, Title IX, Section 504, McKinney-Vento and Federal Programs at 107 West Main Street, Albertville, AL 35950. Phone (256) 891-1183.

#### **HIPAA Compliance**

The Albertville City School System abides by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). If you have questions about how the health information about students of the system may be used and disclosed please contact Tim Tidmore at 107 West Main Street, Albertville, AL 35950, 256-891-1183.



# ALBERTVILLE CITY SCHOOLS

107 West Main Street • Albertville Alabama 35950 • 256-891-1183

[www.albertk12.org](http://www.albertk12.org)

Boyd K. English, Ed.D., Superintendent

Dear Aggie Family:

We are excited and eager to begin a new school term in the Albertville City School System. The new year offers our students new opportunities in our innovative classrooms across our system. To ensure that we accomplish our goal to provide the most valuable educational experience for every child in our system, it is important that all of our stakeholders understand the basic rules, regulations, and procedures. Principals and teachers will discuss important information contained in this handbook with you and your child as we start the new school term. If you have any questions, please do not hesitate to ask school officials at your child's respective school.

We encourage you to take this handbook and use it as a reference guide throughout the school year. It is our goal to work closely with our parents and we encourage active involvement in your child's education. Our principals and teachers will work continuously throughout the school term to provide opportunities for all parents to become actively involved in their child's education. Understanding this handbook will allow you to better understand our vision, mission, and goals for all in the Aggie Family. It is our belief that the Albertville City School System provides an innovative and rewarding educational experience that is among the best in the state of Alabama.

Our administration, faculty, and staff are committed to shaping your child to truly become Career and College Ready. That goal begins in Pre-K and continues to twelfth grade. As a parent/guardian of a student attending a school in the Albertville City School System, the *Every Student Succeeds Act* gives you the right to request information related to the professional qualifications of your child's teacher(s). Upon written request to the principal of your child's school, this information will be provided to you within ten (10) working days of your request. The written request form may be obtained from the principal's office.

If you do not receive further written notification, be assured that your child is receiving instruction from a teacher who has met all of the Highly Qualified Teacher requirements set forth in the *Every Student Succeeds Act*.

The administration, faculty, and staff of the Albertville City School System are committed to maintaining a comprehensive and sequential instructional program that is designed to meet the needs of all of our students. We welcome your involvement, input and interest in all the programs that are offered in our school system. If any staff member can be of assistance to you, please contact us.

We stand as partners with you to make this year the most rewarding and exciting school year yet!

Sincerely,

Boyd K. English, Ed.D  
Superintendent  
Albertville City Schools

# CHILD NUTRITION PROGRAM

## Breakfast, Lunch and After School Snacks

\*All schools offer breakfast and lunch, and after-school snacks (for schools with extended day programs). Meals and snacks meet nutritional requirements for children as set by the U.S. Dept. of Agriculture.

\*For school year 2020-2021, a breakfast and lunch meal is provided daily for all students at no charge. If a student desires a second meal or any “a la carte” items, those should be purchased with cash or from the student’s meal account. *No applications for meal benefits will be required.*

\*Every student has a meal account identified by a number. Students will learn this number and enter it on the point-of-sale system in the cafeteria, and parents should include the ID# / student’s name on all payments (in an envelope). Charges are not allowed for a la carte items or any adult meal per board policy and federal regulations.

\*Online payment options are available. The link for payment is on the [www.albertk12.org](http://www.albertk12.org) website, under the “parent” tab. Parents may sign up on that website for email notifications of account balance and view transactions. There are convenience fees associated with making payments but not with using the website for information and emails.

*\*The sale of competitive foods (from restaurants or fundraisers) during the time meals are served in the “National School Lunch Program” or “School Breakfast Program” is **prohibited by state regulations**. Carbonated soft drinks are not allowed in the cafeteria. Lunches brought from home may be eaten in the cafeteria, but foods delivered from businesses to school may not be eaten in the cafeteria.*

\*Meals are provided to students “offer vs. serve” which allows them to decline up to two food items on the tray. A fruit or vegetable serving is required at both meals for the meal to be offered at no charge. Parents are encouraged to have meals with the students but are asked to let the teacher or CNP office know by 8:30 am.

\*Monthly menus are posted on the system website, [www.albertk12.org](http://www.albertk12.org). A “Meal Viewer” smartphone app is available, and both the website and the app provide helpful nutrition information for students and parents. The direct link is <http://www.mealviewer.com/family-home/> Printed copies will be available upon request.

Click here to view the system’s Wellness Policy: [Wellness Policy](#)

### Meal Prices:

(Adult & Student Second Meal Prices)

Staff	Breakfast: \$1.75	Lunch: \$3.75	
Visitor/2 <sup>nd</sup> meal for students	Breakfast: \$2.00	Lunch: \$4.00	
A la Carte Items	Milk \$ .50	Ice Cream \$ .75/1.00	Bottled water - \$ .50

**Any specific questions may be addressed by calling the school CNP manager.  
Additional a la carte / extra item pricing is displayed at the school cafeteria.**



## EMERGENCY SCHOOL CLOSING

In the event of a school closing for any reason, the Central Office for **Albertville City Schools** will notify the media to broadcast or televise details of the situation. Please **DO NOT CALL** the Central Office, individual schools, and radio or television stations. Details will be broadcast or televised, as information is available. The broadcast will state *Albertville City Schools. Marshall County is a separate school system.*

**Parents will *not* be able to check out students during a tornado warning.**

For information about school closings, watch local TV stations, log onto TV station websites, or listen to a radio station listed below:

WAAY 31 www.waay.com	TV	WQSB	105 FM	Radio
WHNT 19 www.whnt.com	TV	WCRQ	92.7 FM	Radio
WAFF 48 www.waff.com	TV	WRSA	96.9	Radio
		WWGC	1050 AM	Spanish Radio

We will also send a message to your phone by School Messenger as soon as a decision is made by the Superintendent. Also, make sure to “Like” our Albertville City Schools Facebook page, or follow us on Twitter, [@AVilleCityBOE](https://twitter.com/AVilleCityBOE). Any time there is School Delay or Closing, it will be posted there and on our website: [www.albertk12.org](http://www.albertk12.org)

## CENTRAL OFFICE KEY CONTACTS

Boyd K. English Ed.D.	Superintendent
Kristi Pair	Deputy Superintendent of Instructional Services
Tim Tidmore	Deputy Superintendent of Federal Programs
Connie Kennamer	Director of Child Nutrition
Spring Charles	Technology Coordinator
Michelle Mitchell	Coordinator of Enrollment/Attendance
Tara Wilson:	Coordinator of Special Education

## ELEMENTARY SCHOOLS

<p><b>Pre K and Kindergarten</b></p> <p><u><b>Albertville Kindergarten and Pre-K</b></u>                  257 Country Club Road                  Albertville, AL 35951                  Beth Rigsby, Principal                  Paul Lackey, Assistant Principal                  Monica Hill, Kindergarten Secretary                  Donna Green, Pre-K Secretary                  Office: (256) 878-7922                  Lunchroom: (256) 891-6324</p>	<p><b><u>Grades 1-2</u></b></p> <p><u><b>Albertville Primary</b></u>                  1100 Horton Rd                  Albertville, AL 35950                  Vanessa Fowler, Principal                  Candi McCullars, Assistant Principal                  Sulynda Shell &amp; Brenda Calderon, Secretaries                  Office: (256) 878-6611                  Lunchroom: (256) 891-6318</p>
<p><b><u>Grades 3-4</u></b></p> <p><u><b>Albertville Elementary</b></u>                  145 West End Drive                  Albertville, AL 35950                  Mona Sheets, Principal                  Bubba Walls, Assistant Principal                  Sandy Hendrix &amp; Cindy Clark, Secretaries                  Office: (256) 894-4822                  Lunchroom: (256) 891-6318</p>	<p><b><u>Grades 5-6</u></b></p> <p><u><b>Albertville Intermediate School</b></u>                  901 West McKinney Avenue                  Albertville, AL 35950                  Robert Sims, Principal                  Miranda Battles, Assistant Principal,                  Shelby Boozer, Secretary                  Office: (256) 878-7698                  Lunchroom: (256) 891-6383</p>

## SCHOOL OPENING TIMES

Albertville Kindergarten & Pre-K	7:00 a.m.
Albertville Primary School	7:00 a.m.
Albertville Elementary School	7:00 a.m.
Albertville Intermediate School	7:00 a.m.

## SECONDARY SCHOOL INFORMATION

### Albertville Middle School

Grades 7-8  
 600 East Alabama Avenue  
 Albertville, Alabama 35950  
 Lance Kitchens, Principal  
 Matt West, Assistant Principal  
 Kristy Robinson, Assistant Principal  
 Lisa Pyatt, Secretary  
 Main Office-----256-878-2341  
 Fax ----- 256-891-6334  
 Counselors----- 256-878-2341  
 Lunchroom ----- 256-894-5057

### Albertville High School

Grades 9-12  
 402 East McCord Avenue  
 Albertville, AL 35950  
 Dr. Deidra Tidwell, Principal  
 Jordan Phillips, Assistant Principal  
 Tyler Reeves, Assistant Principal  
 Tara Snider, Assistant Principal  
 Kathy Lamb, Secretary  
 Holleigh Rogers, Secretary  
 Mary Smith, Secretary

AHS Main Office	256-894-5000
AHS Fax	256-894-5002
Bookkeepers	256-894-5029
Check-in/Check-out	256-894-5020
Guidance Counselors	256-894-5006
Lunchroom	256-894-5028
AgriScience	256-894-5026 or 894-5027
Field house	256-891-6306
Band	256-894-5005

## SECONDARY SCHOOL OPENING TIMES

Albertville Middle School	7:00 a.m.
Albertville High School	7:00 a.m.

## CODE OF STUDENT CONDUCT

Instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. The Code of Student Conduct will be deemed an extension of Board policy and will have the force and effect thereof.

## PHYSICAL RESTRAINT

The use of physical restraint is prohibited in all Albertville City Schools and its education programs EXCEPT in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Law enforcement may be called to assist in the enforcement of this action. (ACS policy Manual 4.12)

## STUDENT HARASSMENT POLICIES

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics. Students who violate this policy (Students VI Section 6.10) will be subject to disciplinary sanction.

Sexual harassment is a form of sex discrimination and is unlawful under federal and state statutes. Sexual harassment, or retaliation on the basis thereof, is specifically prohibited by the Albertville City School System. Any student or other person who believes that he or she is or has been the victim of sexual harassment or has knowledge of such action perpetrated by or against a student enrolled in the school system should immediately report the alleged acts to the appropriate school system personnel. Our Title IX Coordinator is Tim Tidmore, who may be reached at 256-891-1183 ext. 215. Please click ["HARASSMENT REPORTING"](#) to report harassment now.

## PARENTS RIGHT TO KNOW

All certified staff employed with the Albertville City School District meet State qualification and licensing criteria for the grade levels and subject areas in which they teach. In addition, all paraprofessionals meet State and Federal criteria for their position. Should it become necessary, Albertville City Schools will notify the parents of each child being taught by a teacher that is teaching under emergency or other provisional status after four consecutive weeks.

Each school will provide parents information on the level of achievement and academic growth, as measured on each of the state academic assessments, of their child at the beginning of each school year. In addition, parents of English Learners will be provided easily understood information on their child's progress in obtaining English proficiency. Please click here for additional information and request forms: [Request form](#)

## GENERAL SCHOOL INFORMATION

**Falsification of records to the school district could affect the enrollment status of the student.**

***Students are expected to adhere to all emergency health orders issued by the Alabama Department of Public Health and the Governor's Office. Failure to abide by the orders will be considered a Class I violation and will be dealt with accordingly.***

Children entering Kindergarten must be 5 years old on or before September 2<sup>nd</sup>.

Children entering First Grade must be 6 years old on or before December 31<sup>st</sup>.

Parents may opt to wait until their child is six (6) years old before enrolling if a letter of intent is received by the board of education on behalf of the student. (Alabama State Code, Sec. 16-28-6)

Students entering the school system for the first time, regardless of grade level, will be asked to submit a certified birth certificate or other proof of age, documentation or other proof of residency, and such other registration materials as school officials may reasonably request, including but not limited to a certificate of immunization or an exemption as prescribed by the Department of Health and signed by a private physician or appropriate health department official. **The superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate Migrant, immigrant, EL, homeless students or children in foster care.**

**If a student lives outside the city limits and is enrolled in Albertville City Schools, he/she is expected to maintain good attendance and behavior. If not, the system reserves the right to withdraw the student to the district in which he/she lives. In addition, any student residing out of district that becomes chronically absent (18 or more absences, including excused) may be withdrawn to the district in which he/she resides.**

Students wishing to enroll in the Albertville City School District (ACS) must present documentation that he/she has a legal custodian (parent, parent designated primary physical custodian, court appointed legal custodian) who resides within the city limits of Albertville, Alabama. Exceptions will be made for special circumstances on a case by case basis.

The legal guardian is ultimately responsible for demonstrating that his/her residence is within the school zone in question. Any questions concerning the validity of the proof of residence offered by the legal custodian will be decided by the Albertville City School District Enrollment/Attendance Coordinator, and decisions will be made on a case-by-case basis.

*Ref. A Delegation of Parental Authority, Ala. Code §26-2A-7, does not establish residence for the purpose of school enrollment.*

*The mere filing of a "Dependent Complaint Custody Affidavit and Petition", Ala. Code §26-2A-75, in Marshall County Family Court does not create the necessary parental or custodial relationship required to establish residence for the purpose of school enrollment. A "Dependent Complaint Custody Affidavit and Petition" properly filed in Marshall County Family Court and granted by the judge is sufficient to confer the requisite parental or custodial relationship to establish residence for the purpose of school enrollment.*

**Resident Students** – School-age children who reside within the municipal limits of the City of Albertville, Alabama, may be admitted to Albertville City Schools. For purposes of this policy, the residence of the student will be the residence of the custodial parent or legal guardian. Court documents should be presented to illustrate custody or guardianship. If custody of the child is shared, alternating, or unclear, or if the child does not reside with a custodial parent or legal guardian, the legal residence or actual physical residence of the child will be with the parent who has physical custody. If there is evidence that the claimed residence of the child is not his actual residence and is fraudulently given as a means of avoiding or violating admission, enrollment, attendance, and residency standards and requirements, the student will be withdrawn to the district in which they should attend.

**Non-resident Students** – ACS does not accept out of district students for enrollment except for siblings of currently enrolled students entering Kindergarten, and first grade PRIOR TO THE END OF THE FIRST WEEK IN AUGUST, children of current ACS employees and children of current City of Albertville employees. Non-resident students may be returned to their home district if they violate attendance or behavior procedures. If an out of district student accumulates **more than 5 unexcused absences or becomes chronically absent (18 or more absences excused or unexcused) or twelve (12) unexcused tardies** (check ins or check outs), he/she may be withdrawn to the school district in which they live.

The Board authorizes the Superintendent to enforce penalties established by the State Department of Education with regard to persons falsifying information in order to enroll a student. The Board will not provide transportation to and from school or homebound instruction outside the municipal limits of the City of Albertville. For questions concerning enrollment, please contact the Enrollment Office, 256-894-5061

## ATTENDANCE INFORMATION

### 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.**

### **Private, Church or Non-Accredited Schools**

Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year. Any parent, guardian, or other person having control or custody of a child of any age enrolled in public school and fails to require the child to regularly attend the school or tutor, or (see pages 11-12) for all attendance measures) for any absence, or fails to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred.

The superintendent of education or his/her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his/her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

### **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 exists, 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

### **Procedures for Parents Submitting Excuses:**

- Seven) 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 seven (7) 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).**

Parents will be notified of unexcused absences by letter, per the following:

#### *In-District Students*

- ❖ First unexcused absence – a letter will be mailed to the student's home.
- ❖ Fifth unexcused absence – parents will receive a letter 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 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
- ❖ Third unexcused absence – a certified letter will be mailed to parent or guardian reminding them of the attendance policies and procedures regarding out of district students.
- ❖ Fifth unexcused absence - Attendance Supervisor will contact parent or guardian and request a face to face meeting to discuss the procedures regarding out of district students. If student reaches 6 unexcused absences, they 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 (or a combination of both) - the student may be withdrawn to the school district in which they live *Note: Unexcused absences and tardies are cumulative for the school year*

To check a student's attendance and grades, you can access INOW Home from [www.albertk12.org](http://www.albertk12.org), click on "Parents", then INOW Home. If you need a parent username and password, please contact your child's school office or Central Office.

## STUDENT CHECK-IN and CHECK-OUT PROCEDURES

### STUDENT CHECK-IN AND CHECK OUT PROCEDURES FOR K - 6TH GRADE

Students coming to school late must check in at the school office. Parents of students in grades K-6 must accompany their children to the office to check them in.

Students will be allowed to check out of school only if a parent or guardian, or person designated by the parents, comes to pick them up or calls and clears the check-out with the principal or school secretary. Parents are urged to leave students in school the full day.

When checking students out, parents must come directly to the office where the office personnel will call for the student. **Parents are not to go to the classrooms and interrupt a class in session.** This procedure is for the protection and safety of the students, as well as to maintain a quality education for each child. **Checking the student out does not necessarily constitute an excused absence. Upon return to school from a check-out or absence, a note must be presented within three (3) school days or 72 hours to the school.** 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 seven (7) 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.

### STUDENT CHECK-IN AND CHECK OUT PROCEDURES FOR AMS AND AHS

Any student checking in after 8:00 a.m. must have a parent/guardian notify the school in person or by phone as to the reason for the tardy unless he/she has an excuse from a doctor's office or hospital.

**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 1 day of Before School Detention

11 tardies to class during the school day, per 9 weeks, will result in the student being referred to the office for possible placement in In-School Correction.

All check-outs must be cleared through a school administrator. Students will be allowed to check out of school only with parental permission. Parents may come to the school and check them out, by telephone designate another person to pick them up, or by telephone give them permission to leave school. Parents are urged to leave children in school for the full school day.

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 seven (7) 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. Each teacher whose class was missed must sign this slip.

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 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.

## **TRANSFER AND WITHDRAWAL PROCEDURES**

Students who are withdrawing from school and transferring to another school must turn in all textbooks, library books, and all debts must be paid. Office personnel will give the parents a withdrawal form to be presented at the child's next school.

## **HEALTH SERVICES**

Nurses (RNs or LPNs) are employed by the board of education to provide health services for students in grades PreK through twelve. 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.

## **PRESCRIBED MEDICATION AT SCHOOL**

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 school 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.

## **ILLNESS, INJURY AND INSURANCE**

If a student becomes ill at school, he/she should report the illness to the teacher so that appropriate action can be taken. Injury incurred during any activity should be reported to the activity supervisor. School personnel cannot treat children, but they may take temperatures, provide cold cloths to wash a child's face, comfort the child, and assess the child's symptoms. Parents are urged to leave the names of persons to be called if the parents cannot be reached during the school day. In case of illness or injury requiring emergency treatment and parents cannot be reached for instructions, medical aid may be obtained for the child under emergency procedures.

The school will not assume the expense from any injury received at school or during participation in a school activity. School day or 24-hour accidental injury insurance is available to all students at a very nominal charge, and all students are encouraged to take this coverage. Students in shop activities and physical education classes are especially encouraged to take the coverage.

All students participating in athletics must be covered by accident insurance. The requirements can be met by taking the school accident insurance or by providing proof that the family has adequate insurance coverage.

Students going on overnight field trips WILL BE REQUIRED TO SHOW PROOF OF INSURANCE COVERAGE. Expenses incurred because of an accident or injury that is not covered by the insurance will be the responsibility of the student and his/her parents. School insurance forms are available throughout the year in the principal's office.

## COMMUNICABLE DISEASE

The Albertville City Board of Education shall strive to protect the general welfare of all students, their families, its employees, and the general public. Staff members shall cooperate with county and state agencies to promote these goals, and follow procedures as developed by the Superintendent and/or his/her designee. Students and/or employees having communicable diseases, including students wishing to enroll or potential employees, will be dealt with on an individual basis.

## AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

Albertville City Schools provides students enrolled in health classes, administrators, nurses, and coaches guidance/training in the management and administration of a school-based Automated External Defibrillator (AED) as per procedures developed by the Superintendent and/or his/her designee. A licensed physician or other medical professional is to be included in the creation or modification of any AED program or guidelines related to the program. The Albertville City Fire Department will be kept informed about the presence and location of AEDs in school buildings.

## SPECIAL EDUCATION SERVICES

Special Education Services are provided for appropriately identified exceptional children and youth in accordance with the federal and state mandates. Exceptionalities through which services may be received are Intellectually Disabled, Specific Learning Disabilities, Speech Language Impairment, Multiple Disabilities, Deaf/Blind, Hearing Impairment, Other Health Impairment, Traumatic Brain Injury, Developmental Delayed, and Autism.

Information regarding referral procedures for special education services may be obtained from local school teachers, guidance counselors, and/or the school principal. Questions or requests for additional information should be addressed to Tara Wilson, Coordinator of Special Education at 256-891-1183 ext. 209. Fax: 256-894-5064

## CHILD FIND

Albertville City Schools seeks to find any child residing within Albertville City who has a disability, or that there is a perception of a disability, who may be in need of special services. This Child Find is in accordance with Section 504 of the Rehabilitation Act 1973 and The Individuals with Disabilities Education Act.

**If anyone knows of a child who is three (3) to twenty-one (21) years of age who may need to be evaluated for special services, please call Albertville City Schools Special Education Coordinator Tara Wilson at 256-891-1183, Ext. 209.**

## GIFTED EDUCATION SERVICES

Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred for these services by teachers, counselors, administrators, parents, guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using the second grade gifted screening process.

For each student referred, information is gathered in the following three areas:

1. **APTITUDE** – Assessed through an individual or group test of intelligence or creativity.
2. **CHARACTERISTICS** – A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. **PERFORMANCE** – At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

The scores from assessments or items used are entered on a matrix where points are assigned according to established criteria. The matrix scores determine if the student qualifies for gifted services or for further evaluation. For more information, contact Tara Wilson, Special Education Coordinator, 256-891-1183, ext. 209.

## PARENT AND FAMILY ENGAGEMENT

The positive role that families play in student achievement has been well documented. Albertville City Schools knows that students perform better when their parents are actively involved in their education; thus, we must ensure that each school creates a climate that makes parents comfortable and gives them meaningful opportunities to participate and support their children. We must also recognize the unique needs of students and families and explore parental involvement events and activities that will provide parents with multiple opportunities throughout the year to be an active participant in their child's academic achievement and development. Each school begins the year by hosting an Open House with flexible hours to accommodate families. Parents are encouraged to come and meet their child's teacher and the school staff. Parents are also encouraged to sign up for volunteer opportunities throughout the year. Parent/teacher conferences are scheduled during the year as needed on an individual basis. Parents are given a weekly calendar of all parental activities (science fairs, art fair, PTO Programs, Parent Involvement Night, etc.). In addition, parents are encouraged to participate in parent surveys that are conducted each spring. Furthermore, each school utilizes a Student Management System to provide information throughout the school week in order for parents to have access to latest data/information regarding the academic achievement of their child. Albertville City Schools Parent/Family Engagement Policy can be viewed by clicking on this link:

[ACS Consolidated Plan/Family Engagement](#)

## GUIDANCE AND COUNSELING

Counselors in all schools integrate the elements of a comprehensive developmental guidance program that includes individual, small group, and large group activities into the total instructional program. Students participate in activities that aid in their development in the personal/social, educational, and career/vocational domains. Students, teachers, and parents have access to the guidance counselors for consultation, assessment, referrals, and/or any other related guidance services.

## PRIVATE, CHURCH OR NON ACCREDITED SCHOOL

The Albertville City Board of Education recognizes that parents have the right to withdraw their child(ren) from public school and enroll him/her in a private school, church schooling program or other non-accredited school.

Admissions and grade level placement of students transferring from non-accredited elementary, junior/middle or high schools will be determined on a case-by-case basis.

## STUDENT GRIEVANCES

It is the policy of the Albertville City School System that all individuals shall learn and work in environments that are free of all forms of discrimination. The Albertville City Board of Education believes that the students/parents have both the right and responsibility to express school-related concerns and grievances to the faculty and the administration. Therefore, students/parents will be assured the opportunity for an orderly review of grievances.

Students should request an appointment with the principal or his/her designee at a time that will not interfere with regularly scheduled classes or other school activities. The faculty and administration will strive to resolve student grievances at the most immediate level of supervision. Measures taken shall include but not be limited to conducting an informal investigation to determine the validity of the concern and making an effort to eliminate the causes of any valid concerns.

In all cases when the grievance cannot be resolved at the local school, the student/parent is advised to follow the system's grievance procedure pursuant to the Albertville City Schools Policy Manual. (Section IV General Administration, 4.6.3)

ACS Grievance procedures

## TEXTBOOKS

The textbooks used at the school are normally those that are adopted and owned by the state or local school system. Such textbooks are not the property of the student and must be accounted for by both the student and the school. For this reason, any textbook which is assigned to a student and which is lost or damaged must be paid for based on a pre-determined price schedule. Teachers may make book checks from time to time to see that students still have the books that were issued to them and to assess any damage that might have occurred. In the event the student does not have the book, he/she must find it or pay for it. Fees for lost or damaged books are to be paid to the school bookkeeper who has a price list and will issue a receipt for the payment.

## FUND RAISING

All fundraising activities must be approved by the Board and will be permitted on school or Board property only if the following criteria are satisfied:

1. The activity will be held at a time and in a manner that will not be disruptive to the instructional program or to any other school or school system activity or function.
2. The activity is designed and intended to support a bona fide school or school system program or activity, or an activity that is consistent with the mission and purposes of the school system.

## TRANSPORTATION

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 student 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

- 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.
- Parents are responsible for the damage their child/children do to a bus.
- The bus will not wait for tardy students. Parents are responsible for having children at the stop ontime.
- 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.
- The driver and the principal may assign seats on the bus.
- Fireworks and other dangerous or potentially dangerous items are prohibited on the bus.
- 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.
- 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.
- Students who are suspended from riding the bus may not use the services of Extended Day during their suspension.
- 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.

## ELECTRONIC COMMUNICATION DEVICES

- The principal or his/her designee may approve the use of such digital devices (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) on school campus, under circumstances in which the use of the devices serves safety and convenience without disrupting academic school operations. Principals or their designees will have the authority to restrict or deny the use of personal/wireless communication devices by any student due to misuse, abuse, or failure to abide by school rules regarding the use of such devices.
- Secure Testing* - The possession of such digital devices is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.
- Buses* - The transportation supervisor or his/her designee has the authority to restrict students' use of such devices on school buses, if in the judgment of the transportation supervisor or his/her designee, the use of the device is causing disruption. Student(s) may be asked to turn off the device and failure to do so may result in the confiscation of the device.

4. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device brought on campus or bus.

## RECORDING & TRANSMISSION OF STUDENTS

The following conduct is prohibited on school campus and/or at school sponsored events:

1. Sending, transmitting, recording, uploading, downloading or distributing a recording of a subject, including other students, staff, teacher, administrator, or other person, without the subject's approval and with the intent to harm or demean the subject.
2. Sending, transmitting, recording, uploading, downloading, or distributing any material that is obscene, threatening, harassing, pornographic, or sexually explicit.

In addition, students are also prohibited from sending, transmitting, uploading, downloading, or distributing any electronic communication that can be reasonably foreseen to reach the school community and cause a substantial disruption to the educational setting. Students found to be in violation of this policy will be subject to disciplinary action, which may include: out of school suspension, in school correction, alternative school placement, confiscation of electronic devices, and/or expulsion proceedings.

## TRANSITION PLANS

Students enrolling in the Albertville City School District, or students re-enrolling, who are returning from a facility operated by the Alabama Court System, a drug treatment facility or a mental health facility, will have an individual transition plan developed by the school counselor, administrator, parent and other district personnel as appropriate. At a minimum, students may be placed in an alternative environment for up to 45 days. During this time, the student will work closely with the school staff to complete all outcomes developed during the initial transition meeting.

## TECHNOLOGY/INTERNET ACCEPTABLE USE

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.

### **DEFINITIONS**

For a full description of terms, definitions and examples please log on to our website: [www.albertk12.org](http://www.albertk12.org); Technology.

### **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
  - communicate 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.

## 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. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to 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 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. Any other footwear that is distracting to the learning process, i.e. house shoes, is not acceptable.
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 hazard 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 NO shorter than 3” above the kneecap. The principal may use discretion for final determination. Pants or shorts with holes or cuts must not show skin above the 3” mark.
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 worn over leggings at all times. Garments worn over leggings must be at least fingertip length or longer.
15.	Neither hairstyles nor hair color should be disruptive of the learning environment.

Students who violate the rules and/or intent of the Dress Code will be subject to punitive action as well as having privileges allowed under the Dress Code withdrawn.

In the event that 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.

**TOBACCO PRODUCTS, UNLAWFUL DRUGS, EXPLOSIVE BATTERIES AND ALCOHOLIC BEVERAGES**

The possession, use, sale or distribution of tobacco/nicotine products designed to enhance nicotine including, but not limited to, any type of electronic cigarettes or enhancement products paraphernalia, as well as unlawful drugs, and alcoholic beverages are prohibited in Albertville City Schools and at any school sponsored or school related event. Possession of lithium ion batteries outside their intended devices or any other potentially explosive batteries is prohibited. Students found to be in violation of this policy will be subject to disciplinary action, including in school correction, Saturday School, out of school suspension, long term alternative school placement or expulsion.

The Albertville City Board of Education has implemented a random drug testing policy that may result in loss of parking privileges on school premises and discipline including suspension from student competitive activities.

## **WEAPONS**

In accordance with Albertville City Schools Board Policy (General Administration IV, Section 4.2), the Board authorizes the Superintendent or his/her designated official to automatically suspend any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain or any other object deemed dangerous by the school official. Such weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. When the student is found to be in possession of a weapon, the Superintendent shall be notified immediately and the following procedures shall be followed:

1. The principal or authorized official shall conduct a brief but adequate hearing, and if the student is found to have a weapon in his/her possession, said student shall be suspended. If the item in the student's possession is a "weapon" as defined in Section 921 of Title 18 of the United States Code, an immediate referral shall be made to the system hearing officer who will schedule a meeting with all involved parties.
2. The parents or legal guardian(s) of the student shall be notified and the student released in their custody, or with their knowledge. Juvenile and law enforcement authorities shall also be notified and, if the situation warrants, the student shall be released to the custody of the juvenile or other law enforcement authorities. In that event, parents or guardians shall be notified as quickly as possible of the action taken.
3. Within three days after policy violation, the hearing officer shall arrange a conference. Included in this conference shall be the student, parents or guardians, juvenile or criminal justice authorities (depending on age of student), and principal. Others may be present if deemed necessary by school officials. If it is impossible to arrange a conference within a three-day period, the hearing officer shall have the authority to extend the suspension.
4. After the conference is held and all evidence is weighed, the student and parents/legal guardians shall be notified by the hearing officer concerning the action that will be taken by the school system.
5. If the weapon meets the definition of a "weapon" as defined in Section 921 of Title 18, the Superintendent and the Board shall have the authority to suspend/expel the student for a period of up to one year.
6. The chief administrative officer of the school system shall have the authority to review and modify the requirements of this policy on a case-by-case basis in compliance with the requirements of state and federal law and applicable court decisions relative to the requirements of Section 504 of the Rehabilitation Act and/or Part B of IDEA (Individuals with Disabilities Education Act).

## **DISCIPLINARY TERMS**

### **Before and After School Detention**

The principal or his/her designee has the authority to assign students to a designated area (for detention) on campus before the start of the school day or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. Students will be given a one-day notice of their detention assignment. If Before School Detention or After School Detention is not completed in a timely manner, In-School Correction may result.

The parent/guardian is responsible for providing transportation in these cases.

### **In-School Correction Program**

In-school correction is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designee has the authority to assign students to the in-school correction program for a reasonable and specified period of time. The principal and staff will determine the scope of the in-school correction of their respective schools. Students assigned to ISC are to report to the designated area at the beginning of the school day. If students fail to report at the appropriate time, they will be assigned an extra day

### **Work Assignment/Community Service**

The principal or his/her designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to

interfere with any student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment.

### **Saturday School**

**The principal or his/her designee has the authority to assign Saturday School for minor disciplinary infractions. Students assigned Saturday School, but do not attend, will be subject to more severe disciplinary action at the discretion of the principal.**

### **School Bus Suspension**

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time. A school bus suspension does not constitute an excused absence and the parent will be responsible for providing transportation for the student.

### **Suspension of Students**

#### **Authority**

The school principal or his/her designee has the authority to suspend students from school five days or less. After five cumulative days, a hearing with the System Hearing Officer will be scheduled if additional suspension days are warranted

#### **Notification**

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. If the student's suspension is to begin the following day, written notice will be sent to the parent(s) or legal guardian(s) stating the reason(s) such action was taken. In the event of an immediate suspension of a student, the parents(s) or legal guardian(s) shall be notified and the student released in their custody, or with their knowledge. In the event that the parent(s) or legal guardian(s) of the student cannot be located and an immediate suspension is required, without the necessity of contacting juvenile or law enforcement authorities, the principal or authorized official of the school can remove the child from the school grounds to the location of the parent(s) or legal guardian(s). If the parent(s) or legal guardian(s) are not found, written notice will be given to the parent(s) or legal guardian(s) of the action taken by the school, within 24 hours. Due process will be given to all students.

Immediate suspension of a student is justified when the student's presence would threaten other students or himself/herself, endanger school property or seriously disrupt the orderly education process. Principals are given the authority to have the law enforcement agency remove uncooperative students.

- Any student who has been determined eligible for special education may be suspended, but all procedural safeguards must be adhered to as set forth in the Individuals with Disabilities Education Act and Board policy.
- If an incident of violation causes the principal or his/her designee to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the expulsion is completed

#### **Terms**

- During the suspension period, suspended students shall not attend school functions, participate in ANY school related activity; enter school property nor ride a school bus, for any reasons. This includes prom attendance and participating in graduation activities for Albertville High Students.
- When a student is suspended from school, he/she is not eligible to enroll in any other school until such time that he/she is reinstated in the school from which he/she was suspended unless given permission from the principal.
- A student who has been suspended from any school, regardless of school system, is not eligible to enroll in the Albertville City School System until such time that he/she is eligible to be reinstated in the school from which he/she was suspended.

### **Alternative School**

Alternative School is a placement disciplinary action in which a student is removed from the regular classroom setting after committing a violation of Class IV offense or any other offense that may result in a recommendation to the Board for expulsion or long-term suspension. In lieu of such long-term suspension or expulsion the Board may assign the student to Alternative School. Such assignment must be a nine-week period or greater. Course work and credits are provided in the alternative setting. Assignments and testing will be provided by the alternative classroom teacher.

The local school principal has the authority to place a student in Alternative School for ten (10) days for certain disciplinary problems. When a short-term (10 days or less) alternative school placement is used, a letter will be sent by the school to the guardian and a phone call will be made. Information will be provided regarding the placement. For Alternative School placements of more than 10 days, the Hearing Officer will schedule a meeting with all involved parties to recommend appropriate disciplinary action to the superintendent.

If a student is placed in Alternative School by the principal and refuses to go or causes a continuous disruption while in Alternative School, they will be suspended pending a meeting with the Hearing Officer for expulsion consideration.

Any absences incurred during alternative school placement will be added to their days.

Any offense deemed a Class IV action, will be referred to the Hearing Officer for possible BOE action.

If a student is placed in Alternative School by the BOE and refuses to go, the student will be expelled.

**Students placed in Alternative School, regardless of the length of time assigned, WILL NOT be permitted to participate in any school function or school sponsored activity that occurs during the time they are in Alternative School. In addition, should a student complete assigned coursework prior to ending their Alternative School placement, they will still NOT be permitted to participate in any school function or school related activity until the last day of their initial alternative school placement is completed. This includes prom attendance and participating in graduation activities.**

### **Administrative Hearing**

The Hearing Officer will review recommendations from principals for expulsions and request a conference with the person or persons involved, which may include principals, teachers, parents, guardians and students to determine whether the expulsion recommendation is valid. The Hearing Officer will make a recommendation to the Superintendent concerning expulsion or alternative disciplinary sanctions.

### **Board of Education Hearing**

The Board of Education will convene for a hearing to discuss expulsion recommendations.

### **Expulsion of Students**

**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 III or 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 is the subject of an expulsion action 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.**

- The following steps of due process shall be observed in all expulsion actions:
- The local school principal shall consult with the Hearing Officer concerning the student's infraction(s).
- The Hearing Officer shall, by letter, notify the parent/guardian of a conference that may include the student, the parent/guardian, the principal and the Hearing Officer. Failure of the parent/guardian and/or student to attend shall not nullify the process.
- If the decision to recommend expulsion is made by the Hearing Officer and is upheld by the Superintendent, the parent/guardian shall be notified by letter of the time and place of an expulsion 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.

- Unless the student or the parent/guardian request otherwise, the hearing will be held in private. Failure of the student and/or the parent/guardian to appear shall not nullify the process.
- If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. 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
- 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.
- 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.

## **DISCIPLINARY ACTIONS**

### **Classification of Violations**

Violations of the Code of Student Conduct are grouped into four classes (Class I, Class II, Class III, and Class IV). Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designee will implement the disciplinary procedure. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary action has heard the student's explanation. Due process involving student rights shall be followed.

**Students under suspension or assigned alternative school placement will NOT be permitted to participate in ANY school function or school related event while they are suspended or placed in Alternative School. This includes prom attendance and participating in graduation activities.**

**Harassment and Theft may be considered a Class I, II, III or IV violation, subject to principal discretion.**

In the event suspension or expulsion is a potential result of the violation, the parent(s) or legal guardian(s) of the student shall be notified and the student released in their custody, or with their knowledge. If the parent(s) or legal guardian(s) cannot be contacted immediately, the principal shall then inform them of the action by sending written notice within 24 hours. Juvenile and law enforcement authorities may also be notified and, if the situation warrants, the student shall be released to the custody of the juvenile or other law enforcement authorities. In the event the student is released to someone other than the parent(s) or legal guardian(s), then the parent(s) or legal guardian(s) shall be notified as quickly as possible of the action taken. In the event that the parent(s) or legal guardian(s) of the student cannot be located and an immediate suspension is required, without the necessity of contacting juvenile or law enforcement authorities, the principal or authorized official of the school can remove the child from the school grounds to the location of the parent(s) or legal guardian(s). If the parent(s) or legal guardian(s) are not found, written notice will be given to the parent(s) or legal guardian(s) of the action taken by the school within 24 hours. Due process will be given to all students.

Under no circumstances shall academic grades be used as a means of maintaining order in a classroom, nor shall student behavior be included in calculating academic grades. All academic grades shall reflect the most objective assessment of the student's academic achievement.

### **Disciplinary Action for Class I Offenses**

Disciplinary action such as parental contact (phone call or conference), disciplinary probation, before or after school detention, work assignments before or after school, in-school correction or suspension at the discretion of the principal or his/her designee, may be used for the following offenses:

<b><u>Class I Offenses</u></b>	
1.	Disrespectful or discourteous behavior or defiance toward any Albertville City School employee verbal or non-verbal. (The degree of the offense will determine Class I, II, or III)
2.	Excessive distraction of other students--Any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any other instructional setting. Examples: talking excessively, interrupting class functions, provoking other students, or use of cell phone during class.
3.	Unauthorized organizations--Any on-campus participation in fraternities, sororities, secret societies or non-approved school clubs.
4.	Minor intimidation of a student--The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act that creates a well-founded fear in the person that such harm is likely.
5.	Excessive tardiness: see page 31 for elementary and page 34 for secondary schools
6.	Excessive checkouts: see page 31 for elementary and page 34 for secondary schools
7.	Non-direct use of profane, obscene or inappropriate language.
8.	Non-conformity to dress code.
9.	Minor disruption on a school bus.
10.	Inappropriate public display of affection, including, but not limited to, embracing and kissing.
11.	Possession of radios, CD players, electronic games, laser pointer, or other items not required for school that lend themselves to being disruptive or distracting.
12.	Repeated failure to come to class prepared.
13.	Continued refusal to complete class assignments.
14.	Failure to follow appropriate directives.
15.	Unauthorized use of school property.
16.	Littering of school property.
17.	Failure to complete Before School Detention.
18.	Any other violations which the principal deems reasonable to fall within this category.

**Disciplinary Action for Class II Offenses**

Disciplinary action such as parental contact (phone call or conference), disciplinary probation, before or after school detention, work assignments before or after school, in-school correction or suspension at the discretion of the principal or his/her designee may be used for the following offenses:

<b><u>Class II Offenses</u></b>	
1.	Disrespectful or discourteous behavior or defiance toward any Albertville City Schools employee verbal or non-verbal. (The degree of the offense will determine Class I, II, or III).
2.	Possession, sale, and/or use of tobacco products possession on the person, in the locker, or in other effects of a student, holding a lit cigarette (cigar, etc.), inhaling or exhaling the smoke of tobacco, making or receiving a sale of tobacco or the use of any other tobacco product on the school premises or in any school-sponsored event.

3. Intentionally providing false information to a school board employee, including, but not limited to student information data, concealment of information directly related to school business and forgery.
4. Gambling--The unlawful participation in games of chance for money and/or other things of value.
5. Vandalism--Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the personal property of another.
6. Skipping class or school--unauthorized absences from class or school – group skip days are included in this category and are not sanctioned by the Board of Education.
7. Threats and/or Extortion--A verbal, written or printed communication that threatens injury to persons, property, or reputation, or the intent to extort money or any pecuniary advantage, or the intent to compel a person to do acts or to refrain from doing any acts against his/her will.
8. Trespassing--Willfully entering or remaining in any structure, conveyance or property without being authorized, licensed or invited and refusing to depart after being warned by an authorized person.
9. Direct use of profane, obscene or inappropriate manifestations (verbal, written, gesture) toward another person.
10. Possession of a knife under 3 ½ inches long opened up.
11. Written or verbal propositions to promote sexual acts.
12. Possession or use of matches, lighters, or any other device capable of igniting a spark or fire.
13. Violation of Internet rules.
14. Over-the-counter drugs, possession, use, transfer, sale or being under the influence of non-prescription medications not otherwise covered under the provisions for illegal drugs, provided the student has not represented the medication to be a controlled substance. Examples would include, but not limited to products containing ephedrine, caffeine, or pseudoephedrine.
15. Display of gang related tattoos or markings on parts of the body that might reasonably be seen by others during the normal school day, including while dressing or participating in PE or athletic events.
16. Possession of gang related symbols, drawings, jewelry, etc.
17. Acts of intimidation, recruitment, or other disruptive acts related to membership in a street gang. Membership or affiliation with a gang will be determined by the three part criteria set forth by the US Attorney General's office.
18. Repeat Offender Clause--Any repeated Class I offense will be considered as a Class II offense.
19. Any other violations, which the principal deems reasonable to fall within this category.

### **Disciplinary actions for Class III offenses**

The disciplinary action for such offenses will be suspension, not to exceed 10 days. Special circumstances may warrant a recommendation for expulsion. If expulsion is recommended, expulsion procedures will be followed. **Note: Law enforcement officials may be contacted concerning all Class III offenses.**

<i><u>Class III Offense</u></i>
1. Disrespectful or discourteous behavior or defiance toward any Albertville City School employee verbal or verbal. (The degree of the offense will determine Class I, II, or III).
2. Unjustified activation of fire alarm or fire extinguishers or dialing 911.
3. Possession and/or igniting fireworks or firecrackers.



3. Fighting--Any physical conflict between two or more individuals that does not fall under the section of battery.
4. Battery upon students--Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual.
5. Inciting or participating in major student disorder.
6. Repeat Offender Clause--Any repeated Class II Offense will be considered a Class III Offense.
7. Any other violations, which the principal deems reasonable to fall within this category.
8. Possession or use of electronic cigarettes or enhancement products paraphernalia.
9. Possession of lithium ion batteries outside their intended devices, or any other potentially explosive batteries

### **Disciplinary actions for Class IV offenses**

The disciplinary action for such offenses will be suspension from school pending an administrative hearing. Administrative hearings will determine whether an expulsion recommendation or a long-term assignment to Alternative School should be made. If expulsion is recommended, expulsion procedures will be followed. **Note: Law enforcement officials will be contacted and a police report will be filed on all Class IV offenses and students may be subject to arrest. Generally, Alternative School assignment resulting from a Class IV violation will result in a minimum of one (1) calendar year Alternative School assignment. In the event a senior is found to have committed a Class IV offense, the Alternative School assignment will be for the remainder of the current academic year, or for a period not to exceed one calendar year. During Alternative School placement students are not allowed to participate in ANY school activities, including The prom and graduation activities. Alternative School may be held on site or through the Virtual School Program**

<b><u>Class IV Offenses</u></b>
1. Drugs: Unauthorized possession, transfer, use or sale of controlled drugs, drug paraphernalia, non-controlled substances that the student has in any manner represented to be controlled substances, or alcoholic beverages.
2. Battery upon Albertville City Schools employee: The unlawful and intentional touching or striking of an employee against his/her will or the intentional causes of bodily harm to an employee.
3. Possession of firearms: Any firearms which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver or any such weapon, any firearm muffler or firearm silencer, any destructive device.
4. Discharging of any pistol, rifle, shotgun, air gun or any other device.
5. Bomb threats and false alarms: Any such communication(s) concerning the Albertville City Schools property, which has the effect of interrupting the educational environment.
6. Explosions: Preparing, possessing, or igniting explosives on Albertville City Schools property.
7. Aggravated battery: Intentionally causing great bodily harm, disability or permanent disfigurement, with a deadly weapon.
8. Sexual Assault: Acts of sexual battery including, but not limited to, attempted rape or rape.
9. Sexual Acts--Acts of a sexual nature including, but not limited to, masturbation, intercourse.
10. Arson: The willful and malicious burning of any part of School Board Property.

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| 11. Possession of weapons other than firearms--A knife, metallic knuckles, tear gas, chemical weapon or device, or any other weapon, instrument, or object with the intent to be armed or to cause bodily injury. |
| 12. Any other violations which the principal deems reasonable to fall within this category.   |

## EXTENDED DAY

Albertville Kindergarten and Pre-K, Albertville Primary School, and Albertville Elementary School offer Extended Day Services. Extended Day is an after-school program that provides study time, recreation, snacks and enrichment activities. Services are provided Monday through Friday immediately following the regular school day until 5:30 pm. Students must be enrolled to attend. A fee is required. For more information, contact the office at your child’s school.

The Cecil Wright Tutoring Center offers programs for after school tutoring at Albertville Middle School for grades 5 - 8. For more information, contact Tammy Miller at 256-891-6326.

**Extended Day and the Tutoring Center will not be open if school dismisses early for weather related causes.**

## SNACKS

Students are permitted to have a snack during the school day. Snacks may be brought from home or may be purchased at school. School snacks include juice and/or non-sweet dry snacks. Soft drinks are not allowed. Since snack time is a privilege, it may be prohibited or suspended at any time.

## HEAD LICE

Schools make every effort to avoid the possible outbreak of head lice; however, any time children work and play together in close proximity, head lice is a problem. Contracting head lice casts no reflection on the parents or on the hygiene in the home. Head lice do not discriminate between clean and unclean people or items. They crawl from one person to another or from one item to another.

The Alabama Department of Public Health recommends that the school system enforce a no-lice policy.

Teachers make head checks periodically and when they find cases of lice; they will notify the parents to come for their child. The school nurse will send home a list of treatment instructions for the hair, home, and clothing. After the hair has been treated, parents must bring the child to the school office and remain with the child until the hair has been re-checked for lice. Car riders ***may not*** be dropped off. If only nits are found in your child’s hair, then the child can return after treatment without a parent accompanying them. The school nurse will recheck your child in (7) seven school days and relay those findings to you.

Parents are given (2) two calendar days to treat the lice and remove nits from the hair. After (2) two calendar days, any other absences for this problem will be unexcused. School officials urge parents to cooperate fully with this procedure to aid in fighting an unpleasant problem.

## PREGNANT STUDENTS

It is the procedure of the Albertville City Board of Education that a student who becomes pregnant while enrolled in the Albertville City System shall notify the school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. Homebound instruction is not normally provided for pregnant students. Students suffering from severe complications from pregnancy will be considered on an individual basis for homebound services.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to special needs of pregnant students. In no case shall a pregnant

student be removed from school or failed solely because of her pregnancy. All students, whether pregnant or not, are expected to meet minimum standards for promotion and/or graduation. A student shall be re-admitted to school after delivery upon a statement from her physician recommending her re-admission.

## MARRIED STUDENTS

Married students are subject to the same rules and regulations as other students, and are subject also to such other fair and reasonable regulations as the administration of the individual school may, in addition, impose.

Marital, maternal, or paternal status of Albertville City School System students shall not affect the rights and privileges of those students to receive a public education provided said students obey rules of the school in the same manner required of all students.

## STUDENT LOCKERS/BOOK BAGS

Lockers are available at Albertville Middle School at the cost of \$8.00 for a book locker and \$7.00 for a P.E. locker. The locker will prevent damage to textbook and will provide space for coats and other items. A limited number of lockers are available at Albertville High School for \$10.00 each. First priority for lockers at AHS will go to students registered for extracurricular activities.

Although a student has control of his/her locker against fellow students, the principal may have any locker searched by authorized officials. The search will be authorized if there is reason to believe that something is concealed in the locker that is harmful or detrimental to the student or to other students or if there is something illegal in the locker. Lockers are not designed to be totally secure, valuables are not to be left in any locker.

Book bags are acceptable but are subject to search at any time. Albertville Middle School requires that book bags, gym bags, etc., must be kept inside student's locker.

## STUDENT PARKING

### Albertville High School

All vehicles driven to school must be registered in the school office, and each student shall be required to complete and return to the office the "Albertville City Board of Education Student Driver's Registration Form - Albertville High School" and the "Student Parking Privileges Substance Abuse Consent Release Form" for random drug testing. Parking rules and regulations will be furnished to the student upon registration. **All vehicles are to be vacated upon arrival to school.**

Parking rules and regulations will be enforced. Students will be subject to suspension of parking privileges, fines and ultimately the vehicle could be towed if the student fails to display a hangtag or parks in: A) a no parking zone, B) an area not marked for parking, C) an area blocking other vehicles, D) an area designated for faculty.

### Albertville Middle School

No student will be allowed to drive a car on the campus. Those riding bicycles will park them at the appropriate place and leave them there for the school day. Do not allow anyone to ride or play on your bicycle. **No student enrolled in Albertville Middle School will be allowed to ride a motorcycle to school.**

## INVESTIGATIONS/SEARCHES

Board Policy (Section VI - 6.15) authorizes "teachers and administrators who have reasonable suspicion that a student or students are in possession of weapons, illegal drugs, stolen property, or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under "certain conditions and limitations". The provisions of Board Policy shall apply to student extracurricular participants when on school property, at a school function, or when under the care, custody, or supervision of the school district.

**ALBERTVILLE CITY BOARD OF EDUCATION**  
**STUDENT COMPETITIVE EXTRACURRICULAR**  
**SUBSTANCE ABUSE PROGRAM**  
**(Procedures and Penalties)**

**OVERVIEW**

The Albertville City Board of Education (the Board) recognizes participating students as present and future assets to our sports, academic and leadership education process. Students participating in extracurricular activities serve as role models for other students and are a key to our goal of providing the best possible education program for all students. To achieve our goal and to maximize the skills and talents of our students, it is important that every student, as well as employees of our school system understand the dangers of drug and alcohol abuse.

Substance abuse can be a serious threat to the school system, its students, visitors and employees. While the percentage of substance abusing student participants may be relatively small in absolute terms, any substance abuse may significantly affect the health and safety of the abusing student or the student's teammates or opponents. Moreover, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconvenience to students. The Board earnestly solicits the understanding and cooperation of all students and parents, especially those participating in extracurricular activities, in implementing this policy.

The Board requires that all students report to school, sport practices, and competitive events without prohibited substances in their system. No student shall use or be under the influence of prohibited substances while participating in any competitive practice or competitive events or otherwise while under the care and supervision of the school system.

Participating in student competitive events is a privilege, not a right, and the student must be willing to conform to the guidelines of the Competitive Extracurricular Substance Abuse Policy in order to be given the privilege to participate in these events.

Students participating must inform their sponsor, director, coach or assistant coach when they are legitimately possessing and taking medications which may affect their ability to practice or compete, in order to avoid creating safety problems and to remain in compliance with this policy.

In order to enforce these rules, the Board reserves the right to require all students to submit, at any time prior to, during or following a practice, competitive event, or otherwise while under the supervision or care of this school system, to drug tests to determine the presence of prohibited substances.

Students applying to participate in competitive extracurricular activities may also be screened as a condition for participating in the program. Students may also be required to undergo screening in conjunction with scheduled physical examinations, where a trained school Board observer has reasonable suspicion to believe a student has violated its Student Competitive Extracurricular Activity Substance Abuse Policy while on school property, at a school function, or while under the control, custody, and supervision of the school district, and/or in a random basis without advance notice.

Violation of these rules, including testing positive, refusal to undergo screening, testing that show masking of results have occurred will subject the student to discipline, including suspension from student competitive activities in accordance with the penalty structure set forth herein. Refusal to cooperate in any test investigation may also result in discipline, including immediate suspension from participating in student competitive activities.

No student testing positive, refusing to cooperate with testing or being in violation of this policy will be penalized academically. Information, including testing positive, shall be held in the strictest confidence and will not be released to criminal or juvenile authorities, absent compulsion by law or consent of the student, the student's parents or legal guardian

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Board, through its drug and alcohol screening program, are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in the following (a) as directed by the specific, written consent of the student and the student's parents or legal guardian authorizing release of the information to an identified person; or, (b) to the tier of fact(s) in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, or otherwise under compulsion of law.

The Board reserves the right to amend this policy in a manner consistent with normal policy adoption/amendment procedures. Students covered by these policies and procedures will be informed of changes.

<b>OBJECTIVES</b>	
1.	To create and maintain a safe, drug-free environment for all students in competitive extracurricular activities.
2.	To encourage any student with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem.
3.	To reduce the likelihood of incidents of accidental personal injury to students and/or damage to property.
4.	To minimize the likelihood that school property will be used for illicit drug activities.
5.	To protect the reputation of the school system and its students.
6.	Undermine the efforts of peer pressure by providing a legitimate reason for students to refuse the use of prohibited substances.

<b>DEFINITIONS</b>	
1.	Student Participating in Competitive Extracurricular Activities - Any student who is in grade seven through twelve, who is applying to participate or is participating in any board sponsored, competitive, extracurricular activity (all board sponsored sports, cheerleading, band, choir and JROTC).
2.	Prohibited Substances- Alcohol, amphetamines, anabolic steroids, opiates, barbiturates, cocaine, cannabinoids, marijuana. Students may be tested for any other Prohibited Substances such as the United States, local municipalities, and/or the State of Alabama classify as illegal or controlled. Prohibited substances also include prescribed medications taken by a student, unless such medication has been prescribed for the specific student and is being taken in the dosages specified by the prescribing physician.
3.	Trained Observer- A principal, sponsor, director, assistant director, coach, assistant coach, or other school official or designee who has been trained for at least one hour on alcohol misuse and an additional one hour on controlled substance misuse. The training will cover the physical, behavioral, speech, and performance indicators of probable use and misuse of alcohol and other prohibited substances. Documentation of training attendance must be maintained by the Drug Program Coordinator (Principal).
4.	Drug Testing Agent- The licensed and qualified independent agent testing agency or medical office elected by the Board to carry out the screening of students participating in competitive events.
5.	Drug Program Coordinator- An employee (Principal) of the Albertville City Board of Education appointed by the Board responsible for the overall implementation of the Student Competitive Extracurricular Substance Abuse Program.
6.	Medical Review Officer (MRO)-A licensed physician employed by the Albertville Board of Education responsible for interpreting and evaluating the data generated from drug screenings.

## GENERAL PROVISIONS

Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes which can create unsafe conditions for students, especially those involved in competitive events. Even when not readily apparent, this impairment can have serious results for students engaged in competitive activities. Drug-using students are a threat to co-participants, other students and themselves, and may make injurious errors. For these reasons, the Albertville City Board of Education has adopted the following guidelines, procedures and penalties to assure that all students participating in competitive events report to all practice and competitive events and, at all times, while under the care of the school system, completely free from the effects of alcohol and/or the presence of other prohibited substances.

### **A. Drug Use/Distribution/Impairment/Possession**

All students are prohibited from using, possessing, distributing, manufacturing, or having prohibited substances, abusing prescription drugs or any other mind-altering or intoxicating substances, or having any prohibited substance in their system while at practice, participating in competitive events or otherwise while under the care of the school system. Students are also subject to the Albertville Board of Education Code of Conduct for all discipline violations.

### **B. Alcohol Use/Possession/Impairment**

All students are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol while at practice or participating in a competitive event or while under the care of the school system.

### **C. After School Hours Conduct**

All substance abuse related offenses off school district property when not under the direct care, custody, or supervision of the district, which occur during the academic year are violations of this policy and are considered the same as a positive drug test.

### **D. Prescription Drugs**

The proper use of medication prescribed by a physician is not prohibited; however, the Board prohibits the misuse of prescribed (or over-the-counter) medications and requires all students using medications at the direction of a physician to notify their coach and/or sponsor when taking these medications, and said drugs must be intended specifically for the student.

## SUBSTANCE SCREENING

The board reserves the right to require participating students to go through three possible levels of substance screening. The first is a random testing prior to or during the participating period as a condition for participation in student activities. The second is the screening required to return to competitive activities after a student has been suspended under the policy; and the third screening is for reasonable suspicion.

### **A. Random Testing**

Substance screening may be required for students as a condition to participation in each student competitive program. Such testing may be included with a pre-practice or pre-participation physical examination. Applicants will be required to sign the Student Competitive Extracurricular Application for Participation and Consent/Release Form before being submitted to screening. Students will not be allowed to participate in any student competitive event if they refuse to submit to the substance screening or refuse to execute the required Student Competitive Extracurricular Application for Participation and Consent/Release Form.

### **B. Participation Screening**

Once a student is a participant in any student competitive program, he/she will be subject to reasonable suspicion screening when on school property, at a school function, or while under the care, custody, or supervision of the school district, and/or random substance screening. After failing a drug test, students must submit to testing and be cleared before returning to participation in any competitive activity.

#### **1. Reasonable Suspicion**

All participating students will be required to submit to screening whenever an authorized trained school employee observes circumstances which provide reasonable suspicion that the student has used alcohol or another prohibited substance, or has otherwise violated the Student Competitive Extracurricular Substance Abuse Policy. These observations and circumstances must be at a time when the student is on school property, at a school function, or under the care, custody, and/or supervision of the school district.

The authorized, trained school employee's determination that reasonable suspicion exists to require the student to undergo alcohol or drug screening must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The authorized trained school employee requesting a reasonable suspicion screening shall prepare and sign a written report explaining the circumstances and evidence upon which they have relied. This written documentation shall be prepared within 24 hours of the testing and in all circumstances before the results of the tests are released. While one trained observer may request a reasonable suspicion screening, when feasible, he or she is encouraged to obtain written confirmation of suspicion from a second authorized trained school employee.

2. Random Substance Screening

All students participating in competitive activities will be subject to random unannounced substance screening. The Drug Program Coordinator (Principal) will provide a master list of current students to the Drug Testing Agency. The Drug Testing Agency will produce from the master list random sample lists of students and present the random sample list to the Drug Program Coordinator. Students whose names appear on the random sample list will be notified and required to report to the designated collection sites for substance screening as soon as possible, but in no case later than four hours following notification. The fact that a student's name was selected for one random substance screening does not eliminate that student from the master list used in the next random substance screening.

3. Return to Participation Screening

All students who have been suspended from participation in student extracurricular competitive activities for violation of the Student Competitive Extracurricular Substance Abuse Policy will be required to provide a negative screening prior to reinstatement and will be subject to unannounced screenings for a period of time no more than 36 months.

### **SCREENING PROCEDURES**

#### **A. General Guidelines**

The school district and the Drug Testing Agency shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. parts 382, 291, 392 and 395.

1. Substances Subjected to Screening

Participating students may be screened for any prohibited substance including, but not limited to, amphetamines, cannabinoids, cocaine, opiates, and alcohol. Students may be tested for any other prohibited substances, (such as but not limited to, steroids and barbiturates) without advance notice as part of the screenings performed by the Board. Students may be tested for any other Prohibited Substances such as all drugs which the narcotic and drug abuse laws of the United States, local municipalities and/or the State of Alabama classify as illegal or controlled.

2. Methods of Screening

The school district reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Only urinalysis will be utilized in the random screening. All urine specimens which test positive for prohibited substances will be confirmed by gas chromatography/mass spectroscopy.

3. Prescription Medication

A student may submit a confidential writing for consideration to the Drug Testing Agency detailing any prescription medication for which the student has a valid prescription or other over the counter medicine taken by the student prior to submitting to drug screening.

#### **B. Collection Sites**

The Drug Program Coordinator (Principal) will designate collection sites for students to provide specimens. Collections shall be conducted on-site at the student's home school, when feasible.

#### **C. Collection Procedure**

The school district, the Drug Testing Agency, and its laboratory will develop and maintain a documented procedure for collecting, shipping and accessing urine and other specimens. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will also be used for specimen transportation. The school district, the Drug

Testing Agency, and its laboratory will utilize a standard Urine Custody and Control Form for all student screenings. While the school district, the Drug Testing Agency, and the laboratory may use saliva strips to screen for the presence of alcohol, only a breath alcohol (breathalyzer test) may be used to make a determination of a violation of the policy as a first step.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain proper collection procedures.

**D. Evaluations and Return of Results**

The Drug Testing Agency will transmit, in writing, the results of the test to the Drug Program Coordinator. The Drug Program Coordinator will be responsible for reviewing test results of the students who have tested positive for prohibited substances. Upon confirmation of a positive test, the Drug Program Coordinator will submit results to the Medical Review Officer for a second confirmation of results. The Drug Program Coordinator shall notify the student and the student's parent or legal guardian and give them an opportunity to discuss the results. Any unreasonable delay by the student and/or the student's parent and/or legal guardian could be viewed as a waiver of this meeting.

If, after examination of the results and conferring with the student and the student's parents and/or legal guardian, the Drug Program Coordinator is of the opinion that the student has violated the Student Competitive Extracurricular Substance Abuse Policy, he/she will promptly notify the parents of the student or legal guardian of discipline measures.

The principal will then schedule a conference with the student and the student's parent or legal guardian to discuss the Medical Review Officer's report and the disciplinary action to be taken. The student may appeal the principal's decision to the Superintendent and/or Board of Education through the normal appeals/grievances procedures outlined in the Albertville City Board of Education Policy Manual.

**E. Request for Retest**

The student's parents or legal guardian may request a retest of any specimen or split specimen within 72 hours of notification of the screening results. Any request for a retest must be submitted in writing to the Drug Program Coordinator (Principal) and the costs of the retest will be the responsibility of the student's parent or legal guardian

**F. Release of Screening Results**

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its Student Competitive Extracurricular Substance Abuse Program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with the Student Competitive Extracurricular Participation Consent/Release Form and as provided by applicable law.

It is the responsibility of the Drug Program Coordinator (Principal) to maintain the confidentiality of all documents relating to student screenings and to implement procedures to prevent the unauthorized release of such information. The Drug Program Coordinator (Principal) shall maintain individual student test results for at least five years.

**DISCIPLINE**

Any student who violates this policy shall be subject to the penalties set forth herein. The Albertville City Board of Education Code of Conduct shall apply to all discipline violations addressed in this policy. The following are minimum penalties, and the Drug Program Coordinator (Principal) may impose a more severe penalty for violation if circumstances so warrant:

**A. Consequences and Procedures**

**First Offense:**

1. First positive test of the student will result in the parents being notified.
2. A due process hearing will be held by the Drug Program Coordinator (Principal). The hearing will be conducted with student and their parents.
3. The parents will be encouraged to obtain a drug and alcohol assessment and complete all treatment prescribed from the assessment. Any costs related to the assessment and treatment resulting from the positive test will be the responsibility of the student's parents or legal guardian.
4. The student must receive a negative test at his/her expense after the substance has had time to be cleared from the body. A follow-up test will not be accepted for a period of 7 days after the initial positive test.



The student may not practice or participate during this 7-day period, but must be at all practices and competitions. Another positive test after the first test, will result in the “second positive” test and this reverts to consequences under second offense.

5. The student will still be subject to random and reasonable suspicion testing.
6. All positive test results carry over from year to year throughout the student’s 7-12 school career
7. If a student is arrested for drug or alcohol usage and is guilty of a violation; this will constitute first offense violation. If this occurs during the season, then the 7-day period will be followed. If out of season, the student must present a negative test before the first day of practice.

**Second Offense:**

1. The second offense will be treated the same as the first, except that drug counseling will be mandatory if the student wishes to return to their program. Proof must be provided to the Principal that counseling is taking place in order for the athlete to continue to participate and sit out 90 days. All counseling will be at the expense of the student’s parent or legal guardian.
2. During the second offense phase, the student may not practice or participate for 14 days. During this time, it will be left up to the coach/sponsor, as to whether the student will watch practice.
3. To regain eligibility, the student must:
  - a. Enroll in a counseling program for alcohol or drug treatment at the student’s parent or legal guardian’s expense.
  - b. Produce a negative drug test at parent/legal guardian’s expense at the end of 14 days or beyond.
  - c. Produce a negative drug test every 30 days during the season of competition at parent or legal guardian’s expense.

**Third Offense:**

1. The student will be suspended from participation/practice, for one calendar year
2. To regain eligibility, the student must:
  - a. Produce a negative test at parent/legal guardian’s expense
  - b. Complete drug treatment program at parent/legal guardian’s expense.
  - c. Produce a negative drug test every thirty days during the season of participation at parent/legal guardian’s expense.

**ZERO TOLERANCE**

All participating students must refrain from any and all involvement with prohibited substances. The disciplinary actions outlined herein shall also apply during the academic year to any student who admits to or who is observed by an authorized, trained school employee or law enforcement officer possessing, using, selling, transmitting, intending to transmit, or in any way involved in the encouragement of others to use, possess, sell or transmit prohibited substances, whether on or off school property and whether or not school is in session. (A violation determination shall be made by the principal after a thorough investigation of the facts. All due process rights shall be afforded the student during the investigation.)

Students who test positive during the course of pre/post participation screening or random sampling (without reasonable suspicion) and are found to be in violation of the Student Competitive Extracurricular Substance Abuse Policy shall not be penalized beyond the provisions of this policy.

Students who violate the provisions of the Albertville City Schools’ Code of Student Conduct shall be subject to the disciplinary actions outlined in that document/policy.

**COSTS**

All costs associated with the initial screening and any other costs associated with the implementation of this program, unless specifically outlined herein, shall be borne by the Board. However, the cost of retest, counseling or drug treatment will be the responsibility of the parent/legal guardian.

## APPEAL

If the student, parents or legal guardian are dissatisfied with the findings of the Drug Program Coordinator (Principal) or the punishment, the student may appeal to the Superintendent and/or Board of Education in a manner prescribed by the grievance policies outlined in the Albertville City Board of Education Policy Manual. The request for a hearing must be made in writing within 72 hours of notice of discipline. The student will be subject to all disciplinary action as outlined in the Student Competitive Extracurricular Substance Abuse Policy until such time as a hearing has been held and a ruling issued.

## **Family Educational Right and Privacy ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records

Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information" unless you have advised the school or district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- A playbill or program showing your child's role in a school activity or event
- Honor roll or other recognition lists published at school or in newspapers
- School/student directory (Annual Yearbook)
- Sports statistics listed in programs

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (student records)
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court by order of a subpoena
- School photographers
- Class ring manufacturers

Our school district has designed the following as directory information:

Student name	Dates of attendance
Telephone number	Grade level
Photograph	Awards or recognition received
Participation in school activities	Weight & height of athletic team members

If you do not want our school or district to disclose directory information about your child without your prior written consent, you should notify the person listed below:

**Tim Tidmore, Deputy Superintendent of Federal Programs**  
256-891-1183 ext. 215 ([ttidmore@albertk12.org](mailto:ttidmore@albertk12.org))

# SIGNATURE PAGES

## ALBERTVILLE CITY SCHOOLS

# Network/Internet User Agreement and Parent/Guardian Permission Form



### K-2 ACCEPTABLE USE AGREEMENT

Albertville City School System believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services available to students and teachers offer a multitude of learning tools and global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following items constitute our agreement about the use of technology in the schools of the Albertville City School System.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use the computer carefully.
2. I promise to only work on the programs and web pages that my teacher tells me to use.
3. I promise to ask for help if I don't know what to do.
4. I promise to tell my teacher if I read or see something on the computer that is inappropriate or makes me feel uncomfortable.
5. I promise never to give my name, picture, address, phone number, or the name of my school out on the internet.
6. I promise never to use the computer to be hurtful to others.
7. I promise to print only when my teacher tells me to.
8. I promise to only use my own file or my own folder on the student server.
9. I understand that if I break any of my promises, I might not be able to use the computer.

### 3-12 Acceptable Use Agreement

The Albertville City School System (hereafter ACS) recognizes that access to technology in schools gives students greater opportunities to learn, engage, communicate, and develop skills will prepare them for work, life, and citizenship. We are committed to help students develop 21<sup>st</sup> Century technology and communication skills. Our goal is to provide technology tools that allow teachers and students the opportunity to assist with learning, share resources, be innovative and communicate with others. To this end, we provide access to technologies for student and staff use.

The use of school system resources and the Internet is a privilege, not a right, for all students. Access to the system's resources and the Internet may be taken away at any time if one or more of the proper procedures are not followed. Parents/Guardians may be held financially responsible for any damages that occur to system resources.

The items listed below are a summary of general things that need to guide the use of technology resources in the school system.

1. The use of ACS resources is intended for educational purposes.
2. ACS personnel have the right to review any material sent, emailed, accessed, or stored through ACS technology or an ACS provided network account.
3. Use of the Internet will be monitored/filtered, as required by federal regulations such as Children's Internet protection Act (CIPA).
4. ACS personnel can remove any material that it believes to be unlawful, obscene, harassing, or otherwise objectionable.
5. Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
6. ACS makes every effort to protect students from inappropriate material on the Internet, but no system is foolproof. ACS will not be held accountable for any harm or damages that result from the use of ACS technologies. User of ACS resources are expected to notify a teacher, administrator or IT staff immediately of any concerns for safety and/or security
7. ACS will not be responsible for financial obligations arising through unauthorized use of the technology resources.
8. Parents/Guardians can be held financially responsible for any harm that may result from intentional misuse of ACS technology resources.
9. ACS accepts no liability for student-owned technology resources used on ACS property.
10. ACS administrators have the final say on what constitutes a violation of the Acceptable Use Policy. Violations include, but are not limited to, all points listed. In the event that a violation of the Acceptable Use Policy the student will be given the opportunity to be heard in the same manner as other disciplinary actions at the school.

**Violations may result in a loss of access as well as disciplinary or legal actions**

\*\* For a full description of terms, definitions and examples please see [www.albertk12.org](http://www.albertk12.org); Technology; Acceptable Use Policy.

**To use the technology resources of the Albertville City School System, all students must sign and return this form, and those under the age of 18 must obtain parental permission.**

**PARENT/GUARDIAN PERMISSION:**

All students are provided with access to Albertville City Schools' technology resources. In addition to accessing the technology resources, as the legal parent/guardian, I grant permission for the above student to: (Check one or both boxes and sign)

access the Internet and e-mail

have their work/pictures published to the World Wide Web without identifying personal information

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations of the Acceptable Use document. I understand that some material on the Internet may be objectionable and that even though the Albertville City School System will take all measures possible to filter objectionable content, it is my responsibility for providing guidance for Internet use - setting standards for my son/daughter to follow when selecting, sharing, or exploring information and media.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

Dear Parents:

Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. Failure of any child to attend school without legal excuse may result in you and your child being referred to juvenile court.

In addition, students that reside outside of the Albertville City Schools attendance zone MAY be withdrawn to the school district in which they live if attendance and/or discipline become an issue.

Should your child be prosecuted for truancy, he/she may be placed in a juvenile facility or in long-term residential care.

Should you be prosecuted for failing to require your child to attend school, you could be jailed for up to one year or fined up to \$500.00 or both. You could also be ordered to make restitution to the school system for the loss of public funds due to your child's unexcused absences.

Free public education is one of the greatest benefits available to the children of our State. Please insure that your child reaches his or her full potential by attending school regularly.

All parents are receiving this letter in hopes of improving school attendance. Improving student attendance has been shown to improve student performance and achievement.

Sincerely,

Boyd K. English, Ed.D.  
Superintendent

## NOTICE OF RECEIPT

I have read the above letter and the **Albertville City Schools Parent-Student Handbook**, and I am fully aware of the policies and procedures, including Child Find and release of directory information as set forth by the Albertville City Board of Education.

SCHOOL \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_

TEACHER \_\_\_\_\_

SIGNATURE OF PARENT \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_ I do **not** give my permission for the Albertville City School System to publish photographs of my son/daughter and/or his/her work.