

# INTRODUCTION

## ATHENS CITY BOARD OF EDUCATION

Dr. Orman Bridges, Superintendent

Mr. Larry Keenum, President  
Mr. James Lucas, Vice-President  
Mr. Gary Hill  
Mr. Russell Johnson  
Mrs. Beverly Malone  
Mr. David McPherson  
Mr. Pat Waldrop

## ELEMENTARY SCHOOLS AND PRINCIPALS

### **Athens Elementary**

515 North Madison Street  
Athens, Alabama 35611  
(256) 233-6609  
Ronnie Poole, Principal

### **Brookhill Elementary**

320 Brookhill Drive  
Athens, Alabama 35611  
(256) 233-6603  
Felicia Phillips, Principal

### **James L. Cowart Elementary**

1701 West Hobbs Street  
Athens, Alabama 35611  
(256) 233-6627  
Janet Poole, Principal

### **Julian Newman Elementary**

517 Julian Newman Drive  
Athens, Alabama 35611  
(256) 233-6630  
Darin Aderholt, Principal

### **Superintendent's Office**

313 East Washington Street  
Athens, Alabama 35611  
(256) 233-6600

## **NOTICE**

### **Child Find**

The Athens City Schools ensure that all children residing in the jurisdiction of the local education agency, birth to twenty-one, regardless of the severity of their disability, and who need special education and related services are identified, located, and evaluated. Child Find also applies to children who attend private schools, including children attending religious schools, within the Athens City Schools jurisdiction, highly mobile children with disabilities (i.e. migrant and homeless children, or children who are wards of the state), and children who are suspected of having a disability and are in need of special education even though they are advancing from grade to grade.

All elementary schools have an education team called the Building-Based Student Support Team (BBSST) which meets regularly to consider the needs of students and possible need for evaluation. Teachers are encouraged to bring any student considered to be skill deficient or experiencing learning problems before this team. Parents may also request to have their child considered for an educational evaluation. This request may be made to the teacher, school counselor, principal, or special education director.

If you know of a child who may be in need of special education services or would like to receive additional information regarding services for students with disabilities contact:

Dr. Pat Austin, Special Education Director  
504 Coordinator  
Athens City Board of Education  
313 E. Washington Street  
Athens, Alabama 35611  
(256) 233-6600  
Monday – Friday 8:00 AM – 4:30 PM

## **NOTICE**

### **Title IX/Section 504/ADA**

It is the policy of the Athens City Board of Education not to discriminate on the basis of sex, race, religion, belief, national origin, ethnic group, disability, or marital status in the education programs, activities or employment. The following person has been appointed to coordinate compliance efforts:

Title IX/Section 504/ADA – Dr. Pat Austin  
Athens City Board of Education  
313 E. Washington Street  
Athens, Alabama 35611  
(256) 233-6600  
Monday – Friday 8:00 AM – 4:30 PM

## MESSAGE FROM THE PRINCIPALS

Dear Parent:

Welcome to the elementary schools in the Athens City School System. The faculty and administration at each of the four elementary schools look forward to the opportunity to be involved in your child's education. We hope that it will be a positive experience and a happy part of your child's life.

The Athens City School System is known for its long tradition of providing academic excellence. Your support is vitally needed to continue this great heritage.

The information in this handbook has been designed to assist both students and parents with guidelines for the successful operation of the elementary schools. This information has been carefully prepared and presented so that it will be of great value in helping you become familiar with policies and procedures of the elementary schools in the Athens City School System.

If at any time you have questions or other concerns, please call the office at your child's school.

Anticipating a successful school year.

Ronnie Poole, Principal  
Athens Elementary School

Felicia Phillips, Principal  
Brookhill Elementary School

Janet Poole, Principal  
Cowart Elementary School

Darin Aderholt, Principal  
Julian Newman Elementary School

# **SECTION I: GENERAL INFORMATION**

## **ACCIDENTS AND ILLNESS**

1. The school clinic is staffed by Red Cross Volunteers trained to care for students who become ill or who are injured while at school.
2. If the nature of the illness of a student is such that he should go home, parents will be notified. Necessary information must be on file in the school office in order that the Red Cross volunteers may get in touch with the parents during school hours should an illness or accident occur. Students will not be released to anyone except parents or their representatives.
3. In the event of serious injury, school officials will notify parents or the family physician. The child will be taken to a hospital emergency room if this action is deemed appropriate.
4. Since medical treatment is the responsibility of the parent and the family physician, medications are rarely given in school. The only exceptions involve special or serious problems in which it is absolutely necessary to give medication. Medicine will be given only on the written request of the parents. The Medication Request and Release Form must be completed and on file in the school office before prescribed medication will be administered on a regular basis at school. It will also be necessary to obtain explicit written directions from a physician for school officials to administer prescribed medication.
5. Parents should supply the school with an emergency phone number.

## **ASBESTOS MANAGEMENT PLAN**

EPA Regulations require local schools to notify parents, teachers and employees that there is an Asbestos Management Plan on file in the school office. If you have any questions, please contact the school principal.

## **BICYCLES**

An area is provided for the parking of students' bicycles. The school is not responsible for damage or theft of any bicycle brought to school. It is requested that students who ride bicycles to school use locks for security reasons. Students will walk bicycles both on and off the campus.

## BOOKS

1. Textbooks are furnished by the State of Alabama and become the responsibility of the student to whom they are assigned.
2. Parents or guardians will be expected to pay for textbooks or library books that are lost or damaged while issued to their child.

## CHANGE OF ADDRESS/TELEPHONE

It is extremely important that you notify the school in writing of any change of address and/or telephone number. We need this information to mail correspondence to you throughout the year, to call if your child becomes ill, and to be able to reach you for any emergencies.

## CHILD NUTRITION PROGRAM

### *Wellness Policy and School Parties*

In an effort to decrease the rate of childhood obesity in Alabama, our State Board of Education has made changes to the amount and types of foods and drinks allowed to be served during the school day. We want you to be aware of these changes and to ask for your support in our efforts to improve the health of all our children.

Carbonated beverages are no longer permitted in the elementary schools at any time and are limited in the middle, intermediate, and high schools. Fried foods will be limited with the ultimate goal of completely eliminating them in the schools. These foods will be replaced with more fruits and vegetables. **Parents are no longer allowed to bring fast food into the school.**

Please do not bring nor allow your child to bring the candy-type foods listed below to school:

- Water icees, including frozen sicles, ices and slushes, except those containing 100% fruit juice.
- Food or beverage item that has high fructose corn syrup or sugar listed as the first ingredient.
- Chewing gum, flavored or unflavored from natural or synthetic sources.
- Certain candies, processed predominately from sugar, corn syrup sweeteners or artificial sweeteners combined with a variety of ingredients including but not limited to:
  - Hard candies, sour balls, fruit balls, candy sticks, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, or cough drops;
  - Jellies and gums, such as gum drops, jelly beans, jellied and flavored fruit slices;
  - Marshmallow candies or other aerated sugar, corn syrup, or invert sugar confections;
  - Fondants, such as candy corn, and soft mints;

- Licorice; Spun candy, cotton candy;
- Candy coated popcorn.

**Parties are not permitted during meal times.** Contact your child's teacher and/or principal if you would like to bring a treat for a special occasion. We are not eliminating parties or party type foods, but are requesting parties include some healthy alternatives along with the usual cookies, cupcakes, etc.

We ask for your support as we try to develop a healthy school environment for our children. If you would like a detailed explanation of the changes mandated from the State Board of Education, please see our web site at [www.acs-k12.org](http://www.acs-k12.org).

### ***Lunch Numbers and Lunch Account***

Athens City Schools are using a computerized system in the lunchrooms. This helps to speed up lunchroom lines and helps to lengthen the time your child has to eat breakfast and/or lunch. Each student has an account with a 4-digit number they enter into the system each time they go through the lunchroom line. This number is the last 4-digits of their social security number (ie. XXX-XX-1234). If there are duplicating numbers, your child will be assigned a different number. Please help your child memorize his/her 4-digit lunchroom number.

Rather than having money in hand everyday, deposits can be made directly into your child's account. Deposits and all sales may be made directly at the serving line. All money will go into your child's account. Please send sibling's money separately. If your child is participating in our Free and Reduced Breakfast and Lunch Program, they will also enter their 4-digit social security number like everyone else. No one will know who is paying full price, reduced price or eating free. Regardless of your child's pay status, each student can participate in depositing funds into an account.

Please send breakfast or lunch money in an envelope marked with your child's name, homeroom teacher, 4-digit lunch number and any restrictions you wish for your child to have regarding the way the money can be spent. The following are some examples of restrictions: "for lunch only", "no ice cream", or "no extra portions".

**If you are sending a check, please write your child's name and lunch number on the check.** Please do not write a check for other purchases such as field trip money, fundraisers, etc. while paying for lunch. Only food eaten in the lunchroom can be used for the money you send. We encourage you to send your money monthly or weekly rather than having your child pay each day as this will speed up lines in the lunchroom and make eating time longer. **You are only allowed two (2) incidences of returned checks. After the second incident of a returned check, you will no longer be allowed to write checks to any of the lunchrooms at any time.**

We will notify you or your child when your child's account balance is depleted in order for you to send money with your child the next school day. **As a courtesy, we allow up to two (2) meals to be charged in an effort to give you time to pay. Please make every effort**

**to keep your child's lunch account in a positive balance and pay your child's lunch account when it becomes a negative balance. Your child will not be allowed to charge more than two (2) meals and will not be allowed to charge extra items at any time.** As the school year comes to an end, try to deplete this account. On the last day of school, any money left in your child's account will automatically roll over to the next school year.

As always, our primary goal is to feed our children the most nutritious meal with enough time to enjoy the meal. We hope that you will take advantage of this service by sending your child's money monthly or weekly amounts so we can better serve our children.

### ***Free and Reduced Priced Meal Application***

Athens City Schools are encouraging each family to complete an application for Free and Reduced Meals. At the beginning of the school year, you normally receive a packet of information for each child enrolled to include an application for free and reduced meals. **We are only processing family applications meaning you only need to complete one application per household.** You will need to list every child enrolled in the Athens City Schools System on the same application. **You are responsible for paying full price for all meals until your application has been processed by the Child Nutrition Program.**

We make every effort to process each application as quickly as possible; however, at the beginning of the school year when we are receiving hundreds of applications at the same time, it can take several days to process. **Please complete your application as soon as possible and turn in immediately. If your child(ren) received free or reduced meals last year, you have to complete a new application each year.** You have up to ten (10) days from the first day of school to complete and submit another application. After the tenth (10<sup>th</sup>) day, you are responsible for paying full price until your application has been processed by the Child Nutrition Program.

## **COUNSELING AND GUIDANCE PROGRAM**

Information regarding intervention programs for substance abuse in the north Alabama area may be obtained from the school counselor.

## **CUSTODY OF STUDENTS**

School personnel release students to either of their natural parents or their representatives unless there is a copy of an Alabama court order on file which grants custody to one of the parents or a third person.

## **ENROLLMENT INFORMATION**

1. Alabama Law states: A child between the ages of 7 and 16 is required to be enrolled in school. He may enroll in kindergarten if he will be five years old on or before September 2 of the current year.
2. A birth certificate and social security number must be submitted before he can enroll in school.
3. All students must furnish an Alabama immunization certificate to enroll at any grade level.
4. Proof of residence must be submitted before a child can enroll in school.

## **FIRE AND SEVERE WEATHER DRILLS**

Fire and tornado drills are held monthly. Drills may occur at any time of the day. There is to be no talking during a drill. Students are requested to move quickly without running or pushing. Upon completion of the drill, the all-clear signal will be sounded, at which time all persons will return to their classrooms.

## **INCLEMENT WEATHER**

1. Each parent should make sure that children understand what procedure they should follow when we have inclement weather at dismissal time.
2. It would be impossible for every child to call home for instructions.
3. When extreme weather conditions necessitate the closing of schools, the announcements are made over local radio and TV stations (WAFF channel 48) by 6:30 a.m.
4. Latchkey services will not be provided on days that school is dismissed due to inclement weather.
5. If school must dismiss before 2:45, children will only be allowed to leave with adults to whom parents have given written permission. This must be on file at the school.

## **INSURANCE**

1. Accident insurance is available to students at a reasonable price. Specific information regarding the plan will be supplied during registration and the first week of school.
2. The school accepts no financial responsibility for accidents occurring on the school grounds.

## **INTERVIEW WITH STUDENTS**

No unauthorized person shall be granted an interview with a student.

## **LOST AND FOUND**

1. The school maintains a lost and found department where articles may be claimed.
2. Items not claimed by the end of the school year are donated to a worthy charity.
3. Students should bring only the amount of money necessary for any given day.
4. School officials will not assume responsibility for lost articles or money.
5. Please label all items brought to school.

## **MEDICATION ADMINISTRATION**

The goal of the school system regarding the administration of medications during school hours is to assist the students in maintaining an optimal state of wellness, thus enhancing the educational experience.

- The parent or a parent designated adult must bring all medications to the school office and be received by a school employee.
- The parent is responsible to complete and have the physician complete and sign the Medication Authorization form. This must be provided to the school office before medications can be administered. A new medication release form must be completed with any medication dosage change.
- Controlled substances (such as Ritalin, Adderall) must be counted and documented with a signature by the parent and school personnel. This is to be noted on the Medication Administration Record.
- Prescription medications must be provided in a pharmacy labeled container. The labeled instructions must correspond with the instructions provided on the Medication Administration form. The pharmacy label must include the following:
  - Student's name
  - Medication name, strength of medicine and dosage and time to be given
- Over-the-counter (OTC) medications (such as Tylenol, Advil) will be given only with the physician and parent portions of the Medication Authorization completed and signed by both physician and parent. This must include specific symptoms for which the medication is to be given. The dosage must be within the manufacturer's recommended dosage. The parents must be notified before the dosage of medication can be administered. This is to prevent the school personnel from being placed in a position to diagnose between minor or serious pain or diagnose an illness. The OTC

medication must be provided to the school in an unopened, original manufacturer's container.

- The school personnel may administer sample medication only if provided from the physician and clearly labeled. Written instructions must be provided from the physician. A Medication Authorization form must be completed with physician and parent signature.
- Asthma inhalers and Epi-pens may be carried with the student. To insure availability of these medicines, it is recommended for these to be kept in the school office with the proper papers signed.
- The school personnel will refuse to accept or administer medications when there is a discrepancy (i.e. Label different from the physician instructions).
- Medications for orthodontic work must be labeled to identify the medication and dosage. A properly completed Medication Authorization form must be completed.
- The possession or use of any kind of medication not cleared through the office is subject to disciplinary action.
- Under no circumstances, may students share any type of medicine with another student.
- School personnel will not administer any internal medications (such as ear or eye drops or suppositories).
- The parent must give the first dose of a new medication at home in case of a possible allergic reaction.
- The parent shall pick up the student's medication within 10 days of the student's last day of school. If not picked up, the school staff will dispose of the medication.

## **PAGERS AND CELLULAR PHONES**

Students are not allowed to bring pagers or cellular phones to school.

## **PARTIES**

1. Class parties will be limited to Halloween, Christmas, and Valentine's Day. These parties are planned and coordinated by the room mothers.
2. Each child should contribute \$8.00 toward the expense of these parties. For economic reasons, favors will be limited to the Christmas party only.
3. No written private party invitations shall be issued at school.

## **SCHOOL CALENDAR**

August 4	In-Service/Staff Development Day
August 5	Professional Development
August 6	Teacher Workday
August 7	First Day for Students
September 1	Labor Day Holiday
October 10	Extra Fall Holiday

October 13	Columbus Day Holiday
November 11	Veterans Day Holiday
November 26 – 28	Thanksgiving Holidays
December 19	Full Day for Students and Staff
December 20	Christmas Break Begins
January 5	Professional Development
January 6	Professional Development
January 7	Teacher Workday
January 8	Students Return
January 19	Martin Luther King Jr. Holiday
February 16	President's Day Holiday
March 16 – 20	Spring Break
April 24	Weather Make-up Day
April 27	Weather Make-up Day
May 25	Memorial Day
May 27	Last Day of School (Full Day)
May 28	Graduation/Teacher Workday

## **SCHOOL PROPERTY**

Parents are responsible for any property damaged or destroyed by their child.

## **SOLICITATION**

1. Solicitation by students of Athens City Schools is forbidden. This includes solicitation by students and parents at school.
2. School children may not be requested to bring money to school for any organization except for PTO and PTF membership dues.

## **STUDENT GRIEVANCE PROCEDURE**

### General

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators.

### Procedure

The normal procedure followed by any student regarding a personal grievance is to discuss the matter with the teacher involved. When the nature of the grievance dictates otherwise, the student upon notifying the teacher directly involved may request a meeting with the school principal. Such meetings should be granted within two (2) school days at a reasonable time and place. One faculty member of the student's choice or his/her

parent(s) or guardian(s) may be present at such meeting. For the purpose of this policy, a grievance is defined as written claim submitted by a student of a violation, misinterpretation, or inequitable application of board policy, local school rules and regulations, or local administrative procedure.

#### Grievance Defined

The term “grievance” shall apply to matters which fall within the discretionary powers of the Principal, Superintendent, and/or Board, but shall not apply to areas where the Principal, Superintendent, and/or Board has no authority to act.

#### Appeal

It is expected that most student grievances will be resolved satisfactorily at this level. However, in the event that the grievance cannot be settled by this procedure, then the student through his/her parent(s) or guardian(s) may pursue the grievance to the Superintendent and then to the Board.

### **STUDENT SAFETY**

1. Safety is one of the basic concerns in the elementary schools.
2. Students shall not bring knives, guns, matches, cigarettes, and sharp instruments to school.
3. Rocks must not be thrown.
4. Students shall stay on school property during school hours and until parents pick them up at the end of the day.
5. All parents should be aware of the traffic pattern established at the school. If parents have questions, they should contact the office.

### **STUDENT TRANSPORTATION**

Transportation to and from school shall be provided by the board to eligible students of the school district. The transportation program shall be operated in accordance with provisions of the Code of Alabama and State Board of Education rules and regulations. The primary considerations of the transportation program shall be the safety and welfare of students.

Policies pertaining to student safety and the transportation program are as follows:

1. Students or driver may not use tobacco products while being transported by school transportation.
2. Students or driver may not eat or drink while being transported by school transportation.
3. Students should not have to stand on bus, but if lack of seating space, stand as far back in the bus as possible.
4. Students should not attempt to talk to the bus driver while bus is in motion.

5. Students should not throw articles off the bus at any time.
6. Students are not to get off the bus at any time from point of departure until they reach their destination except in cases of emergency.
7. Students should not have his arms or any part of his body out of the window at anytime.
8. Students should remain seated until the bus comes to a full stop. No moving around while the bus is in motion.
9. The driver is in charge of the students while they are riding the bus; he will be firm but fair with each student.
10. The driver has the right to assign students to certain seats, if necessary, to promote order on the bus.
11. Students must be on time; the bus cannot wait for those who are tardy.

## **TELEPHONE**

1. The office telephone is for business and emergency calls.
2. Parents are requested to make the day's arrangements with the child before the child comes to school and not ask him to telephone home through the day.
3. Any student needing to use the phone must have a note from their teacher stating the need.

## **TRANSFER WITHIN ATHENS CITY SCHOOLS**

1. Permission to the principals from the Board of Education is required for intra-city transfers.
2. No student will be admitted to another school until he presents a transfer slip from the school he previously attended.

## **VISITING SCHOOL**

1. Parents who wish to visit the school are welcome to do so.
2. Visits should be arranged through the office.
3. No one is to go to the classroom without a pass from the office.
4. No school age children will be allowed to visit a classroom.
5. Parents shall wait outside the building for children at the end of the school day.

## **WITHDRAWALS**

1. Parents should notify the school office of plans for withdrawal as soon as possible prior to the student's last day.

2. Parents should have the new school request the student's records. The records will be mailed to the school to which the child is transferring.
3. The blue and pink shot records may be picked up in the school office at the end of the day on the child's last day of attendance.
4. All school property must be turned in and all charges paid.

## **SECTION II: ACADEMIC INFORMATION**

### **CONFERENCES**

1. A minimum of one parent-teacher conference is required each year to discuss student progress.
2. Parents are expected to attend the scheduled conferences.
3. All conferences should be scheduled in advance. Parents should not expect teachers to hold informal conferences without a scheduled appointment.
4. If a teacher conference is desired, it can be arranged by telephoning the school office.

### **ELEMENTARY GUIDELINES FOR STUDY AND HOMEWORK**

#### **STUDENT RESPONSIBILITIES**

1. The student shall acquire effective study habits and skills, beginning at the kindergarten level.
2. The student shall be responsible for completing and giving all homework assignments to the teacher.
3. The student shall be required to make-up and turn in incomplete homework assignments.
4. The student shall be responsible for completing homework missed due to absenteeism.

#### **TEACHER RESPONSIBILITIES**

1. The teacher shall promote good study habits for students.
2. Homework requirements shall be within the capabilities of the student and reinforce skills taught in the classroom.
3. Homework shall be evaluated in such a way as to benefit the individual student.

4. The teacher's discretion shall be used in making the assignments.
5. The teacher shall inform parents of the objectives for homework assignments.

### **PARENT RESPONSIBILITIES**

1. The parent should review with the student work that is sent home each school day.
2. The parent should read orally to the student.
3. The parent should listen to the student's oral reading at home.
4. The parent should provide conditions conducive to effective study activities.
5. The parent should designate time for completion of homework assignments.
6. The parent should communicate with the teacher to receive information about homework and academic progress of students.

### **GUIDELINES FOR RETENTION**

1. Placement, promotion, or retention for students in Grades K - 4 shall be made in the best interest of the student after careful evaluation of all factors relating to the advantages and disadvantages of alternatives.
2. Deviations from normal yearly progress such as acceleration and retention will be based on evaluations by classroom teachers, special services personnel, and principal. Discussions with parents will be conducted. After such evaluations and discussions, the principal will determine the placement on terms of what is considered to be in the best interest of the student, subject to review by the Superintendent.
3. When a student is retained, provisions must be made for supplementary help beyond the regular or traditional program.
4. After a student has been retained twice, he must receive special individualized evaluations and testing which will provide guidance and recommendations for planning future educational assignments.

### **PHYSICAL EDUCATION**

1. Each child shall participate in the Physical Education Program.
2. A student will be excused from the class only upon the teacher's receiving an acceptable written excuse from the child's parent or guardian.
3. A doctor's statement must be presented for students who have conditions which prohibit regular participation.
4. Children are required to wear tennis shoes and appropriate clothing for physical

## **REPORT CARDS**

1. Report cards are issued at the end of each nine weeks of the school year for students in all grades.
2. A notice may be sent to parents when students are not doing satisfactory work.

## **STUDENT RECORDS**

Records of individual students are available to parents and authorized personnel only.

## **SECTION III: ATTENDANCE INFORMATION**

### **ATTENDANCE**

1. Student attendance (absences and tardies) will be enforced in accordance with the Alabama Attendance Law-Code #16-28-12.
2. Students arriving late to school will report to the office for permission to enter class. Four unexcused tardies will equal one unexcused absence for the purpose of requiring parents to attend the Early Warning meeting.
3. To be counted present, a student must be present more than fifty percent (50%) of the allotted time period (11:30 A.M.).
4. Students leaving school during the regular school day with parent or guardian must be released through the principal's office.
5. When a student has been absent from school, the parent or guardian must send a note within 3 days stating the reason for such absence. Failure to send a note in three days will result in an unexcused absence. After a total of five consecutive days, the parent or guardian will be required to provide medical or legal documentation in order for absences to be excused. After a total of 10 absences during the school year, the parent or guardian may be required to provide a doctor's excuse for illness.
6. Excused absences may be granted by the principal for (1) illness; (2) death in the immediate family; (3) legal quarantine; (4) prior approval of the principal with consent of the parent or guardian.

7. Parents who take their children out of school for vacations, visits, work, and such activities without prior permission from the principal are in violation of the Alabama Attendance Law and will result in an unexcused absence.
8. If your child has an unexcused absence, you will be notified by the principal. Should there be another unexcused absence, you will be notified by the attendance officer. The third time, you will be required to attend Judge Jeanne Anderson's Early Warning Meeting. We will be required to file a petition against you in court if unexcused absences occur after you have attended the Early Warning meeting.
9. Failure to comply with the attendance law could result in arrest and confinement to jail, removal of students from parents or guardian, or a fine.

## **SECTION IV: STUDENT CONDUCT**

### **DISCIPLINE**

The rules by which students are governed are made for their best interests. Disciplinary actions are generally of a minor type and are dealt with by the teacher. More serious disciplinary actions or habitual misbehavior will be referred to the principal. Discipline actions may include:

- A. Time-out
- B. Detention
- C. Corporal punishment by the principal or the teacher according to the Board's policy as follows:
  1. Extreme care shall be taken when administering corporal punishment.
  2. Each teacher shall be held responsible for the order and discipline of the students in his or her room. Corporal punishment may be used in cases of great urgency.
  3. If corporal punishment is necessary it may be administered by the principal, assistant principal, or the teacher; but in either case, two professional staff members must be present at the time.
  4. Corporal punishment shall not be administered in the presence of other students.
- D. Suspension (In-School or Out-of-School)
- E. Expulsion

## **DRESS CODE**

The following guidelines will be observed:

1. Boys and girls are permitted to wear shorts as long as they are in good taste.
2. Clothing will be worn as the manufacturers designed them.
3. Students will not wear caps or hats indoors.
4. Shoes with cleats will not be worn.
5. Tennis shoes are required for participation in P.E. classes.

## **SEXUAL HARASSMENT OF STUDENTS**

### ***General***

It is the policy of the Board that sexual harassment of students by employees or other students is unlawful behavior and will not be permitted. The Board is committed to providing an academic environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct.

### ***Sexual Harassment Defined***

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress or completion of a school-related activity: or
2. submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school-related activity: or
3. such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive working environment.

### ***Examples of Sexual Harassment***

Examples of sexual harassment include, but are not limited to the following: continued or repeated offensive flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexual degrading words used toward an individual or to describe objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient.

### ***Designation of Reporting Officer***

The Board hereby directs the Superintendent to appoint an administrative employee to serve as the reporting officer for all complaints of sexual harassment involving students of the School System.

### ***Reporting Incidents of Sexual Harassment***

A student who feels that he/she has been sexually harassed should report the incident to the school principal. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence.

Students are urged to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the principal in person or may be made in writing, signed by the complainant. If such report is first made verbally then it will be the responsibility of the complainant to reduce the same to writing and to sign the written complaint. Upon delivery of the written complaint to the reporting officer, he/she shall forthwith commence an investigation of such written complaint.

Nothing herein shall relieve the principal or other school personnel from reporting wrongful acts against students to the Department of Human Resources as required by law.

### ***Complaint Resolution Procedure***

The school principal shall thereupon meet with the complainant and the charged employee or student, together with the designated reporting officer, and make every effort to resolve such complaint. If such complaint cannot be resolved at this level, the principal shall report the same to the designated reporting officer. The designated reporting officer shall make an investigation of the complaint. Every effort will be made to resolve the complaint at this level. If such complaint cannot be resolved at this level, the designated reporting officer at his/her discretion may recommend to the Superintendent that a Board hearing be held for resolution of the complaint.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Nothing herein shall relieve the principal or other school personnel from reporting wrongful acts against students to the Department of Human Resources as required by law.

### ***Sanctions***

A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.

A substantiated charge against a student in the school shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

# **STUDENT CODE OF CONDUCT**

## ***Classification of Violations***

Violations of the Code of Conduct are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

## ***Procedures for the Administration of Formal Disciplinary Action***

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with parent/guardian(s) and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee. Failure to bring notebook, pencil, books, or required materials and equipment to class; refusal to do homework, or refusal to work in class is not cause for disciplinary referrals. Parents or guardians of students who consistently exhibit poor work habits should be notified by school personnel.

## **MINOR OFFENSES – CLASS I**

### **1.01 Excessive distraction of other students**

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions, provoking other students.

### **1.02 Illegal organizations**

Any participation in fraternities, sororities, and secret societies which endanger school property, students, or employees, or substantially disrupts the educational process.

### **1.03 Tardiness**

Reporting late to school or class

### **1.04 Use of profane or obscene language**

### **1.05 Non-conformity to dress code (See File JCDB)**

**1.06 Minor disruption on a school bus**

**1.07 Inappropriate public display of affection**

Is interpreted as any physical contact such as hand holding, arms around waist, etc.

**1.08 Unauthorized absence from class or school**

**1.09 Repeated refusal to complete class assignments and failure to bring required instructional materials to class.**

**1.10 Vehicular violations**

**1.11 Littering of school property**

**1.12 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses**

**1.13 Any other violation which the principal may deem reasonable to fall within this category**

**ADMINISTRATIVE RESPONSES – CLASS I**

**Administrative responses for Class I violations – include but are not limited to the following:**

- Student conference
- Parent contact(s)/conference(s)
- After-school detention
- Suspension from school/bus
- Out-of-school suspension not to exceed three (3) days (not to exceed a cumulative total of 10 days per semester for nonspecial education students and 10 days per academic year for special education students)
- Corporal punishment
- Assignment to in-school suspension or Saturday school (alternative to suspension)
- Principal's probation

**INTERMEDIATE OFFENSES – CLASS II**

**2.00 Electronic Communication Devices**

The possession, except for health or other extraordinary needs (and with prior permission of the principal) of a pocket pager, cellular phone or other electronic communication devices. (Code of Alabama Section 16-1-27)

**2.01 Defiance of board employee's authority**

Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee.

**2.02 Possession, control, or use of tobacco products**

The use of any tobacco products while under school jurisdiction

**2.03 Battery upon students**

The actual and intentional pushing or striking another student against the will of the other or the intentional causing bodily harm to an individual

**2.04 Fighting**

Any physical conflict between two or more individuals

**2.05 Vandalism**

Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another

**2.06 Stealing – Larceny – Petty Theft**

The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100 belonging to or in the lawful possession or custody of another

**2.07 Possession of stolen property with the knowledge that it is stolen**

**2.08 Threats-Extortion**

The verbal or by a written or printed communication, malicious threatening of injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will.

**NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.**

## **2.09 Trespassing**

The willful entering or remaining in any structure, conveyance or property without being authorized, licensed or invited; or having been authorized, licensed or invited, is warned by an authorized person to depart and refuses to do so.

## **2.10 Possession of fireworks or firecrackers**

## **2.11 Offensive touching of another person**

## **2.12 Written or verbal propositions to promote sexual acts**

## **2.13 Use of obscene manifestations (verbal, written, physical) toward another person**

## **2.14 Directing obscene or profane language to a Board employee or visitor**

Verbal assault upon a Board employee or visitor

## **2.15 Leaving premises without permission**

## **2.16 Cheating**

Serious or repeated violations

## **2.17 Unauthorized absence from class or school**

## **2.18 Threat, harassment, or intimidation of a student**

The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so or doing some act which creates a well-founded fear in person that such harm is likely.

## **2.19 Loitering**

Remaining in the restroom, cafeteria, hallway, parking lot, gym areas, or any other unauthorized area.

## **2.20 Inappropriate Use of Technology Resources**

## **2.21 Possession of pocket knife**

## **2.22 Violation of the conditions of Principal's probation**

### **2.23 Gambling**

Any participation in games of chance for money and/or other things of value

### **2.24 Intentionally providing false information to Board employee**

Including, but not limited to, forgery of parent's (s) name (s); intentionally providing false information to parents, such as changing grades.

### **2.25 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses**

### **2.26 Any other offense which the principal may deem reasonable to fall within this category**

## **ADMINISTRATIVE RESPONSES – CLASS II**

**Administrative responses for Class II violations include but are not limited to the following:**

- Parent(s)/conference(s)
- Legal action
- Corporal punishment
- Out-of-school suspension not to exceed five (5) days (not to exceed a cumulative total of 10 days per semester for non-special education students and 10 days per academic year for special education students)
- Assignment to Alternative Placement
- Assignment to in-school suspension or Saturday school (alternative to suspension)

## **MAJOR OFFENSES – CLASS III**

### **3.01 Drugs and alcohol**

Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages

### **3.02 Arson**

The willful and malicious burning of any part of a building or its contents

### **3.03 Battery upon Board employee**

The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee.

### **3.04 Robbery**

The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same

### **3.05 Stealing – Larceny – Grand Theft**

The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another

### **3.06 Burglary of school property**

The breaking into, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public

### **3.07 Criminal mischief**

Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another

### **3.08 Possession of firearms**

Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device

### **3.09 Discharging of any pistol, rifle, shotgun, airgun, pellet gun or BB gun, or any other device on school property**

### **3.10 Possession of weapons**

Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed

### **3.11 Bomb threats**

Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.

### **3.12 Explosives**

Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage

**3.13 Sexual acts**

Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape

**3.14 Aggravated battery**

Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon

**3.15 Inciting or participating in major student disorder**

Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property; personal injury to participants or others

**3.16 Unjustified activation of a fire alarm system**

**3.17 Igniting fireworks and/or firecrackers**

**3.18 Sexual Harassment**

**3.19 Written or Verbal Propositions to Promote Sexual Acts**

**3.20 Threats of Death or Serious Bodily Harm**

The verbal or written communication of a threat to kill or do serious bodily harm to another person.

**3.21 Violation of the Conditions of Principal's Probation**

**3.22 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses**

**3.23 Any other offense which the principal may deem reasonable to fall within this category**

**ADMINISTRATIVE RESPONSES – CLASS III**

**Administrative responses for Class III violations include but are not limited to the following:**

- Out-of-school suspension not to exceed (10) days (not to exceed a cumulative total of 10 days per semester for nonspecial education students and 10 days per academic year for special education students)
- Expulsion

- Legal action
- Assignment to Alternative Placement

**NOTE: Due to the serious nature of Class III violations it may be necessary to remove a student immediately from school property. In such event, the procedures spelled out in the out-of-school suspension policy should be followed.**

## **STUDENT INTERNET SAFETY & ACCEPTABLE USE OF COMPUTER TECHNOLOGY (GRADES K-4)**

**Student Internet use in the elementary schools is highly supervised and elementary students pose very little risk to network security; however, the policies outlined below are designed to protect the safety of your child as well as the school system. Therefore, please review these policies and discuss them with your child in a manner they will understand. If you have questions about any of these policies, please discuss them with your child's teacher.**

### **I. General**

The Athens City School System is pleased to offer students access to a networked computer environment that provides access to a variety of instructional software and to the Internet. In order for the school system to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Access to technology resources is a privilege, not a right and may be revoked if abused. Access entails responsibility.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files maintained on the school system's networked servers or computers will be private. To maintain effective network performance, data stored on the servers will be deleted on a regular basis.

The following pages describe the provisions of your agreement regarding computer network and Internet use. Students violating these rules will lose computer privileges and/or receive punishment as defined in the *School Code of Conduct*. Misuse of the school system's technology will subject students to revoked computer usage, monetary charges to repair damaged equipment, detention, suspension, and/or expulsion. Violation of civil and/or criminal law relating to technology and its use can result in criminal prosecution and civil liability.

### **II. Internet:**

The Internet is a global network made up of many smaller contributing networks connecting millions of users throughout the world. Through the Internet, students can explore

thousands of libraries, databases, museums, and other resources to enhance educational experiences. In compliance with the Children's Internet Protection Act that was signed into law December 21, 2000, the Athens City School System has established several measures to help protect Internet users.

Although the Athens City School System provides a reputable Internet blocking system in addition to teacher/staff supervision, it is not possible to screen all materials. It is important for families to discuss the appropriate use of the Internet and to set expectations for the kinds and types of materials that are acceptable for viewing. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet and the schools' technology resources.

The school system's technology network is a limited forum, similar to the school newspaper, and therefore the school system may restrict your speech while using the network. You should expect no privacy in the contents of your personal files or record of web research activities on the network. The 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 information transmitted or received in connection with such usage. If a user is believed to be in violation of any of the technology guidelines, a system administrator may review communications and provide documentation related to any violation. The school system does not guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via the Internet.

### **III. Electronic Mail**

Students are not provided email accounts on a regular basis; however, if needed to support instruction, accounts will be assigned on a temporary basis. Electronic mail access is intended to support only educational, instructional, and administrative functions. Students are not allowed to use instructional time and school resources to check personal email accounts via the Internet. In addition, students are prohibited from downloading instant messaging programs on school computers. If a user is believed to be in violation of these guidelines, a system administrator may review communications and provide documentation related to any violation. The school system cannot guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via electronic mail.

### **IV. School Web Sites**

The school system's web sites are publications designed to inform students, parents, and the community about school activities.

A. The term "web site(s)" includes the web pages that are an integral part of the site as well as the web sites and/or pages to which a link has been provided within a school system site or page. Only schools, departments, activities, and teachers of the Athens City

School System will have web pages sponsored by and linked together under the Athens City School's homepage. The Athens City School System takes no responsibility for sites that may unknowingly link to school-sponsored web pages.

B. Material (including but not limited to text, graphics, photographs, artwork, audio, video, etc.) generated by or using the resources of a school, a school-sponsored activity, or the school system may only be shown on a web site or page with the approval of the appropriate Principal and/or Superintendent.

C. The provisions of the Family Educational Rights and Privacy Act, 20 U.S. C. 1232g will be observed regarding the inclusion of student and family data on web sites.

D. Students are encouraged to be involved in the creation and maintenance of school system, school, and school-sponsored activity web sites. Students performing site creation, maintenance, or updating tasks, must be under the supervision of certified personnel. No site or site update will be posted to the Athens City Schools web pages without the approval of the Principal, Central Office Directors, or Superintendent.

E. The Internet is a convenience and does not relieve the student of responsibilities assigned in class by the teacher or activity sponsor. Web site data may not be current or may not be available for a variety of reasons, none of which relieve the student of the responsibility of complying with classroom instructions from the teacher or contacting the teacher or school to obtain current instructions, assignments, or other guidance.

F. Students attempting to or found to have tampered with web site content or operation, without authorization, shall be considered to have committed a Class III offense punishable as provided in the *Student Code of Conduct*.

## **V. Rules and Uses**

The following rules and policies govern the use of the Athens City School System's technology resources.

### **A. Personal Safety and Personal Privacy**

You are prohibited from posting personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Never meet or agree to meet with a person you communicated with online. You will promptly disclose to your teacher, counselor, or principal any message you receive that is inappropriate or makes you feel uncomfortable. Under no conditions should you provide your password to another person.

You must not use school computers and resources to participate in Internet chat rooms that are not related to instruction. Entry into chat rooms during school hours must be pre-approved by teachers.

### **B. Illegal Activities**

You will not use the school's technology resources to engage in any illegal act. In the event there is a claim that you have violated this policy, you will be provided due process rights and will be subject to criminal prosecution and civil liability.

### **C. System Security**

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. You are prohibited from attempting to gain access to any part of the technology network for which you have not been authorized. This includes attempting to log in through another person's account or access another person's files. You are prohibited from making attempts to alter or disrupt the computer workstation or the network. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, as this will be construed as an illegal attempt to gain access.

### **D. Inappropriate Language**

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

### **E. Respect for Privacy**

You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information, about another person.

### **F. Respecting Resource Limits**

You will use the system only for educational activities. You will not download large files unless approved by the school's computer lab manager/teacher. If it is necessary to download a large file, you will download the file during a time when the system is not being heavily used and will remove the file from the system as soon as it is used for the required educational activity. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

## **G. Plagiarism**

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

## **H. Care of Equipment**

You will take care to protect the school system's equipment from damage and will follow all rules established by the school in regards to use of the equipment. You are prohibited from installing software on school equipment. You and your parents can be held financially responsible for any and all harm to the system's equipment and/or network as a result of misuse and/or intentional damage.

## **I. Inappropriate Access to Material**

You will not use the school's technology resources to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your teacher. Your parents should instruct you if there is additional material they think it would be inappropriate for you to access. The school system fully expects that you will follow your parent's instructions in this matter.

It is the obligation and intent of the Athens City School System to comply with the copyright laws of the United States – including those pertaining to computer software and peer-to-peer file sharing. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

A. As cited in Board Policy IFBGB, all copyright laws and license agreements between the vendor and the school system shall be observed.

B. You are not authorized to make copies of any software owned by the Athens City School System without the knowledge and permission of the System Technology Coordinator. In addition, you are prohibited from using school equipment to make illegal copies of personal software or to download copyrighted materials. Illegal, unauthorized, or unlicensed copies of software or files must not be used on school system equipment and will be removed if identified.

## **VI. Disciplinary Actions**

Routine maintenance and monitoring of the network may lead to discovery that you have violated school policies or the law. The school system will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted while using school technology resources. In the event there is a claim that you have violated any of

these policies, you will be provided due process rights and will be subject to criminal prosecution and civil liability. In addition, you will be subject to punishment as defined in the *School Code of Conduct*.

## **VII. Limitation of Liability**

The Athens City School System expressly denies all warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing the enclosed Student Handbook Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Athens City School Board, the Athens City School System, and all of their administrators, teachers, agents, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School Board in the event of the Board's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the School System's network.

## **V. IMPORTANT NOTIFICATIONS TO PARENTS**

### **GIFTED SERVICES**

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. All second grade students in the Athens City Schools will be observed as potential gifted referrals using a gifted behavior checklist provided by the Alabama State Department of Education. A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities. The parents must be informed when their child has been referred.

For more information regarding gifted services and the referral and eligibility process contact:

Dr. Pat Austin, Gifted Coordinator  
Athens City Schools  
313 E. Washington Street  
Athens, Alabama 35611  
(256) 233-6600  
pat.austin@acs-k12.org

## **IT'S THE LAW!**

### **Attendance and Conduct (Act 94-782)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or 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 shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

### **Teacher Assault (Act 94-794)**

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

### **Drug Dealing (Act 94-783)**

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

### **Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition of readmission.

### **Weapons in Schools (Act 94-817)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Note: Deadly weapons include but are not limited to hand grenade, explosive or incendiary

device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

**Vandalism (Act 94-819)**

The parents, guardian, or other persons having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

**Pistol Possession/Driver’s License (Act 94-820)**

Any person over the age of 14 who is convicted of the crime of a possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days.

**Drop-Out/Driver’s License (Act 94-820 which amended Act 93-368 as codified in §16-28-40, Code of Alabama 1975)**

The Department of Public Safety shall deny a driver’s license or learner’s permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

**Act 94-782, Section 1. Section 16-28-12, Code of Alabama, 1975 is amended to read as follows:**

“(a) 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 have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial 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 or herself as a pupil in any public school in accordance with the written policy 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 or 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.

“(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior 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.

“(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or 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 or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or 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.”

## **PARENT’S RESPONSIBILITY FOR THEIR CHILD’S CONDUCT**

The following, pursuant to Legislative Act No. 93-672, has important implications for parents and students of the school system. The six (6) basic principles of the Act are as follows:

1. Parents/guardians must enroll their child(ren), i.e. all children between the ages of 7 and 16 shall be required to attend school.
2. Parents/guardians are responsible for the regular attendance of their children.
3. Parents/guardians are to compel their children to properly conduct himself/herself in accordance with the policies of the Board related to student behavior.
4. Parents/guardians should be informed that inappropriate conduct or behavior on the part of their child(ren) may result in suspension from school and such suspensions will be reported to the Superintendent and District Attorney by school administrators.
5. Parents/guardians will be subject to prosecution by the District Attorney on the third suspension of their child pursuant to Section 16-28-12 of The Code of Alabama.

6. Parents/guardians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

## **PROGRAMS FOR EXCEPTIONAL CHILDREN**

Special education, related services, and supplementary aids and services are provided to students who meet the eligibility criteria.

Information regarding services, supports or referral procedures may be obtained from the school principal. All referrals, evaluations, and educational support are provided in accordance with the *Individuals with Disabilities Education Act of 2004* and the *Alabama Administrative Code Chapter 290-8-9 Special Education Services Supp. NO. 07-2*.