

ATHENS HIGH SCHOOL

STUDENT-PARENT HANDBOOK



2009 – 2010

MR. CHRISTOPHER D. BOLEN – PRINCIPAL

ASSISTANT PRINCIPALS

MR. MIKE O'REAR

MRS. GIA RUSSELL

ATHENS CITY BOARD OF EDUCATION

313 East Washington Street

Athens, AL 35611

SUPERINTENDENT

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ATHENS HIGH SCHOOL

Highway 31 North

Athens, AL 35611

(256)233-6613

Fax (256)233-6617

ALMA MATER

On the city's northern border, reared against the sky
Proudly stands our Alma Mater as the years roll by.
High School days are swiftly passing soon our race is run
While we live, we'll ever cherish friendships here begun.

Fare thee well, O Athens High School never will there stand
A class more loyal to their high school than this loyal band.
"Forward ever" be our watchword "conquer and prevail"
Hail to thee, O Athens High School

Athens High, all hail!

SCHOOL MISSION

The mission of Athens High School is to facilitate life-long learning in a safe and stimulating environment that prepares productive citizens to think critically, to communicate effectively, to utilize technology confidently and intelligently, and to value community service in order to compete in a global economy.

Child Find

The Athens City Schools ensures that all children residing within 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 services even though they are advancing from grade to grade.

Athens High School has an education 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. Patricia Austin, Special Education Director
or
Mrs. Dimika Cummings, 504 Coordinator
Athens City Schools Board of Education
313 East Washington Street
Athens, AL 35611
256-232-0212
Monday – Friday 8:00 a.m. – 4:30 p.m.

NOTICE

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

Title IX/Section 504/ADA – Mrs. Dimika Cummings
Athens City Board of Education
313 East Washington Street
Athens, AL 35611
256-233-6600
Monday – Friday 8:00 a.m. – 4:30 p.m.

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.

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. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. 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. Patricia Austin, Gifted Coordinator
Athens City Schools
313 E. Washington Street
Athens, Alabama 35611
(256) 232-0212
pat.austin@acs-k12.org

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.

Procedures

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 local 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 have 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.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: November 5, 1978; Revised: June 16, 1994

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INTRODUCTION

ATHENS HIGH SCHOOL FACULTY

Allen, Jacquelyn	Science	Lentz, Sylvia	Special Education
Armstrong, B. J.	Social Studies	Malone, Ginger	Math
Ballard, Elisha	JROTC	May, Michael	Science
Barksdale, Casie	Family & Consumer	McBay, Nancy	Math
Bates, Beth	Science	McDonough, Saran	Media Specialist
Bell, Kim	French	Moore, Cassandra	English
Bowling, Don	Social Studies	Murks, Rusty	Math
Brown, Toni	Special Education	Noah, Vicki	Special Education
Bruce, Paula	Business Education	Palmer, Becky	Science
Burks, Vicki	Science	Patty, Steve	English
Carter, Edd	Social Studies	Pettus, Angela	Math
Charles, Lorian	Language Arts	Pigg, Bryan	Music
Christopher, David	JROTC	Prater, Julie	Math
Clark, Grace	Science	Prater, Thad	Social Studies
Clem, Emily	Science	Preston, Daylee	Language Arts
Clem, Karen	Math	Reynolds, Andre	Health
Collins, Isaac	Technology Education	Ricketts, Canna	Special Education
Comer, Mary	Spanish	Ruf, Katie	Art
Creasy, Allen	Physical Education	Sandridge, Mary Ellen	Art/Photography
Daniel, Brenda	Math	Smith, Cliff	Guidance Counselor
Davis, Jerry	Driver Education	Tedford, Stace	Physical Education
Dean, Marla	Science	Townsend, Alycia	Reading Specialist
Dobbs, Gil	ESL	Wales, Susan	Guidance Counselor
Eckl, Pam	Family & Consumer	Wagner, Angela	Language Arts
Ezell, Debbie	English	White, Nina	Social Studies
Foster, Brandi	Business Education	Whitlock, Bryant	Math
Garth, Richard	English	Williams, Steve	Music
Gray, Kevin	Math	Willis, Angie	Language Arts
Hendrix, Kelly	Math	Young, Mike	Social Studies
Hendrix, Venard	Physical Education	Young, Sonia	Spanish
Hicks, Paige	Social Studies		
Hutchison, J. B.	Social Studies		
Jones, Lori	Business Education		
Krupko-Brown, Jane	Drama		
Latham, Janet	Remediation		

ATHENS HIGH SCHOOL STAFF

Austin, Charlotte	Teacher/Guidance Aid
Carter, Cheryl	Physical Education Aid
Griggs, Karen	Attendance Clerk
Johnson, Sharon	Media Center Aid
Malone, Ramona	Registrar
McFarland, Dixie	Special Education Aid
Morton, Susan	Bookkeeper
Nelson, Connie	Special Education Aid
O'Dell, Jeremy	ISS
Sutton, Peggy	Secretary
Wallace, Shaneka	DLL Aid

ATHENS HIGH SCHOOL CUSTODIAL STAFF

Elmore, Brady	Shoulders, Charlotte
Keenon, Jonathan	Shoulders, Jerome
Nalley, Lamuel	Richardson, Linda

ATHENS HIGH SCHOOL LUNCHROOM STAFF

Conn, Angie	Hicks, Edna
Davis, Karen	Johnson, Nancy
Goode, Judy	Wilson, Johnnie

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of Athens City Board of Education not to discriminate on the basis of sex, color, handicap, religion, creed, national origin, race, or age, in its educational programs, activities, or employment policies as required by Federal Regulations. Inquires or complaints regarding compliance with Federal Regulations may be directed to the Superintendent, Dr. Orman L. Bridges, Jr. at 313 East Washington St., Athens, AL 35611 (256)233-6600.

SCOPE OF AUTHORITY

The provisions of this code apply in all situations in which students are involved including: 1) school activities on property owned by the Board of Education; 2) travel on school buses; 3) off-site school-sponsored events and activities; 4) off-site school related problems which are the result of/or cause disruptive behavior on school grounds.

ATHENS HIGH SCHOOL PHILOSOPHY AND OBJECTIVES

The Athens High School faculty believes that in a democratic society a community should be committed to provide educational opportunities for students of school age. We accept this commitment by providing, with the help of the community, the opportunity for each student to develop the knowledge, interest habits, and self-understanding that will satisfy the needs of the individual and his culture.

We believe that good citizenship should be taught in all school situations. Each student should feel himself/herself to be an accepted member of the school society and this should lead to an understanding and appreciation of the democratic way of life.

We recognize the individuality of each student and seek to provide instruction on an individual basis, when possible, in order to reach each student's learning level, commensurate with his ability.

We feel that the curriculum should offer opportunities for general educational development of all students as well as meet the special needs of the exceptional students. Students should be involved in enjoyable, attainable learning activities which are especially relevant to their goals and immediate life situations.

We believe that class and school activities should permit a flexible program whereby individual students may expand their cultural development for an enriched life, grow mentally, and physically, respond according to their varied interests and needs, and learn to practice a degree of self-discipline, and that these activities should provide individuals an opportunity to visualize the accomplishment of their growth.

We believe that music, speech, art, and physical education should be taught with the purpose of encouraging youth to search for the good and beautiful, to have mental and physical health, and to know how to enjoy their leisure time.

We feel that each teacher should be an individual competently trained and ever aware of his responsibility to inspire and encourage each student to work toward a desired goal that will be of benefit to him now and in later life in his mental, spiritual, physical, and social growth. He should be a friend and guide who stimulates his students into productive classroom participation. He should be aware of changing ideas and methods in his particular field. Each teacher should possess a desirable moral and cultural background and a pleasing personality.

We believe that we should not only promote good teacher-student relationships but also strive for harmonious, productive teacher-teacher and teacher-community relationships.

MESSAGE FROM THE STUDENT COUNCIL ASSOCIATION PRESIDENT

Athens High School Student Body:

Welcome back! I hope everyone enjoyed a great summer and is ready for the new school year. The 2009-2010 school year is expected to be a year of excellence at Athens High School. For some this will be the grand ending and others a brand new beginning. Whether this is the beginning, the end, or the time in the middle, the promise of creating memories that will last a life time remains here at Athens High School. It is your Student Council's responsibility to help in creating these memories, but success can only be reached with your support.

This year the Student Council Association will strive to encourage student involvement as well as heighten school spirit to a whole new level. However, as a student at Athens High School, it is your responsibility to keep SCA informed with your ideas and concerns. As your SCA president, I am thrilled to be given the opportunity to represent our school and hope to exceed the standards that have been set in the past.

Take the words of Mario Andretti as encouragement for the upcoming school year, "Desire is the key to motivation, but it's the determination and commitment to an unrelenting pursuit of your goal –a commitment to excellence – that will enable you to attain the success you seek." Every student at Athens High School has the ability to make a difference and create unforgettable memories in the 2009-2010 school year. It is the commitment to excellence all Athens High School students share that will make this year one of the best.

Mary Caillouet
SCA President

MESSAGE FROM THE PRINCIPAL

I would like to welcome each of you to the 2009-2010 school year. Athens High School has a great tradition of providing educational, athletic, and extra curricular opportunities for its students. We strongly encourage each of you to become involved in activities that are both educational and rewarding.

The Student-Parent Handbook has been designed to assist students, parents, and staff to gain a common understanding of the rules and regulations of Athens High School. If you have any questions, please feel free to talk with me.

Again, welcome to Athens High School.

Christopher D. Bolen
Principal

SECTION I: GENERAL INFORMATION

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of school is the conduct of its student body during an assembly program. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, talking during the program, tossing objects, and other disruptive behavior. Violations of rules of behavior may result in the forfeiture of the privilege to attend school assemblies. Length of the forfeiture will be at the discretion of the principal.

BELL SCHEDULES

Schedule A – Regular

First Bell 7:53 AM
First Block 8:00-9:36 AM
Second Block 9:41-11:17 AM
Third Block 11:22-1:22 PM
 “A” Lunch 11:34-11:58
 “B” Lunch 12:02-12:26
 “C” Lunch 12:30-12:54
 “D” Lunch 12:58-1:22
Fourth Block 1:27-3:03 PM

Schedule B – Homeroom

First Bell 7:53 AM
First Block 8:00-9:32 AM
Homeroom 9:37-9:47 AM
Second Block 9:52-11:24
Third Block 11:29-1:26 PM
 “A” Lunch 11:38-12:02
 “B” Lunch 12:06-12:30 PM
 “C” Lunch 12:34-12:52 PM
 “D” Lunch 1:02 -1:26 PM
Fourth Block 1:31-3:03 PM

Schedule C – Pep Rally

First Bell 7:53AM
First Block 8:00-9:31 AM
Second Block 9:36-11:07 AM
Third Block 11:12-1:09 PM
 “A” Lunch 11:21-11:45
 “B” Lunch 11:49-12:13
 “C” Lunch 12:17-12:41
 “D” Lunch 12:45-1:09
Fourth Block 1:14-2:45 PM
Pep Rally 2:48-3:03 PM

Schedule D – Homeroom/Activity/Assembly

First Bell 7:53AM
First Block 8:00-9:25 AM
Activity/Assembly 9:30-10:00 AM
Second Block 10:05-11:30 AM
Third Block 11:35-1:33 PM
 “A” Lunch 11:45-12:09
 “B” Lunch 12:13-12:37
 “C” Lunch 12:41-1:05
 “D” Lunch 1:09-1:33
Fourth Block 1:38-3:03 PM

**Athens High School will follow Schedule “D” every Thursday for reading. Students will report to 2nd block for the activity/reading period.

BUILDING HOURS

The building is open in the morning by 7:30 a.m. and closes by 4:00 p.m. Any student remaining in the building after 3:00 p.m. other than a school-supervised activity will remain seated quietly in the cafeteria. Failure to adhere to this policy will result in the disciplinary action. The first bell will ring each morning at 7:53 a.m. Students who arrive at school before 7:53 a.m. should report to the cafeteria. Classes are in session from 8:00 a.m. until 3:03 p.m.

ELECTRONIC DEVICES

Possession of electronic communication devices including, but not limited to cellular phones, pagers, radios, tape or CD players, iPods, or other electronic communication devices are prohibited in all areas of the Athens High School building within the hours of 7:30 a.m. – 3:30 p.m. **These items will be confiscated and turned in to the principal's office and will be returned the last day of each semester.**

EMERGENCY PROCEDURES

Fire Drills

The signal for the fire drill will be the constant ringing of the fire alarm siren. Each class should file out according to the chart posted in each room. This should be done in an orderly manner. Personnel may return to the building on the next bell signaling clear.

Tornado Drills

The signal for a tornado drill will be a continuous ringing of the bell. In an orderly manner the students will report to the nearest safe area. The all-clear signal will be given from the Main Office. Under a tornado warning, students shall not be released via regular transportation plans, (i.e., car pools, private vehicles, etc.) provided the warning is in effect at the time set for concluding normal school-day activities. Children should not travel to school during tornado warnings.

FIELD TRIPS/OFF CAMPUS ACTIVITY

Field trips must have the appropriate prior approval of the principal and the Board of Education if necessary.

Each student will sign the Off-Campus Handbook/Activity Form prior to participating in an off-campus school sponsored activity. Students shall be expected to exhibit good behavior and be subject to the same code of conduct applicable to regular classroom activities. Students must have written permission signed by their parents or guardians on file with school officials prior to departing on a school-sponsored field trip.

In order to ensure that students receive the maximum benefit from instruction, students may not be allowed to participate in field trips or other Athens High School activities due to excessive absences or unsatisfactory academic progress.

SURVEYS/ASSESSMENTS

Student participation in state mandated assessments is required. Additionally, students at Athens High School are occasionally asked to complete surveys/assessments on various topics of importance. This includes career interest inventories and assessments with results being reported to various organizations. Parents/Guardians who wish for their students not to participate in surveys/assessments that are not required should forward a written request to the Registrar at Athens High School.

FOOD AND DRINK

Students are to eat and drink only in the lunchroom area. **Lunch items from outside vendors will not be allowed.** Parents are encouraged to visit Athens High School and eat lunch with their student(s). Drinks and food are not to be carried out of the lunchroom area. Absolutely no food or drink in classrooms. Students will not be allowed to bring unsealed drink containers into the building.

HALL PASSES/STUDENT PLANNER

Students should remain in their classes at all times, unless specifically excused by the teacher. When it is necessary to send a student on an errand, teachers will sign the student planner with the date, time, destination and teacher signature. Students in the hall without a student planner will receive the appropriate discipline.

HALL TRAFFIC

With a student population as large as ours, several rules should be followed while in the hall.

These rules apply while in the hall.

1. **DO NOT** group together near doorways nor in the center of the hall.
2. To insure a better flow of traffic, **KEEP TO THE RIGHT.**
3. Do not run in hallways.
4. Do not yell or make loud noises in hallways.

IMMUNIZATION CERTIFICATES

Alabama State law requires that every public school student have on file as part of their permanent record a Certificate of Immunization from the Health Department or from a doctor. A student will not be allowed to attend classes until their certificate of immunization is on file.

NATIONAL HONOR SOCIETY

The National Honor Society is for students in the 11th and 12th grades who have achieved an 92 average or above in academic subjects. Other membership requirements are service, leadership, and character. Members are selected by a faculty committee based upon the above mentioned criteria. See the sponsor for more information.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally or maliciously will be responsible for paying for the damage. Malicious damage is considered serious.

The Board shall prosecute to the fullest extent of the law, consonant with stipulations of the Crime and Vandalism Act, any acts of vandalism. Parents or guardians shall be held responsible for payment of damages or for stolen items in events such acts are committed by minors. In accordance with the Code of Alabama 6-5-380, "the parent(s) or guardian(s) or other person having care or control of any minor under the age of 18 years with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained, but not exceeding the sum of \$1000, plus the court costs of the action, to any person, firm, association, corporation and the state of Alabama and its political subdivision for all damages proximately caused by the injury to, or destruction of, any property, real, personal or mixed, by the intentional, willful, or malicious act or acts of the minor.

SCHOOL CALENDAR – 2009-2010

August 5	In-Service/Professional Development
August 6	Professional Development
August 7	Teacher Workday
August 10	First Day for Students
September 7	Labor Day Holiday
November 11	Veteran's Day Holiday/No School
November 25-27	Thanksgiving Holidays
December 18	All Students/Full day
December 21	Christmas Break Begins
December 21 – January 6	Christmas Holidays
January 4	Professional Development/No School for Students
January 5	Teacher Workday/No School for Students
January 6	Students Return to School
January 18	King/Lee Holiday/No School
February 15	President's Day Holiday
March 15-19	Spring Holidays
April 23	Professional Development/No School for Students
April 26	Weather Make-up Day
April 27	Weather Makeup Day
May 25	Last Day of School (Full day for students/staff)
May 26	Teacher Workday
May 27	Graduation

SCHOOL CLOSINGS

In case of severe weather, snow, ice, low temperature, etc., the official announcement for school closings may be heard over the local radio and television stations.

SOLICITING

Soliciting on school grounds during school hours is prohibited without prior approval of the Athens City Board of Education.

STUDENT COUNCIL OFFICERS:

President	Mary Caillouett
Vice-president	Tori McCormick
Secretary	Melissa Moody
Treasurer	Leah Moody

REPORT CARD DISTRIBUTION FOR:

First Grading Period – October 14, 2009

Second Grading Period – January 13, 2010

Third Grading Period – March 24, 2010

Fourth Grading Period – After Graduation on
May 27, 2010

PROGRESS REPORT DISTRIBUTION:

All students will receive a mid-term progress report during the course of the school year to help students and parents stay more informed of their progress. All progress reports are to be signed by parent/guardian and returned to their teacher within three days of the date issued.

First Grading Period – September 2, 2009

September 23, 2009

Second Grading Period – November 4, 2009

December 2, 2009

Third Grading Period – February 3, 2010

February 24, 2010

Fourth Grading Period – April 14, 2010

May 12, 2010

STUDENT ORGANIZATIONS

Any participation in fraternities, sororities, and secret societies which endangers school property, students or employees, or substantially disrupts the educational process shall be forbidden in all schools of the School System.

Hazing is prohibited in any school sponsored organization.

STUDENT PUBLICATIONS

Local schools may permit student publications, provided they are approved by the local school principal. A certified staff member shall serve as advisor and consultant to students in the preparation of all student publications. In accordance with current Supreme Court precedent, student publication staff members and other appropriate school staff members may work with student publication leaders to ensure that the school does not receive undue direct and negative impact as a result of student publications.

SUBJECT FEES

Fees are collected each semester for certain elective courses offered at Athens High School. Fees will be due August 1st of each school year. The following courses require fees:

Career/Tech Co-op Education	35.00	Accounting Principles	20.00
Advanced Accounting	20.00	Intergrated Computer Tech.	20.00
Law in Society	20.00	Interactive Multimedia Design	20.00
Network Management & Support	20.00	Marketing Dynamics	20.00
Business & Marketing Essentials	20.00	Entrepreneurship & Management	20.00
Exploration In Tech. I, II, III	20.00	Family Dynamics	20.00
Parent & Child Dynamics	20.00	Early Childhood Education	20.00
Food Dynamics	20.00	Housing Dynamics	20.00
Fashion Dynamics	20.00	Advanced Placement Classes	AP Test
Anatomy & Physiology	20.00	Zoology	20.00
Dual Enrollment (College Tuition)		Chemistry I, II	20.00
Physics	20.00	Art I, Advanced Art	20.00
Drawing I, II	20.00	Photography I, II	50.00
Computer Graphics	25.00	Marching Band	Band Camp/Quota
Theater I, II, III	20.00	Driver Education	35.00
Projects, Problem Solving & Presentation	20.00		

FEE WAIVER OPTIONS

- I. Fee Waiver Standards: Parents or guardians of students in grades 7 through 12 may apply for waivers from payment of Board approved school fees on the basis of financial inability to pay.
- II. Procedure to be followed in applying for Fee Exemption:
 - A. Parents or guardians desiring student fee waivers are to apply in writing to the

Principal of the school where their children attend. The written application must explain circumstances necessitating such waivers and must be made for each respective fee waiver; no blanket fee waiver shall apply.

B. Each case will be considered on an individual basis.

Fees are not collected from students who take a science course to fulfill the State requirements of four science courses for graduation.

TELEPHONES

Telephone calls may be made to the school office, 233-6613, between the hours of 7:45 a.m. and 4:00 p.m. The office is not open on Saturday, Sundays, or holidays. Students will be called to the phone only in extreme emergencies; only messages of an urgent nature from parents will be delivered to students. Students will not use the office phones, except when conducting school business and then only with permission from the office staff.

VISITORS

Any visitor to school must report to the main office. Visitors must sign-in and receive a badge before continuing. Students enrolled in the schools of the School System are not permitted to bring student visitors to school during regular school hours without prior approval by the principal. In order to ensure student safety, visitors may be denied access.

TRESPASSING

Refusal to register through the principal's office or to identify one's self to school authorities may constitute trespassing and constitute grounds for prosecution.

WHOM DO I SEE?

ACT/SAT Packets	Mrs. Wales/Mr. Smith
Announcements for Eagle Bulletin	Mrs. Sutton
Attendance	Mrs. Russell
Career Counseling	Mrs. Wales/Mr. Smith
College Applications	Mrs. Wales/Mr. Smith
College Recommendations	Mrs. Wales/Mr. Smith
Counseling Needs – Grades 9/10	Mr. Smith/Mrs. Grissom
Counseling Needs – Grade 11/12	Mrs. Wales/Mr. Smith
Driver Education Good Student Discount Forms	Ms. Malone
Driver License Enrollment Forms	Mrs. Russell
Financial Information for Clubs and Organizations	Mrs. Morton
Free and Reduced Lunches	Mrs. Russell
Learner's Permit Enrollment Forms	Ms. Malone
Lost and Found	Main Office
Standardized Test Results	Mrs. Wales/Mr. Smith
Student Insurance Claim Forms	Mr. O'Rear
Student Lockers	Mr. O'Rear
Transcripts	Ms. Malone

Vocational Counseling
Work Permit Applications
Parking Decals

Mr. Smith
Mr. Smith/Mrs. Morton
Mrs. Sutton

SECTION II: ACADEMIC INFORMATION

ACADEMIC LETTERS

Academic letters are awarded to students who have maintained an average of 95 or above in all subjects each school year, if the student has not been assigned to in-school suspension during that year. Letters may be awarded in successive years.

HONOR ROLL

A and A/B Honor Roll will be computed at the end of the first and second term. Students achieving “A” honor roll status must have a 90.00 average for **each** course completed during the term. Students obtaining “A/B” honor roll status must have at least an 80.00 average in **each** course completed during the term. Students assigned to alternative school will not be eligible for “A” or “A/B” honor roll during that grading period.

HONOR GRADUATES

Beginning 2009-2010 school year, Athens High School will recognize Honor Graduates in compliance with Athens City Schools Board Policy IHCA. Honor Graduate distinguished will be determined after completion of the 3rd term (3rd nine-weeks).

DUAL ENROLLMENT/DUAL CREDIT

Dual Enrollment/Dual Credit allows eligible high school students to enroll in college classes concurrently with high school classes to receive both high school and college credit. Students are responsible for all fees, tuition, and other related expenses for dual enrollment.

The student must be in the 11th or 12th grade and the student must have a “B” average overall in high school core courses. The student must have written approval of the principal and local Superintendent of Education prior to college registration. The student must meet the entrance requirements established by the participating college/post secondary institution. It is recommended that students take no more than two dual courses per term. If you are interested in dual enrollment/dual credit, please see your counselor. Students will be allowed to take only advanced level courses that are not offered at Athens High School for dual enrollment/dual credit. Off-campus classes will be approved only for first (1st) or fourth (4th) block time periods during the school day. Courses taken after school hours will not be approved for dual enrollment/dual credit.

HONORS ENGLISH

Students entering Athens High School as freshmen for the 2005-2006 school year and pursuing the advanced diploma must maintain a score of 80 in each Honors English course attempted. Students not achieving a score of 80 in Honors English 9 will be placed on probationary status for one year. Students on probationary status and completing Honors English 10 must achieve a score of 80 in Honors English 10 to

continue pursuing the advanced diploma. No probationary status will be granted in grade eleven or twelve.

EXAM EXEMPTIONS

Any Athens High School student may be permitted to exempt final examinations based on the following criteria: Student

1. may opt to take examination with no penalty.
2. receiving in-school suspension assignment voids all exemptions.
3. who has the following grade at the end of the third grading period may be exempt for that class:
 - a. 92 with no more than three (3) excused absences
 - b. 85 with no more than two (2) excused absences
 - c. 80 with no more than one (1) excused absences

Two (2) unexcused tardies will be considered as one (1) unexcused absence for examination purposes therefore, voiding any exemption. Unexcused absence to any class voids examination exemption for that class.

All students will be required to take at least one final exam each school year regardless of achievement grade. Students will take at least one final exam according to the following schedule:

9th grade – Algebra I (or other math course)	11th grade – History
10th grade – Biology (or other science course)	12th grade – English

Grade level will be determined by homeroom assignment.

EXTRACURRICULAR ACTIVITIES – Prohibited Substance Screening

Students participating in extra curricular activities will be required to participate in screening(s) for prohibited substances. Board Policy – JHBAB.

Athletic participation is a privilege. Athletic participation may be denied for poor academic performance, violation of the laws of the State of Alabama or behavior that brings negative publicity to Athens High School or the City of Athens. **Fines levied against Athens High School by AHSAA must be paid by the student/person responsible before being cleared for athletic participation.**

All rules and regulations set forth by AHSAA, in addition to policies established by the Athens City Board of Education will determine eligibility and participation in interscholastic activities.

EXTRACURRICULAR ACTIVITY PARTICIPATION – ACADEMICS FIRST

Effective for all students entering grades 8-12 beginning with the 1999-2000 school year, eligibility for participation in extracurricular activities shall be determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein and as is

specifically provided in subsection (b) below. Local boards of education shall implement this policy as a minimum for all students in grades 7-12 under their control. Each local board of education shall notify the State Superintendent of Education within 30 days of receipt of notice of adoption of this rule by the State Board of Education that it is in effect in all applicable schools within its jurisdiction.

a) Definitions

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

b) Eligibility Requirements

1. Students entering grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a numerical composite average of 70. (A semester is defined as one-half of a school year as defined by the local board of education adopted school year calendar).
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in 2 (b) 1. Above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) days after the beginning of the succeeding semester.
5. An ineligible student may not become eligible after the fifth day of each semester. Bona fide transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.
6. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
7. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Association.
8. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

c) Participation Requirements.

1. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local board of education for approval.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local board of education approve participation in the activity as an extension of a course(s) requirements and it is an event sanctioned by the state/national subject matter association.
3. Not withstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions trips by tour companies, performances at various meetings, etc. are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

GRADE LEVEL REQUIREMENTS

The following minimum requirements must be met in order to move to the next grade level. **Students will not be promoted to the next grade until they have passed the four required academic courses (English, Math, Science, Social Studies) and have accumulated the required Carnegie units as listed below:**

FRESHMEN – Must have at least 28 credits to graduate and at least 7 credits to be a sophomore.

SOPHOMORES – Must have at least 28 credits to graduate and at least 14 credits to be a junior.

JUNIORS – Must have at least 28 credits to graduate and at least 20 credits to be a senior.

SENIORS – must have at least 28 credits for graduation.

Students will attend class meetings for their assigned grade level, based on homeroom placement.

GRADUATION EXERCISE REQUIREMENTS:

In addition to the previously listed requirements, all regular program students must successfully pass all Carnegie units and all five sections of the Alabama High School Graduation Exam to be eligible to participate in the graduation exercises as stated in Board Policy: JFE.

ATHENS HIGH SCHOOL DIPLOMA OPTIONS

1. Alabama High School Diploma (with or without the following options):
 - a.) Advanced Academic Endorsement- Standard or Advanced Academic Endorsement and Advanced Career Technical Endorsement
 - b.) Advanced Career Technical Endorsement
 - c.) Career-Technical Endorsement

- d.) Credit-Based Endorsement- General education students and students with disabilities will complete the required credits in the core curriculum for an Alabama diploma, earn one additional Career/Technical Education credit, take the Alabama High School Graduation Exam (AHSGE) each time offered through the twelfth grade, and pass three of the five sections of the AHSGE. Two of the three sections passed must be reading and math.

2. Alabama Occupational Diploma:

Restricted to students with disabilities in accordance with their Individualized Education Plan (IEP).

- Beginning with the freshman class of 2009-2010, Alabama students are required to complete one distance- learning course. An exception through the IEP would be allowed.
- Advanced Academic Endorsement is the standard Alabama High School diploma.

Alabama High School Graduation Requirements

Beginning with the ninth grade class of the 2009-2010 school year, ALL students will have as their default diploma option the Advanced Academic Endorsement to the Alabama High School Diploma. The course requirements for all endorsements to the Alabama High School Diploma are presented on page 5.

Should a student and his/her parent or guardian determine that the Advanced Academic Endorsement is not appropriate for the student's educational needs, the parent or guardian may remove the student from the Advanced Academic Endorsement by meeting with the student's counselor and completing the Endorsement Change Request Form. This change in endorsement may occur prior to the student entering high school or at logical points throughout the student's high school experience.

Following the spring administration of the *Alabama High School Graduation Exam* (AHSGE), twelfth grade students who have not passed all sections of the AHSGE may choose the Credit-Based Endorsement of the Alabama High School Diploma if approved as an endorsement by the LEA and if the student has met the following criteria:

1. Successfully met the academic course requirements as established by the local school system.
2. Successfully met the course requirements for one career and technical education course.
3. Passed the reading, mathematics, and one other subtest of the AHSGE.

Once a student chooses the Credit-Based Endorsement, it will serve as the final endorsement to the Alabama High School Diploma. A Credit-Based Endorsement request form must be completed and signed by the graduating senior and his/her parent or

guardian and submitted to the high school counselor in order to receive the Credit-Based Endorsement.

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

The online experience may be delivered through a Teacher-Led online learning experience much like the traditional classroom but led/managed through a virtual environment or through Blended Instruction to include a balanced mix of traditional face-to-face instruction activities along with appropriately designed online experiences. This blended format can provide opportunities for students to work outside the classroom in virtual teams with students from other schools or classrooms to learn writing, research, teamwork, and technology skills.

A student may obtain his/her Online Credit through one or more of the following options:

1. Take an online course
2. Participate in an online experience
3. Participate in online experiences incorporated into required courses for the Alabama High School Diploma.

For the online experience to be successful and to meet the Credit Requirements, it must meet the following standards:

1. Be relevant and address many learning styles appropriate to the task.
2. Include asynchronous and/or synchronous interaction between teacher and student as well as student and student.
3. Incorporate resources outside of the classroom.
4. Meet the *Alabama Course of Study: Technology* standards for Grades 9-12.
5. Incorporate the following:
 - a. Use of technology tools for managing and communicating personal information.
 - b. Apply advanced software features such as built-in thesaurus, templates, and styles to improve the appearance of word processing documents, spreadsheets, and presentations.
 - c. Identify and describe various telecommunications or online technologies such as desktop conferencing, listservs, blogs, and virtual reality.
 - d. Incorporate a variety of media and formats to Design, develop, publish, and present products.
 - e. Collaborate in content-related projects that integrate a variety of media.
 - f. Demonstrate proficiency in the use of emerging technology resources such as podcasting, Webcasting, compressed video delivery, online file sharing, graphing calculators, and global positioning software.

Athens High School
P. O. Box 109
Athens, AL 35612

ALABAMA HIGH SCHOOL DIPLOMA ENDORSEMENT CHANGE REQUEST
FORM

I, _____, have reviewed the possible options to the
Alabama

(student name)

High School Diploma and feel that the Advanced Academic Endorsement is not the most appropriate to meet my individual academic and learning needs. I have discussed this request with my parent/guardian and my high school counselor and understand the academic implications of this change.

I would like to change my option to:

_____ Alabama High School Diploma

_____ Alabama High School Diploma with a Career Technical Endorsement

_____ Alabama Occupational Diploma (Special Education Eligibility Required)

Student Signature

Date

Parent/Guardian Signature

Date

Counselor Signature

Date

Principal Signature

Date

Section A

AHS Requirements Effective
With 2006 - 2007 9th Graders

ALABAMA HIGH SCHOOL DIPLOMA

English.....	4
Mathematics.....	4
Algebra I	1
Geometry	1
Approved Math Courses	2
Social Studies.....	4
World History & Geography since 1500	1
US History & Geography: Beginnings to 1900	1
US History & Geography: 1900 to Present	1
American Government/Economics	1
Science.....	4
Life Sciences	1
Biology, Human Biology, Anatomy & Physiology,	
Ecology, Zoology, Comparative Anatomy	
Physical Science	1
Physical Science, Chemistry I, Honors Chemistry,	
Honors Physics, General Physics	
Approved Science Courses	2
L.I.F.E./Band/ROTC.....	1
Fine Arts.....	½
Health.....	½
Business Technology Essentials.....	1
Electives.....	9
TOTAL UNITS REQUIRED	28

***BEGINNING IN 2009-2010 NINTH GRADE STUDENTS MUST PARTICIPATE IN AN ONLINE EXPERIENCE.**

Section B

AHS REQUIREMENTS EFFECTIVE
WITH 2006 – 2007 9TH GRADERS

ADVANCED DIPLOMA

English.....	4
Honors English, Grade 9	1
Honors English, Grade 10	1
Honors English, Grade 11	1
Dual Enrollment, <u>or</u> AP English, Grade 12	1
Foreign Language.....	2
The student must earn two (2) Carnegie Units in <u>any one</u> foreign language	
Mathematics.....	4
Algebra I	1
Honors Geometry	1
Algebra II or Honors Algebra II	1
Trig/PreCal	1
Social Studies.....	4
World History & Geography Since 1500	1
US History & Geography: Beginning 1900	1
US History & Geography: 1900 to Present	1
AP US History OR	
Dual Enrollment US History	
American Government/Economics OR	1
Honors American Government OR	
Dual Enrollment Government/Economics OR	
AP Government & AP Macroeconomics	
Science.....	4
Life Sciences	1
Biology, Anatomy & Physiology	
AP or Dual Enrollment Biology, Zoology	
Physical Sciences	1
Physical Science, Chemistry I, Honors Chemistry	
Honors Physics , AP or Dual Enrollment Chemistry	
Approved Science Courses	2
L.I.F.E./Band/ROTC.....	1
*Fine Arts.....	½
**Health.....	½
Business Technology Essentials.....	1
Electives.....	<u>7</u>
TOTAL UNITS REQUIRED	28

* Effective with the 2005-2006 Freshmen ** Effective with the 2005-2006 Sophomores *Beginning 2009-2010 Ninth Grade students must participate in an online experience.

Section C

ALABAMA OCCUPATIONAL DIPLOMA

Students must earn the course credits outlines in Ala. Admin. Code r.290-030-010-06(11)(k)l. and successfully complete an approved occupational portfolio in order to be awarded the Alabama Occupational Diploma.

English Language Arts.....	4
Employment English I	1
Employment English II	1
Employment English III	1
Employment English IV	1
Mathematics.....	4
Essential Mathematics I	1
Essential Mathematics II	1
Algebraic Explorations I	1
Algebraic Explorations II	1
Science.....	4
Life Skills Science I: Physical Science	1
Life Skills Science II: Biology	1
Life Skills Science III: Earth & Space Science	1
Science Connections IV	1
Social Studies.....	4
World History for Living	1
US History for Living I	1
US History for Living II	1
Economics for Living	½
US Government for Living	½
Career/Technical Education.....	2
Coordinated Studies.....	1
Cooperative Career/Technical Education.....	1
Health Education.....	½
L.I.F.E./ROTC/Band.....	1
Fine Arts.....	½
Electives.....	<u>2</u>
TOTAL	24

HOMEWORK GUIDELINE

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to individual students within a class and/or to the entire class based upon teacher judgment.

Purpose of Homework

The assigning of homework for instructional purposes should be based upon the following principles:

1. Homework instruction should be assigned for preparation, practice, extension, and creativity purposes.
2. The **Preparation Level** should include activities that help students to gain benefits from previous or future lessons.
3. **Practice Level** assignments should involve mastery of specific skills.
4. Assignments on the **Extension Level** should aid students in the transfer of concepts to application.
5. **Creativity Level** assignments should require an original interpretation of concepts to situations.

Student Responsibilities

1. Students have the responsibility for completing assigned tasks.
2. Students must budget their time on immediate and long range assignments so that they are not over-burdened on any given night.
3. Students should record each homework assignment.

Teacher Responsibilities

1. Each classroom teacher shall assign homework when appropriate and relevant to the reinforcement and extension of skills or concepts taught in class.
2. Each classroom teacher shall insure that all homework requirements are clear and the due date of each assignment is understood.
3. Each classroom teacher shall insure that all homework is evaluated. Methods of evaluation may include: class participation/presentations, notebook tests, completion/incompletion of homework assignments, board work, pop quiz, application of homework on class practice skills, effort, and grading.
4. Each classroom teacher shall foster the development of good study habits in all students.
5. Each classroom teacher, through initial parent/teacher conferences, shall present his/her content area requirements, which should include both class work and homework.
6. Each classroom teacher shall behave the authority to determine actual homework assignments that are consistent with state guidelines and the Athens City Board of Education policy.

Parent Responsibilities

1. Parents should provide an environment conducive to study.
2. Parents should ensure that time is provided to complete homework assignments.
3. Parents should encourage completion of homework activities.
4. Parents should communicate with the teacher, as necessary, to receive information about homework and the academic progress of their child.

REPORT OF STUDENT PROGRESS

Reports of student progress are issued every nine weeks by the teacher of each class in which the student is enrolled. Parents are asked to review the progress reports with their child and to consult with the teacher if they desire. The grade scale is as follows:

- A – 90 through 100
- B – 80 through 89
- C – 70 through 79
- D – 65 through 69
- F – below 65

Altering of Report Cards

Report cards are not to be altered in any manner by students. Any corrections that are needed on report cards should be reported promptly to the applicable teacher(s). Violation of any parts of this policy by students will result in disciplinary action by school officials.

TEST DATES

ACT NATIONAL TEST DATES 2009-2010 (Given at Athens High School)

<u>TEST DATE</u>	<u>REGULAR FEE</u>	<u>LATE FEE REQUIRED</u>
September 12, 2009	August 7, 2009	August 8-21, 2009
October 24, 2009	September 18, 2009	September 19- October 2, 2009
December 12, 2009	November 6, 2009	November 7-20, 2009
February 6, 2010	January 5, 2010	January 6-15, 2010
April 10, 2010	March 5, 2010	March 6-19, 2010
June 12, 2010	May 7, 2010	May 8-21, 2010

Students should see Guidance Department for ACT packets.

SAT NATIONAL TEST DATES – (Not Given at Athens High School)

Students should see Guidance Department concerning National SAT dates.

ATHENS CITY SCHOOLS TEST SCHEDULE – 2009-2010

ALABAMA HIGH SCHOOL GRADUATION EXAMINATIONS DATES:

Summer Administration – July 20-24, 2009 (5 days)

Fall Administration – September 21-25, 2009 (5 days)

Mid-year Administration – December 7-11, 2009 (5 days)

Spring Administration – March 1-5, 2010 (6 days)

**Alabama Direct Assessment of Writing: Grade Ten
February 17-23, 2010 (1 day only.)**

Note: All dates subject to change per State Department of Education.

Check with the Guidance Department for dates of other exams such as PSAT/NMSQT and AP Exams.

SECTION III: ATTENDANCE

SENIOR GUIDELINES

Seniors will be permitted to attend college classes during the day provided they observe guidelines set by the Athens City Board of Education. Seniors will be permitted to work during the school day only if they are enrolled in a school work program and meet the guidelines set by the Athens City Board of Education.

There is no recognized “sneak or skip” day for seniors nor anyone else. We request that there be no attempt to organize one or to persuade others to take one during the school year.

STUDENT ATTENDANCE

The Board of Education believes that regular attendance is important to students and to the School System. Regular attendance by students facilitates development of the skills and knowledge necessary to function in a democratic society. Therefore, the Board endeavors to secure, in compliance with Alabama law, the prompt and regular attendance of students and to secure their proper conduct, and to hold respective parents and guardians responsible and liable for child’s/children’s non-attendance or improper conduct.

STUDENT ATTENDANCE REGULATIONS

Absenteeism

An absence is defined as non-attendance in a regularly scheduled class or activity. Athens High School students absent from their class for more than 15 minutes shall be counted absent for the entire block. Students on field trips, in meetings with school personnel, or any meeting authorized by the principal shall be counted present.

Excuses

In accordance with State law, a parent or guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school

must bring a written excuse from home within three days following the absence signed by the student's parent or guardian for each absence. These written notes will not be given to classroom teachers, but presented to the attendance clerk before 8:00 a.m. After a total of five consecutive days the parents or guardian will be required to provide medical or legal documentation in order for absences to be excused. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

For students at Athens High School, Five (5) absences **per term per class** may be excused by a valid parent/legal guardian note. All other absences shall be excused only by a valid physician's excuse, principal's prior permission, death in the family, or legal quarantine/subpoena. **Only original medical or legal notes will be accepted.**

Absences: Attendance Codes

XA Excused Absence (Parent's Note)	SO Suspension Out-of School
XD Excused Absence (Doctor's Note)	FT Field Trip
XC Excused Absence (Court Note)	XP Principal's Permission
UA Unexcused Absence	XL Excused Lice
TX Tardy Excused	UL Unexcused Lice
TU Tardy Unexcused	D Expulsion
SI Suspension In-School	W Withdrawn
XS Excused Sports	

Unexcused Absences

Absences for reasons other than those defined above shall be considered as unexcused.

Excessive Absences

Athens High School students who have five (5) or more unexcused absences and/or ten (10) total excused/unexcused absences in any class shall not receive credit for the class in which they have five (5) or more unexcused absences or ten (1) total excused/unexcused absences. Notwithstanding the above, the Principal of Athens High School, as chairperson of the appeals committee, shall have the authority to grant credit for a class(es) in which a student has five (5) or more unexcused absences and/or ten (10) total excused/unexcused absences, if clear and convincing evidence is presented that the reason for the said absences was unique hardship(s) beyond the student's control. It is the intent of the Board that this exception not be granted lightly, but only after thorough deliberation by the Principal and the appeals committee.

Students wishing to appeal the "no-credit" decision must submit a written notification to the Principal within ten (10) days of the day in which the letter informing parents of their child's status is received. The appeal will be presented to the appeals committee, which will be composed of the Athens High School principal, assistant principal, student's counselor, and at least one of the student's current teachers. Notification of the committee's decision will be sent to the student's family within five (5) days of the appeal. Students wishing to appeal an unfavorable decision by the appeals committee

may appeal to the Superintendent in writing no later than five (5) working days after the committee's decision. The ultimate appeal is to the Board.

Make-up Work – Excused

If a student is absent for any excused reason as defined above, the students **shall be** allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. **The student shall be responsible for contacting the teacher(s) to arrange to make up the work.**

Time Limit – Plans to complete make-up work must be made within three days after returning to school from an excused absence. Students will be expected to complete and turn in make-up work to their teacher by the end of the grading period. If this is not possible, the teacher will provide the student with a deadline date that is reasonable based upon the amount of work due.

Make-up Work – Unexcused Absences

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, class work, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeroes to students absent for unexcused reasons on an automatic basis; zeroes may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.

School Conduct Intervention

The State of Alabama requires parents/guardians to enroll their children in school, assure that the child attends school regularly, and **compels the child to properly conduct himself/herself.**

The School Conduct Intervention Program requires that the Superintendent, Parent, and District Attorney be notified each time a child receives an out-of-school suspension. Each time a student is suspended a school administrator will notify the parent with a copy sent to the Superintendent, Attendance Officer, and the District Attorney.

Upon the receipt of the third out-of-school suspension notice, the Attendance Officer will send a notice for the parent and student to appear for a school conduct intervention program meeting. At this meeting, the consequences of further suspensions up to and including legal action will be explained to the parent and student. The Attendance Officer will deliver a Notice of Non-Compliance to the parent at the meeting.

Upon the receipt of the fourth out-of-school suspension notice, the Attendance Officer will file a petition against the parent and/or student to appear in Juvenile Court.

Student Accounting

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

Tardies

Tardies to School - Students are to be seated in their desks when the tardy bell rings. Those students who are tardy must be sent to the attendance office for accounting and admission. Tardies to school will be administered on an excused/unexcused basis. A student who arrives at school any time during the school day after the 8:00 a.m. bell will be considered tardy to school and may be considered tardy to a given class.

Tardies to Class – When the tardy bell rings, students should be seated in their desks. Teachers will record tardies by period. The attendance clerk will compile and record all tardies.

Unexcused tardies to class/school will be cumulative and on the 3rd violation the student's parents will be notified by a written discipline notice sent home by the student.

2nd tardy – Warning notice

3rd tardy – 1 day Saturday School

4th tardy – 1 day of In-School Suspension

5th tardy – 1 days of Out-of-School Suspension

Further accumulation will result in additional consequences being assigned.

Check Ins/Outs

Check Ins/Outs shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent/guardian that the check in/out was for an excused reason. Students should be checked out at the **end** of a class period. Upon return to school, students must bring original doctor's certificate/excuse for students to return to school indicating time of appointment.

Students **MUST** check in/out through the attendance office. **Students who violate this procedure and leave campus without permission from the office will be subject to disciplinary action by the school administration.**

Appointments with doctors, dentists, etc., should not ordinarily be made during school time. In necessary cases, however, the student should bring a note signed by the parent or guardian stating the time and reason necessary for the student to be checked out of school and a phone number where the parent or guardian might be contacted. The note should be brought to the attendance office **before school**. The attendance clerk will call parents or legal guardian to verify appointments. **The student's leaving campus during school hours is contingent upon contacting his parent or guardian by telephone.** Students will be issued a pass for those classes to be missed. Students must present the pass to the teacher upon return to class. **The attendance office will not write a second pass.** A

student reporting late to school will check in immediately upon arriving on campus. **A student arriving on campus before school must clear with the office if a justifiable cause prevents the student from reporting to class.** (A student who arrives on campus, and leaves going to a surrounding establishment is indirect violation of the intent of the above stated rule). Example: A student who arrives on campus to get a book but does not check in to class or homeroom will be subject to disciplinary action by the school administration.

A student who is too ill to remain in class is to report to the teacher who will write the student a pass to the clinic. If a student becomes ill and goes to the clinic, he can be checked out only through the attendance office.

Technical school students will observe all of the above stated guidelines for checking in or out of school.

Excessive excused check-ins or check-outs (more than five per term) will require a doctor's note or legal documentation to be excused.

School Participation Absences

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

Students who are absent from school more than half the day must have permission from the principal to participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, scholars' bowl, etc.).

Seniors shall be provided up to two school participation absences to visit a tech school, college, university, or military. Visits must have prior approval by the administration at least five days in advance. These students will be allowed to make up class work. These students will be required to provide validation of their visit on the appropriate form. No tech school, college, or university visits will be allowed during the final two weeks of each term.

College Visits

Beginning 2009-2010 school year, senior students will be allowed two (2) college days with stipulations that one day is taken first semester. Juniors can receive one (1) official college visit with proper documentation presented to school administration.

Religious Absences

A student will be excused for official religious holidays when the student's parent or guardian notifies the principal in writing in advance for the student to be absent for this purpose. Students shall be allowed to make up work missed during such absences.

Attendance Awards

A perfect attendance award shall be awarded to students who have attended school every day based on documentation of the attendance record. Students who have one (1) or more tardies or check in/outs will not be eligible for the Perfect Attendance Award.

STUDENT ATTENDANCE: DRIVER LICENSE/LEARNER PERMIT

In accordance with Act. No. 93-368, the Superintendent or his designee is required to notify the Alabama Department of Public Safety when a student who has a driver's license or a learner's permit accumulates fifteen (15) total or ten (10) consecutive unexcused absences. School attendance for persons between the ages of 15-19 is mandatory for those who wish to retain their driver's license or learner's permit. Students who wish to obtain a driver's license or learner's permit must have certification from the principal that they are in school and in regular attendance.

TRUANCY

Truancy is the habitual and unlawful absence from school. In accordance with The Code of Alabama, the parent or guardian is responsible for requiring any student under his/her control or charge and under seventeen (17) years of age to attend school. The Early Warning Program will be followed for truant students under the age of 19.

Early Warning Truancy Prevention Program

The Early Warning Truancy Prevention Program requires that a weekly report be submitted to the Superintendent for all students between the ages of seven (7) and nineteen (19) having unexcused absences. It is further required that the parents/guardians be notified of their child's first and second unexcused absence. Upon the occurrence of the fifth unexcused absence, the parent/guardian and student are required to attend a conference at the Juvenile Court. At the conference, parents are informed of the state's compulsory attendance laws, court procedures, and consequences of further unexcused absences. On occurrence of the seventh unexcused absence, a petition is filed against the parents with the clerk of the Juvenile Court. Referral to the Early Warning Program could occur at any time.

SECTION IV: STUDENT CONDUCT

The Board shall not tolerate conduct by any student in the School System which materially interferes with or substantially disrupts achievement of an atmosphere conducive to learning. Such conduct shall not be permitted on school property, in any school building, at any school-related function or activity. Violators shall be subject to appropriate disciplinary measures designed to assure that no student interferes with rights of others to receive a quality education. Students shall receive adequate notice of local school codes of conduct as approved by the Board, the Superintendent, and the Principal. All codes of conduct shall assure educational opportunity for all students.

DETENTION HALL SCHEDULE

Students are to serve detention hall assignments on the day following the assignment. Work or lack of transportation are not reasons for missing detention hall. The detention hall schedule is as follows:

Afternoon: Tuesday, Wednesday, Thursday – 3:05 p.m. – 3:50 p.m.

Morning: Tuesday, Wednesday, Thursday, Friday – 7:10 a.m. – 7:55 a.m.

DRESS CODE

With the cooperation of the faculty and administration, the Student Council Association endorses the following dress code and will expect your cooperation:

Student Dress

1. Shirts must be tucked in.
2. Pants without pockets will not be allowed.
3. Garments that extend to within 3 inches of the top of the knee will be allowed. All clothing should be neat, clean, and must be in good repair. The intent of the phrase “in good repair”, is to prohibit clothing that has holes or tears above the knee.
4. Clothes must be worn as the manufacturer intended. This includes overalls. Pants must be worn at the waist level. Sagging and low rider apparel is unacceptable.
5. Excessive large/tight clothing will not be permitted.
6. Chains/spikes or spike jewelry or belts with chains or spikes are not allowed.
7. Shoes must be worn in school for student safety. House shoes, boots with chains, steal toes, or other metal reinforcement decorations are not allowed.
8. Pajamas are not allowed.
9. No head attire (such as hats, sweatbands, visors, hairnets, hair rollers, scarves, toboggans, bandannas, etc.). This includes the gym area.
10. Any attire or appearance which distracts fellow students during the seven hours of instructional time will not be allowed on campus.
11. No attire with written or printed reference to alcoholic beverages, illegal substances, lewd, vulgar, indecent or sexually suggestive subjects may be worn.
12. **No tank top**, undershirt type garment, or transparent shirt will be allowed. Straps must be at least 2 inches in width. No part of the undergarments may be visible (this includes bra straps). The armholes of sleeveless shirts must not expose the chest and side area.
13. All shirts must come to the top of the belt line at all times.
14. No low cut shirts may be worn that will expose cleavage.
15. The hemline for skirts may not be 3 inches above the knee (including sitting and standing).
16. Visible body piercing other than the ears will not be permitted.
17. No sun glasses.

All offenders of the mandatory dress code will be subject to disciplinary action by the school administration. Students may be required to wear garments provided by the administration in order to comply with the dress code. Examples include rope provided to correct sagging pants and clothes from the school closet. A student will receive an

unexcused tardy or absence for any time missed from class due to a dress code violation. Students who are in violation of the dress code will not be permitted to return to class until they are in compliance with the dress code.

Hair

1. Hair must not extend over the eyes.
2. Hair must be clean, well-kept, and at a reasonable length at all times.
3. Hair color that causes distraction or draws attention will not be permitted.

Enforcement

All offenders of the mandatory dress code will be subject to disciplinary action by the school administration. A student will receive an unexcused tardy or absence for any time missed from class due to a dress code violation. Students who are in violation of the dress code will not be permitted to return to class until they are in compliance with the dress code.

FIREARMS AND WEAPONS

It shall be a violation of Board policy for any student to have in his/her possession weapons or firearms of any kind at any time and at any place on school property. Items forbidden shall include, but are not limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, any items which may be used as clubs, and all sharp or pointed objects designed for use as weapons. Students who are found in violation of the above policy may be placed on immediate suspension from school. In addition, parents and police authorities will be notified. Students may be expelled for possession of weapons of any kind at any time on school property.

In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

Students who bring a weapon to school, or are found in possession of a weapon at school, will immediately be referred to the juvenile delinquency system or criminal justice system.

Any student who brings a weapon to school or possesses a weapon at school will be expelled for a period of not less than one year.

IN-SCHOOL SUSPENSION

In-school suspension will meet at Athens High School. In-school suspension is essentially a substitute for suspension. Some causes for assignment to in-school suspension are: possession of tobacco products, leaving campus without permission, cutting classes, excessive tardies, missing an assigned detention hall, and establishing a pattern of bad behavior.

Those students who have either committed particular unacceptable acts or established a pattern of unacceptable behavior will be assigned to the class on a short-term basis.

Attendance will be required and the in-school suspension supervisor must certify “good” days before the student may return to school. The in-school suspension supervisor will have the authority to recommend to the appropriate administrator an extension of the number of days to assure proper compliance with the established rules.

Participation in extracurricular activities is not allowed while a student is assigned in-school suspension. Students assigned to ISS must abide by the rules and guidelines set for ISS. **Assignment is defined as “from 8:00 a.m. of the morning of report until 3:03 p.m. of the day of release.”**

In-school suspension begins at **8:00 a.m.** and ends at **3:03 p.m.** daily. The students attending in-school suspension will devote their full time to the lessons previously prepared by that student’s teachers. There will be one supervised break for water and restroom during the morning session and during the afternoon session in addition to the lunch break. Students assigned will bring their own books, pencils, paper, etc., to the class.

NO FIGHT POLICY

It shall be the policy of the Athens City Board of Education not to tolerate fighting in the city’s high or middle schools, or an assault and battery on school personnel. When a fight or an assault occurs, in addition to normal school discipline, the principal or his/her designee will determine if the police will be called. Police may escort the offending student(s) off campus. In appropriate cases, warrants of arrest will be requested by school personnel.

The following procedures shall apply when administering the school system’s policy regarding no fighting:

1. After a fight occurs the principal or designee should take statements from students involved in the fight and witnesses to the fight.
2. The principal or designee should review the statements and determine if it is a fight or assault.
3. After the determination has been made whether it was a fight or not, the principal or designee should write a report showing the findings of their investigation.
4. The principal or designee shall contact the parents of the students involved in the fight or assault and request that they come to the school.
5. Once the fight or assault has been investigated and it is determined that a fight or assault has occurred, the principal or designee will contact the Athens Police Department to request an officer to respond.
6. The school will file a complaint of disorderly conduct charge against the student(s) involved in the fight.
7. The student(s) will be suspended from school and the police will escort the student(s) to the parent’s or guardian’s car.
8. The principal or designee will provide reports and related information to the police and juvenile authorities.

PERSONAL PROPERTY (THEFT)

Students are urged to protect carefully all personal possessions brought on campus. Lockers are issued for this purpose. Disregard for the public property of persons' possessions cannot be tolerated. Students found to be guilty of theft will be subject to assignment to alternative school and/or dismissal.

PLAYING CARDS

No playing cards of any description are allowed on school grounds or at school sponsored events.

REFUSAL TO IDENTIFY SELF

All students and other persons must, upon request, identify themselves to school authorities while in school buildings, on school grounds, or at school-sponsored events. A student or person who refuses to identify himself upon request of school officials will be considered trespassing.

SEARCH AND SEIZURE

The Athens City Board of Education fully recognizes the applications of constitutional law to the areas of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are the property of Athens City Board of Education who represent the Athens City citizenry subject to statutory requirements of the State of Alabama. Desks, lockers, and other equipment at any Athens City School belong to the school district and although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have **reasonable belief** that some substance or other material is contained therein which is illegal, harmful to the safety of the student himself, or student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school. The view adopted by Federal District Court, Middle District of Alabama in the Moore Case, Supra, pertaining to student vehicles while on school property is as follows:

As school officials are directly responsible for the safety, well-being and protection of students on school premises, this recognizes that a school official, with reasonable cause may search such student vehicles and that, in fact, it is their duty to do so when they have been apprised or suspect that students are behaving improperly if not illegally. This view renders search of student vehicles, taken upon reasonable suspicion, to be reasonable and necessary.

SATURDAY SCHOOL

Saturday School is designed to keep students in school and prevent the need of a school absence through suspension. Students are assigned to Saturday School for various rules infractions. Also, students may be assigned for lack of academic progress. Saturday School will be held in the cafeteria from 8:00 a.m. until 12:00 noon on designated Saturdays. Saturday School will follow the guidelines listed below:

1. Students must sign in at 8:00 a.m. and sign out at 12:00 noon.
2. Students will be allowed one mid-morning restroom break.

3. The regular school dress code will be in effect.
4. No food, drink, or gum will be allowed.
5. No transportation will be provided by the school system.
6. Each student will be required to bring his/her own school materials. Extra work assignments may be assigned by the Saturday School administrator. Students who fail to bring their own school materials will be assigned one additional day of Saturday School.
7. Students who are assigned Saturday School and fail to attend on the assigned Saturday will receive a one day in-school suspension the following week (normally the following Tuesday). The Saturday School missed must also be made-up and will be assigned the Next Saturday School date. If a student misses the reassigned Saturday School, he/she will receive out-of-school along with a possible referral to juvenile services.
8. Students failing to arrive on time will be assigned one additional Saturday School.
9. Only schoolwork may be done at Saturday School. No magazines, comic books, etc. will be allowed.
10. Students will not be permitted to sleep at Saturday School.
11. Disruptive behavior at Saturday School will result in immediate further disciplinary action.

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 in 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.

SMOKING/USE OF TOBACCO PRODUCTS

The Board, because of the high degree of evidence available, views smoking and other uses of tobacco and tobacco products as being detrimental to health and a significant contributor to lung, heart, and other associated diseases. The Board considers knowledge and understanding of good health practices as being a primary objective of education. Therefore, it is the policy of the Board that students shall not be permitted to possess, smoke, or use tobacco products in any form while in school buildings, on school grounds, or in school buses during the school day or during any school-sponsored activities, or on the way to and from school-sponsored activities.

DRUG, ALCOHOL AND TOBACCO PREVENTION AND ABUSE

Drug, alcohol and tobacco prevention programs are embedded in the high school curriculum. In addition, many extracurricular activities, planned special events, and prevention activities occur throughout the school year.

Information resources concerning drug rehabilitation, counseling services and re-entry programs are available to students, parents, and employees in the Guidance and Counseling Department. This information is highly confidential. Upon request, the school counselors can assist with accessing this information.

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. 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 endangers 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 waists, 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 non-special 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 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 premise 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 contact(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 the 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/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 non-special 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.

SUSPENSION

Participation in extracurricular activities will not be allowed while a student is suspended from school. Students will receive an unexcused absence and will not be allowed on school grounds until 3:03 p.m. of the last suspension date. Violators are subject to arrest for trespassing.

SECTION V: STUDENT SERVICES

CAFETERIA

The cafeteria is a place where good human relations can be developed. Each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior that will make the lunch period pleasant and relaxed are:

1. Do not "break in line" in the cafeteria.
2. Observe dining room ethics at the table.

3. Leave the table and the surrounding area clean and orderly.
4. Return tray and silverware to the proper place.
5. Replace chairs and put trash in the proper containers.
6. Do not leave the cafeteria while eating or carrying food.
7. Never throw any object for any reason.
8. Students are to remain seated in the cafeteria except to obtain food or return trays to the proper area.

Lunch items from outside vendors will not be allowed. Parents are encouraged to visit Athens High School and eat lunch with their student(s).

Students who do not observe the above rules are subject to disciplinary action including the cleaning of the cafeteria. General messy conditions in the lunchroom will result in the removal of student privileges.

STUDENTS ARE NOT TO LEAVE THE LUNCHROOM AREA UNLESS THEY ARE WITH THE SUPERVISING TEACHER.

FREE AND REDUCED-PRICE LUNCHESES

Free and reduced-price lunch applications are available through Mrs. Russell. Applications are subject to approval according to federal guidelines.

Cafeteria Prices:

	<u>Students</u>	<u>Employees</u>	<u>Guest</u>
Breakfast	\$ 1.25	\$1.50	\$2.50
Lunch	\$ 2.00	\$2.75	\$3.75

MEDIA CENTER - General Rules and Regulations

Hours: 7:45 a.m. – 3:15 p.m.

Books are checked out for a period of two weeks and may be renewed twice. Overdue fines are ten cents per school day and will continue to accrue up to a maximum of \$50. The student will also be responsible for the replacement cost of any lost books. Encyclopedia and reference books may be checked out after 3:00 p.m. and will be due before first block the following day.

Student/Teacher Use of Technology

1. In an effort to guard against viruses, no data disks or jump drives may be used in any library media center computer without approval of the library media specialist.
2. Students are not permitted to access any files other than those provided in the menu program.
3. No programs shall be added to any computer without the knowledge and approval of the library media specialist.
4. Xerox copies for students are ten cents each.
5. Network printer copies are five cents.

STUDENT PARKING/DRIVING

All students who operate a motor vehicle on campus will be required to register their automobile(s) before being issued an Athens High School parking permit. The cost of the permit is \$5.00.

Student vehicles are to be parked in the authorized parking areas on school grounds. **Students are not to park in front of the building, along any yellow curb on campus, nor in the access road of the lunchroom.**

Students are not permitted to sit in cars or loiter in the parking lot while on campus. The school is not and cannot be held responsible for vehicles and/or contents thereof while parked on campus. The vehicle and its contents are the responsibility of the driver/owner while on the campus. Vehicles should be kept locked at all times when unoccupied. Any damage to or tampering with a vehicle while it is parked on campus should be reported immediately to the office.

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

Students may be required to present evidence of an Alabama driver's license before they are authorized to bring a vehicle on school premises. Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials. **Failure to follow safe driving procedures may result in the suspension of driving privileges.**

Students attending classes at Limestone County Career Technical Center (LCCTC) will be provided daily bus schedule for transportation purposes. Students requiring personal transportation to and from LCCTC for transporting special projects or requirements must have a driving permit from LCCTC completed and signed by all required personnel. Students are not allowed passengers for this purpose.

LOCKERS

Athens High School provides locker rental to all students at the cost of \$10 per school year. Student lockers are the property of Athens City School System and remains at all times under the control of Athens City School System. Students are expected to assume full responsibility for their school locker. Students are not permitted use of private locks on school lockers. Athens High School retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant. Students are not allowed to share lockers.

TEXTBOOKS

Each textbook is checked out by its number – the student must return that textbook and no other. The teacher must evaluate each textbook upon return and assess the correct charge for abuse. If a student does not return a book, the student is required to pay full price or the correct amount as determined by the textbook price lists. Information concerning price lists may be obtained from classroom teachers or Mrs. Russell.

504 SERVICES

Any student who has a disabling condition that prevents him/her from carrying on normal activities as defined under the Vocational Rehabilitation Act of 1973 may be referred for services under section 504. The Athens City Schools' 504 plan requires that any student who might be considered for 504 services be referred to the Student Assistance Team at the student's school. The Student Assistance Team follows guidelines from the Alabama State Department of Education to meet the needs of the student.

TRANSCRIPTS AND RECORDS

A transcript request form must be obtained from the guidance department. When completed, return it to the office. There will be a fee of \$1.00 for each transcript after the second transcript.

WITHDRAWALS AND TRANSFERS

A transfer form must be obtained from the administrative office. A counselor must be consulted. All books must be returned and lockers emptied. Before credits can be transferred to another school, all financial obligations must be cleared.

WORK PROGRAMS

Athens High School has assistance for students that qualify under the SYEP program. Students must apply at the office.

CO-OP Programs – Admissions to the Co-op Programs available at Athens High School will be contingent upon the following criteria:

1. The student will have a good attendance record, with no more than 5 absences (excused) per term for the previous school year.
2. The student will be required to provide references concerning character and work ethic from teachers and/or other adults.
3. The student must have a "C" average and/or passing grades in every subject.
4. The student will not be admitted to the Co-op Program if disciplinary action has been necessary an excessive number of times regardless of the reason.
5. Approval of the co-op coordinator is mandatory for admission to the program.

REGULATIONS

1. The student will maintain good attendance, both in school and on the job, and cannot work on any school day that he/she fails to attend school; students must notify the coordinator and the employer if they are unable to report.
2. Employment will be terminated if the student withdraws from school

3. The student will exhibit honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and willingness to learn.
4. The student will immediately consult the coordinator about any difficulties arising at the training station and/or changes in job status.
5. The coordinator must approve all training stations.
6. The student will conform to the rules and regulations of the training station.
7. The students will furnish the coordinator with all requested information and complete all necessary reports.
8. The student will maintain a "C" average and/or passing grades in every subject.
9. The student may automatically be dropped from the program if he/she is fired.
10. The student will be enrolled in a coordinated studies class, and the student's employment must be related to the student's career objective.
11. The students and/or parent will provide transportation to and from work.
Responsibility and liability for such transportation is solely that of the parent and the student.
12. The student will leave campus for work at the scheduled time for co-op.
Loitering on the campus or in school parking lots is unacceptable. Returning to campus is forbidden unless prior written approval is granted by the coordinator and/or an administrator.
13. The student is subject to dismissal from the program for non-compliance with any of these regulations.

III. IMPORTANT NOTIFICATIONS TO PARENTS

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 attendance 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 felon) 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, furnishings, 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 five school days.

If that 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 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/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 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.”

ALABAMA UNSAFE SCHOOL CHOICE OPTION (USCO)

Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or 5 students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words “transfer option school,” “TOS”, or “TOS school” shall mean a “persistently dangerous school” as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, homicide; robbery; assault in the first and/or second

degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see 13A-6-1, et. Seq., Ala. Code 1975); and use of handgun, firearm component, explosive, knife, and other “unknown weapons” as defined by the Student Incident Report (SIR).

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.

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 education experience.

- The parent or a parent designated adult must bring all medications to the school office and 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 the 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 medications 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 eye or ear 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.

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2 – 18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease is very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where the cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11 – 12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to:

www.adph.org/immunizations

ATHENS CITY SCHOOLS - Student Internet & Electronic Mail Acceptable Use Policy

Dear Parent/Guardian and Student:

The Athens City School System is pleased to offer students access to the Internet and to electronic mail. The Internet is a global network made up of many smaller contributing networks connecting thousands of computers and millions of users throughout the world. Through the Internet, students can explore thousands of libraries, databases, museums, and other resources to enhance educational experiences. Although the Athens City School System provides a reputable Internet filtering system in addition to teacher/staff supervision, it is not possible to screen all materials. It is important for each family to discuss the appropriate use of the Internet and to set expectations for the kinds and types of materials that are acceptable for viewing.

The School System has established rules that apply to student use of the Internet and electronic mail. Students violating these rules will lose computer privileges and/or receive punishment as defined in the *School Code of Conduct*. If you have questions regarding the use of the Internet, please contact the school office or your child's teacher. The following are not permitted:

- ◆ Sending or displaying offensive or threatening messages or pictures;
- ◆ Using obscene language;
- ◆ Harassing, insulting, or attacking others;
- ◆ Damaging or reconfiguring computers, computer systems or computer networks;
- ◆ Installing unauthorized software;
- ◆ Downloading unauthorized files, games, or programs;
- ◆ Violating copyright laws;
- ◆ Using others' passwords;
- ◆ Giving others access to your password or your teacher's password;
- ◆ Giving others your personal address or telephone number;
- ◆ Trespassing in others' folders, work, or files;
- ◆ Using the network for commercial purposes;
- ◆ Accessing chat rooms unrelated to school study or assignments; and
- ◆ Any other acts deemed inappropriate by a teacher or administrator.

As a parent/guardian, please discuss these guidelines with your child and set expectations regarding the standard of materials that he/she may access on the Internet.

ATHENS CITY SCHOOLS
Student Internet Safety & Acceptable Use of Computer Technology
(Grades 5-12)

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 this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the 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.

SIGNATURE PAGE – Return to School

STUDENT’S AGREEMENT

Every student, regardless of age, must read and sign below.

I have read, understand and agree to abide by the terms of the foregoing Internet Safety & Acceptable Use of Computer Technology Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege maybe revoked and disciplinary action may be taken against me.

Student Name (PRINT CLEARLY)

Student Signature

Date

PARENT’S OR GUARDIAN’S AGREEMENT

To be used by students under 18 years of age.

Student’s name

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Internet Safety & Acceptable Use Policy. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child’s or ward’s responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School and the School District against all claims, damages, losses and costs, of whatever kind, that may result from my child’s or ward’s use of his or her access to such networks or his or her violation of the foregoing Policy. I hereby give permission for my child or ward to use the School District's computer network and the Internet.

Parent or Guardian Name(s) (PRINT CLEARLY)

Parent or Guardian Signature(s)

Date

The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and her/his parents or guardians.

PARENTAL INVOLVEMENT FORM

MESSAGE TO PARENTS/GUARDIANS CONCERNING THE ATHENS CITY SCHOOL CODE OF CONDUCT

The Athens City School System has established a reasonable and prudent Code of Conduct for students to follow. It is the desire of the school system that each student and their parent(s)/guardian(s) receive a copy of the Code of Conduct. A copy is included in each student handbook and a copy of the student handbook is distributed to each student. Students are encouraged to take the handbook home to a parent or guardian for their review.

Please take a few minutes to read this handbook. You are encouraged to ask any questions. You may wish to contact your child's school office for additional assistance or information.

Please complete and return this form to your child's teacher.

I have read the Athens City Schools Code of Conduct and I understand that my child/children will be expected to abide by the rules and regulations contained in this code.

Child _____ Grade _____

Child _____ Grade _____

Child _____ Grade _____

Child _____ Grade _____

Parent/Guardian Signature: _____ Date _____

SEE BACK!!

◆ **Please complete front and back of this page and return to school representatives!**

ATHENS HIGH SCHOOL 2009-2010

STUDENT HANDBOOK ACKNOWLEDGMENT FORM

I, _____, enrolled in Athens High School and my
(Student's Name)

parent(s)/guardian(s) have received and read the rules and regulations set forth in the
Student Handbook.

STUDENT'S SIGNATURE

DATE

PARENT'S/GUARDIAN'S SIGNATURE

DATE

NOTE: The student and parent/guardian are to sign the statement above and return this form to Athens High School. The form will be filed in the main office for future reference. Signing of this statement does not mean that the student/parent agree with the contents of the handbook. The purpose of this form is to acknowledge receipt of the Student Handbook.

**ATHENS CITY SCHOOL SYSTEM
PUBLICATIONS PERMISSION FORM**

The Athens City School System has web pages published on the Internet and the World-Wide-Web. We also have pictures published in newspapers, newsletters, magazines, and other publications including television and Video Presentations. These pages will include pictures of our schools, school personnel, students, and parents. The pictures will present various activities, both academic and extra-curricular, occurring throughout the system. All pictures collected will be with the permission of the principal of the school involved. We ask that you give us permission to use pictures of yourself or your child for these web pages and other publications.

Name of Student: _____

Name of Parent: _____

Please check one of the statements below, sign, and date this form and return to school representatives.

_____ I hereby give permission to the Athens City School System to use pictures of myself or my child when developing Internet web pages for the school system and other medium related to the Athens City School System

_____ I do not wish to have pictures of myself or my child published on the Internet or any other medium related to the Athens City School System.

Signature of Parent: _____ Date: _____

**ATHENS HIGH SCHOOL
2009-2010**

**ACKNOWLEDGMENT CONCERNING USE OF STUDENT
LOCKERS**

I acknowledge and understand that:

1. Student lockers are the property of Athens City School System.
2. Student lockers remain at all times under the control of the Athens City School System.
3. Students are expected to assume full responsibility for their school locker.
4. Students are not permitted use of private locks on school lockers.
5. The Athens High School System retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.
6. Students are not allowed to share lockers.

Print Student's Name: _____

Student's Signature: _____ **Date:** _____

Parent/Guardian's Signature: _____ **Date:** _____

LOCKER NUMBER ASSIGNED: _____ **LOCKER RENTAL:** _____

This form must be completed and returned to school authorities with rental fee of \$10 per school year before a locker will be issued.

Locker Combination: _____

Teacher: _____

