



**Attalla City Schools**  
*Character.Commitment.Community.*

STUDENT HANDBOOK  
AND  
CODE OF STUDENT CONDUCT  
2022-2023

[www.attalla.k12.al.us](http://www.attalla.k12.al.us)

Revised 4/14/2022

**ATTALLA CITY SCHOOLS 2022-2023**  
**STUDENT CODE OF CONDUCT CONTENTS**

The Student/Parent Information Guide and Code of Student Conduct is designed to assist students and parents in understanding the daily operations of our schools and ensure a safe, secure environment for teaching and learning.

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## ATTALLA CITY SCHOOLS

101 Case Avenue SE • Attalla, AL 35954

CHARACTER. COMMITMENT. COMMUNITY.

P: 256.538.8051 • F: 256.538.8388

August 1, 2021

Dear Parents and Students,

Welcome back to the 2021-2022 school year! I would like to take this opportunity to say I am excited to begin a new school year! We are anticipating a year filled with challenges, learning and excitement. The *Student Handbook and Code of Student Conduct* is distributed to assist you in answering any questions that you may have regarding the school system's programs.

The vision of the Attalla City School System is to provide educational opportunities to empower all students to be successful in a global workforce and society. We believe that good communication between home and school is a crucial factor in your child's completion of a high school education. We want you to feel free to contact your child's school so we can better assist your child in becoming a more successful student. Through student, parent, and teacher involvement, all students will succeed!

As your superintendent, I assure you that we as a system are committed to providing high quality learning opportunities for all students through engaging rigorous instruction partnered with community and family with a focus on student success. With our combined efforts, we can make the Attalla City School System the BEST!

In closing, I encourage you to take the time from your busy schedule to become more familiar with our schools. We look forward to sharing a productive and successful school year filled with learning. Thank you so much for your commitment to your child's education and I look forward to seeing you in the near future.

Sincerely,

Jeff Colegrove

JC/dm

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BOARD OF EDUCATION

GARY HUFF

DEBORAH DIXON

DUANE SMITH

JOEY NANCE

ALLEN SNOW

---

JEFF COLEGROVE, SUPERINTENDENT

#### [EQUAL EDUCATION OPPORTUNITY STATEMENT/EQUAL OPPORTUNITY EMPLOYMENT/ATTALLA CITY](#)

The Attalla City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies. Dr. Stephen Hall, Special Education Coordinator-ADA, IDEA, 504 Coordinator, Attalla City Board of Education; Jennifer Jones Title IX, Title VI, Attalla City Board of Education, 101 Case Ave SE, Attalla, AL 35954

#### [BOARD MEMBERS](#)

Attalla City Board of Education meetings are open to the public. Regular session meetings begin at 4:00 p.m. on the second Thursday of each month. The meetings are held in the boardroom of the Central Office at 101 Case Avenue, Attalla, AL 35954.

Additional "Called Board Meetings" may be held. Public notice for these meetings will be given at least twenty-four (24) hours in advance.

"Work Sessions" will be scheduled as needed. Public notice for work sessions will be given at least twenty-four (24) hours in advance.

## **ATTALLA CITY BOARD OF EDUCATION MEMBERS**

<b>District</b>	<b>Board Member</b>	<b>Contact Information</b>
District 1	J. Allen Snow	306 Preston Ave Attalla, AL (256) 390-4591
District 2	Deborah Dixon	1208 Old Boaz Road Attalla, AL (256) 504-0331
District 3	Gary Huff	609 11 <sup>th</sup> Avenue Attalla, AL (256) 538-2954
District 4	Duane Smith , Vice Chairman	206 Logan Circle Attalla, AL (256) 490-6645
District 5	Joey Nance, Chairman	304 Stewart Avenue Attalla, Al (256) 490-3081

## CENTRAL OFFICE STAFF CONTACT INFORMATION

**Office (256) 538-8051 Fax (256) 538-8388**

	<b>Office of Superintendent</b>	
Mr. Jeff Colegrove	Superintendent	colegrovejb@attalla.k12.al.us
Dr. Stephen Hall	Assistant Superintendent	shall@attalla.k12.al.us
Diane Matthews	Administrative Assistant to the Superintendent	dmatthews@attalla.k12.al.us
	<b>Central Office Human Resource Director</b>	
Dr. Cara Whitehead	District Human Resource Director	whiteheadcj@attalla.k12.al.us
	<b>Central Office Receptionist/Substitute Information</b>	
Sarah Maroney	District Receptionist/Secretary/Substitute Information	smaroney@attalla.k12.al.us
	<b>Accounts Payable</b>	
Polly Davenport	District Accounts Payable Bookkeeper	pdavenport@attalla.k12.al.us
Diane Matthews	District Accounts Payable Bookkeeper	dmatthews@attalla.k12.al.us
Deana Williams	District Accounts Payable	dwilliams@attalla.k12.al.us
	<b>Curriculum and Instruction/Federal Programs</b>	
Dr. Stephen Hall	Director of Educational Services	shall@attalla.k12.al.us
Dr. Stephen Hall	Accountability /Assessment	shall@attalla.k12.al.us
Dana Nance	Administrative Assistant/Data Manager	nancedm@attalla.k12.al.us
Deana Williams	Director of Federal Programs/Curriculum	dwilliams@attalla.k12.al.us
Tracy Cross	Director of Curriculum	crosstb@attalla.k12.al.us
Jennifer Jones	WIOA/Hired, JAG	jonesjg@attalla.k12.al.us

Lorrie Bowman	EL Liaison	lbowman@attalla.k12.al.us
Wes Gullledge	Title ID, Homeless Liaison, The Bridge	wgullledge@attalla.k12.al.us
	<b>Child Nutrition</b>	
Jennifer Jones	Director of Child Nutrition Program	jonesjg@attalla.k12.al.us
Jo Reed	District CNP Accounts Payable Bookkeeper	jreed@attalla.k12.al.us
	<b>Insurance/Benefits/Retirement</b>	
Polly Davenport	District Insurance and Benefits Clerk	pdavenport@attalla.k12.al.us
	<b>School Operations/Safety</b>	
Jennifer Jones	Director of Operations, Safety	jonesjg@attalla.k12.al.us
	<b>Professional Development/Accreditation</b>	
Jeff Colegrove	District Professional Development/Accreditation Coordinator	colegrovejb@attalla.k12.al.us
	<b>Technology</b>	
Dr. Cara Whitehead	Director of Technology, Computer Technician, District Network Technician	whiteheadcj@attalla.k12.al.us
Randy DuPree	IT Systems Support Specialist	dupreerv@attalla.k12.al.us
Ricky Ray Clayton	IT Systems Support Specialist	claytonrr@attalla.k12.al.us
	<b>Financial Department</b>	
Laura Leak	District Chief Financial Officer	leaklr@attalla.k12.al.us
Polly Davenport	District Payroll Accountant	pdavenport@attalla.k12.al.us
	<b>Maintenance Department</b>	
Jennifer Jones	District Maintenance Supervisor	jonesjg@attalla.k12.al.us
	<b>Transportation</b>	
Jennifer Jones	Director of Transportation	jonesjg@attalla.k12.al.us



Wanda McDill	District Transportation Secretary	wmcdill@attalla.k12.al.us
	<b>District Nurse</b>	
Angie Horton	District Lead Nurse	ahorton@attalla.k12.al.us
	<b>Career Technical</b>	
Jennifer Jones	Director of Career Technical	jonesjg@attalla.k12.al.us
	<b>Special Education</b>	
Dr. Stephen Hall	Director of Special Education	shall@attalla.k12.al.us
Dr. Stephen Hall	504 Services	shall@attalla.k12.al.us
Jamie Duncan	District Special Education Secretary	jduncan@attalla.k12.al.us

#### ATTALLA CITY SCHOOLS ADMINISTRATORS

### School Administrators and Contact Information

Attalla Elementary School	Melissa Molock, Principal Elly Underwood, Assistant Principal 300 Cullman Avenue Attalla, Alabama 35954	(256) 538-7266
Etowah Middle School	Jeff Johnson, Principal Matt Miller, Assistant Principal 316 Jones Street Attalla, Alabama 35954	(256) 538-9221
Etowah High School	Dr. Nate Ayers, Principal Ryan McClendon, Assistant Principal 201 Case Ave Attalla, Alabama 35954	(256) 538-8381

# Attalla City Schools 2021-2022 Calendar



July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st Semester	
Aug 5 - 11	Professional Development Days
Aug 12	First Day of School for Students
Sep 6	Labor Day
Oct 11	Fall Break
Oct 12, Nov 22, Dec 20	E-Learning Days
Nov 11	Veteran's Day
Nov 23-26	Thanksgiving Break
Dec 21-Jan 4	Christmas Break

2nd Semester	
Jan 5	Professional Development
Jan 6	1st Day for Students 2nd Semester
Jan 17	Martin Luther King, Jr. Day
Feb 21	E-Learning
Mar 28-Apr 1	Spring Break
Apr 15	Good Friday
May 26	Last Day Students-Graduation
May 27	Professional Development
May 30	Memorial Day
Graduation Date 2022	May 26 @ 8:00
Progress Report Dates	Report Card Dates
Sept 15-17	Oct 15
Nov 12	Jan 14
Feb 10-11	Mar 18
Apr 21-22	May 26

Parent Nights		
EHS-Oct 18	EMS-Oct 19	AES-Oct 21

Grading Period Dates	
Aug 12 - Oct 8	
Oct 12 - Dec 20	
Jan 6 - Mar 11	
Mar 14 - May 26	

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Student Days - 180 Days	
Aug - 14	Jan - 17
Sept - 21	Feb - 20
Oct - 20	Mar - 19
Nov - 17	Apr - 19
Dec - 14	May - 19
1st Semester - 86	2nd Semester - 94

Teacher Days - 187 Days	
Aug - 19	Jan - 18
Sept - 21	Feb - 20
Oct - 20	Mar - 19
Nov - 17	Apr - 19
Dec - 14	May - 20
1st Semester - 91	2nd Semester - 96

240 Day Employees	
Jul - 22	Jan - 18
Aug - 22	Feb - 20
Sept - 21	Mar - 19
Oct - 20	Apr - 19
Nov - 18	May - 21
Dec - 14	June - 22
240 Day Employees-4 additional days	

School Closed	PD Professional Development (no school for students)
E-Learning	First/Last Day for Students

Approved Mar. 11, 2021

## **SCHOOL ADMISSION REQUIREMENTS AND ATTENDANCE**

### **AGE OF ADMISSION**

Children entering kindergarten must be five years old on or before September 1<sup>st</sup>. Children entering first grade must be six years old on or before December 31<sup>st</sup> (HB168). Students requesting admission who are over 17 years of age may be denied enrollment.

### **IMMUNIZATION REQUIREMENTS**

Immunization certificates, required by Alabama law, must be presented to the principal before a child can enroll in public school. Certificates are available from local physicians or local health departments. NOTICE: ALL students entering 6<sup>th</sup> grade must present an IMM-90 certifying the second MEASLES VACCINE and a Tdap booster. A second dose of measles-containing vaccine (documented on the IMM-50 and the IMM-90) will be required at the kindergarten, first, or sixth grades. Only students presenting a Certificate of Medical Exemption or a Certificate of Religious exemption are excused from this requirement.

### **ENROLLMENT DOCUMENTATION**

All students enrolled in the Attalla City School System must live with a legal custodial parent/guardian. The superintendent must approve extenuating circumstances. All students enrolling in the Attalla City School System shall provide the following information:

- Parents must complete Powerschool Enrollment
- Official birth certificate
- Proof of residence
- Recent report card or release from last school attended if applicable
- Copy of immunization form
- Guardianship paper if applicable
- Parent/guardian must provide copy of driver's license or photo identification
- Certified state picture ID of legal guardian

### **LEGAL CUSTODY DEFINITIONS**

Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. The school system will afford a natural parent(s) of record the right that the Family Education Rights and Privacy Act of 1974 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguished the parent(s)' of record right have knowledge of and participate in the child's schooling.

When the parent of record enrolls a student in school, the administrator should be notified of any completed or pending legal action affecting the family and of any previous placement or expulsion at any school. The administrator should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order

with the school, the school presumes that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights.

#### **RESIDENCE ADMISSION AND ZONE REQUIREMENTS**

The Attalla City Board of Education reserves the right to require proof of bona fide residency within the school district, with the following exception: If a student is determined to be homeless as defined by the McKinney-Vento Homeless Assistance Act, or foster care and the Attalla City Schools is chosen as school of origin, admission shall not be denied or delayed based upon residency requirements, guardianship/custody requirements, or lack of proof regarding such requirements. Admission procedures to assist students in specific populations, such as Homeless, English Learners, and Migrant, may include; assistance obtaining school and health records, and similar efforts to remove barriers to enrollment in accordance with applicable law.

The Attalla City Schools reserves the right to withdraw out of district students with excessive attendance or discipline issues twenty-six (26) or more discipline points for grades 6-12 and with the discretion of the tribunal committee at the elementary school.

#### **ADMISSION OF HOMELESS, FOSTER, MIGRATORY, IMMIGRANT, AND LIMITED ENGLISH PROFICIENT STUDENTS:**

1. All homeless, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.
2. Students who live in the attendance areas of Attalla City Schools and who are homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following: (Code of AL 16-1-30)
  - Residency requirements
  - Lack of social security number
  - Lack of school records or transcripts
  - Lack of immunizations
  - Legal custody requirements
  - Language barriers
  - Disabilities

The Attalla City Board of Education recognizes that there are students who have a primary language other than English in our district. The goal of the English Learner (EL) program is to have each student become proficient in comprehending, speaking, listening, reading, and writing the English language. We do not wish to replace the student's primary language and family customs. With the above goal in place, the Board of Education authorized the Superintendent or his designee to take the necessary actions to enable students to overcome language barriers in the classroom. These actions include identification, assessments, appropriate services, and monitoring.

**Parental Notification:** In complying with Title III, Part C, Section 3302 (a), each Local Education Agency (LEA) shall, “not later than thirty (30) days after the beginning of the school year, inform a parent or the parents of a Limited-English proficient child identified for participation in or participating in “an English language instruction program, about the following:

- Why the student was identified as Limited-English (LEP) proficient and in need of placement in an English language instruction educational program.
- The student’s level of English proficiency, the criteria used to assess the level, and the status of the student’s academic achievement, to the extent known.
- The method of instruction to be used in the English language instruction educational program and how the program will meet the educational needs of the students.
- How the program will help the students learn English and meet age-appropriate academic achievements standards for grade promotion and graduation.
- Requirements for exiting the program and the expected rate of transition from the program.
- If the student has an (IEP), how the program will work with the objectives of that plan.

The following information pertaining to parental rights must be provided in writing:

- The right of parents to have their child immediately removed from supplemental Title III programs upon request.
- The options that parents have to decline to enroll their child in such supplemental Title III program or to choose another program or method of instruction if available.
- The assistance that will be provided to the parents in deciding to enroll students in the English language instruction educational program and the different options if more than one program is offered by Attalla City.

Communications with parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand.

## TRANSFERS

### **TRANSFERS FROM NON-ACCREDITED SCHOOL**

Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for this purpose of transfer of class/grade credit. Core course shall be defined as English, mathematics, science, and social studies. The transfer of credits and/or appropriate placement shall be as follows:

- A. Credit for elective courses shall be transferred without validation.
- B. Non-contested credit for core course shall be transferred as follow
  1. Using all official records and nationally standardized tests, the principal or his/her designees shall determine placement and notify the student and the parent(s)/guardian(s).
  2. If the parent(s)/guardian(s) agrees with the placement decision, the student shall be placed.

3. Following placement for any initial core course successfully completed transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation
- C. Contested credit for core courses shall be transferred as follows:
1. If the parent(s) /guardian(s) disagree with the placement decision, the principal or his/her designee shall supervise the administration of the school's most recent end of term test for each prerequisite core course in which the parent(s)/guardian(s) is requesting enrollment. For each test the student passes, as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.
  2. For any test failed, placement shall be made as originally recommended by school officials, and no credit shall be transferred for the prerequisite courses(s) in that subject.
  3. In the event of controversial records/transcripts or the absence of records, the student shall take placement tests (an approved end-of-the-year test for core courses as selected by principal and counselor).

### **TRANSFERS FROM ACCREDITED SCHOOL**

A student transferring to an Alabama public school or nonpublic school accredited by an accrediting agency recognized by the State Board of Education will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s).

### **ATTENDANCE POLICY INCLUDING ACS UNEXCUSED ABSENCE/TRUANCY FLOW CHART**

Regular school attendance contributes to academic achievement and facilitates the student's ability to succeed. Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-aged child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensure their proper behavior and attendance are subject to fines and imprisonment under state law (Code of Alabama 1975, 16-28-12, 16-28-40).

The Attalla City School System participates in cooperation with the Etowah County District Attorney and the Etowah County Juvenile Court in the Early Warning Program for Attendance Intervention to assist families in achieving a successful experience.

A free public education is one of the greatest benefits available to the children of our state. Please ensure that your child achieves his or her full potential by attending school regularly.

### **CLASS ATTENDANCE AND ABSENCES**

In order for an absence to be **excused**, parents/guardians must present to the school administrator or designee a written explanation of a student's absence within three (3) days of the absence. Failure to present a written explanation (within the "Excused Absences" guidelines, below) will cause the absence to be recorded as **unexcused**.

## **Attalla Elementary School, Etowah Middle School, and Etowah High School**

After ten (10) parent notes in any given year, the parent or guardian of student will be required to provide medical or legal documentation in order for absences to be excused.

School attendance is required of all children. Students are expected to report to school on time and attend school the full day.

Students with attendance issues may not be allowed to attend extra-curricular activities such as but not limited to, school social events, school dances, school field trips, school parties etc. These decisions will be at the discretion of the school administrator.

Parents should make every effort to schedule doctors and dentists' appointments after school hours. Absences are either excused or unexcused. Note: **It is the parent's responsibility to provide the school with a correct mailing address and telephone number. Any changes made during the school year will require a written request with the parent's signature and will need to be sent to the appropriate school personnel.**

**"Excused Absences" are defined as absences for the following:**

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the administrator and/or superintendent
4. Legal quarantine
5. Emergency conditions as determined by the administrator and/or superintendent
6. Prior permission from the administrator with the consent of the parent or legal guardian

Example includes, but not limited to, the following:

- serious family illness
- family emergency
- legal appointments with documentation
- religious holidays

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. Students shall have three (3) days for each day of excused absence to complete and return make up work. It is the responsibility of the student to request and return make-up work.

**Unexcused Absences/Truancy.** The student shall be deemed truant for any absence determined by the administrator to be unexpected based upon the State Department of Education's current School Attendance Manual. Seven (7) unexcused absences within a school year constitute a student being truant for filing a petition with the court. Program timeline for reporting truancy shall define the truancy status of ant student as follows:

1. **One (1) unexcused absence**  
Warning, you will be notified by the school
2. **Three (3) unexcused absence**  
The parent, guardian, or person having control of the child shall attend a conference with the administrator or his/her designee. **Mandatory attendance is required; failure to attend the conference will result in immediate referral to the Early Warning Program.**

**3. Six (6) unexcused absences**

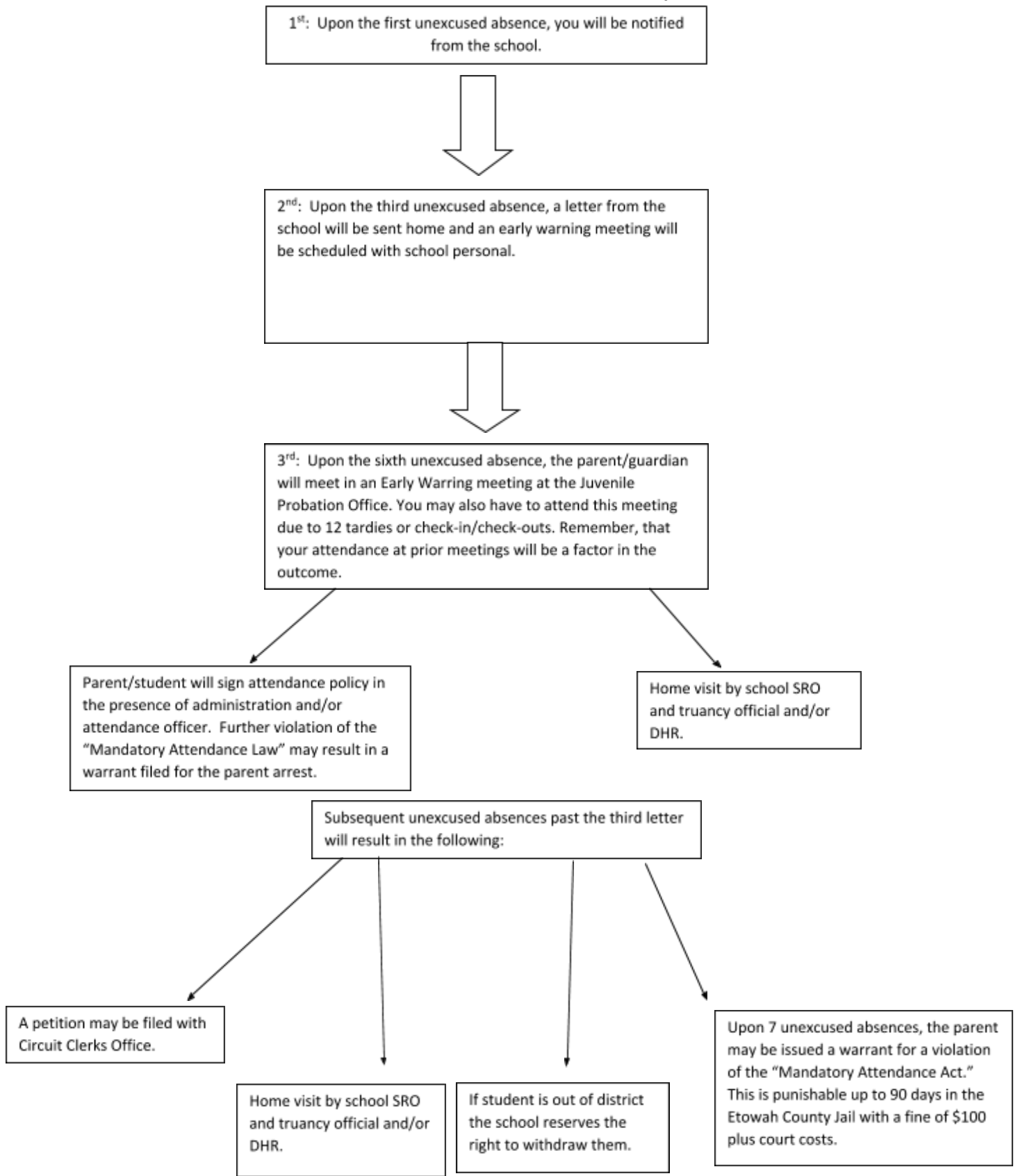
Referral to the Early Warning Program is initiated by the school system. The legal custodial parent/guardian shall be notified in writing to attend a conference, which may include the student, a juvenile probation officer, school resource officer, and a designated school official.

**4. Seven (7) unexcused absences**

The school may file a petition with the Circuit Clerk's Office, which may result in charges against parents/guardians.



## ATTALLA CITY SCHOOL SYSTEM UNEXCUSED ABSENCE/TRUANCY FLOWCHART



Once a student has been referred to Early Warning Program, the school cannot dismiss the truancy or accept excuses until the student and/or parent/guardian has attended Early Warning.

High school administrators are required to report to the Alabama Department of Transportation any student who has accumulated more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester. Any student with the above absences is subject to having their driver's license or permit suspended. A student must have 45 days without an unexpected absence before the school can issue a letter to have the license/permit reinstated. The school administration reserves the right to retain/deny credit from students with twenty (20) or more total absences for the school year.

### **Check-In/Check-Outs**

Check-ins /Check-outs shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or his or her designee by the parent or guardian that the check-in/check-out was for an excused reason. Students must check-in/check-out through the school office and is in compliance with policy 5.34 to be counted present for the day. A student must check-in before 11:30 and cannot checkout earlier than 11:30 in order to be counted present for the entire day. Excessive tardies (4 unexcused) may result in disciplinary actions. See Disciplinary Code on page 54.

**Attalla Elementary students may lose field trip privileges or other school sponsored event privileges after 10 unexcused check-ins/checkouts.**

**Photo identification must be presented before a student can be checked out from school.**

**Attendance Award:** A Perfect Attendance Certificate shall be awarded to students who have attended school every day for the entire day during the school year, i.e., no tardies, no check-outs, etc. A Certificate of Attendance shall be awarded to students who have been marked present every day. Should it be determined that school officials were the cause of a tardy or check-out, such incidents would not be charged against the student.

**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 for an excused or unexcused reason shall not participate in any extracurricular activity on that day unless prior approval has been given by the principal.

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

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

**Pregnant Students:** A pregnant student may attend the schools of the school system and participate in regular school programs until her physician recommends termination of school activities. In order to maintain a responsible relationship with the school and continue schoolwork during the time a student is out of school for childbirth, she must abide by all statements outlined in the “Student Pregnancy” policy.

A student must present a physician’s statement, which verifies that she is physically able to participate in school activities prior to returning to school after birth of child.

## **CURRICULUM ACTIVITIES/STUDENT SERVICES**

The Attalla School System provides high quality educational experiences and effective instruction in core academic subjects and a variety of elective programs and extracurricular activities. All schools in the system will use the course of study adopted by the Alabama State Department as the core of instruction.

## **VISION/MISSION STATEMENT AND ATTALLA CITY SCHOOL BELIEFS**

### **ATTALLA CITY SCHOOL SYSTEM PROPOSED VISION, MISSION AND BELIEFS**

#### **Vision**

The Attalla City School System will provide educational opportunities to empower all students to be successful in a global workforce and society.

#### **Mission**

The Attalla City School System is committed to providing high quality learning opportunities for all students through engaging rigorous instruction partnered with community and family with a focus on student success. ACS Beliefs

- Safe learning environment
- Students take ownership of their learning
- Use results from multiple forms of assessment to drive instruction
- Data driven decision making
- Graduate college and career ready
- Parental and student engagement
- Lifelong learning for all stakeholders
- Innovative approaches to meet the needs of our diverse population
- Develop partnerships for student success
- Rigorous, relevant, and equitable instruction
- Cultivate strong character
- Integration of technology to support student learning
- Professional development to improve student achievement

## **ROLES OF THE HOME, STUDENT, AND SCHOOL**

Students’ opinions regarding curriculum offerings are extremely important and, therefore, deserve careful analysis and consideration. The student’s age, grade, and maturity determine the degree of student involvement in curriculum development. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

**STUDENTS RESPONSIBILITIES:**

- To request participation in academic programs and extracurricular activities that are compatible with ability
- To seek assistance in course selection from informed professionals in the school.
- To contribute to an atmosphere free of bias and prejudice
- To cooperate fully and exert every effort to achieve mastery of the basic skills
- To complete courses successfully as determined and designated by career or college entry purposes
- To complete a selected subject successfully once he/she has enrolled in the class

**STUDENTS RIGHTS:**

- To have equal access to educational opportunities
- To be willing to receive system-wide curriculum course descriptions that will result in the most appropriate course selections
- To be willing to receive instruction in courses of study under competent instructors in an atmosphere free of bias and prejudice
- To be willing to participate in appropriate basic skills programs in all grade levels

**PARENT AND GUARDIANS RESPONSIBILITIES:**

- Assist their child in planning scholastic and extracurricular activities
- Maintain regular communication with the school authorities concerning their child's progress and conduct
- Ensure that their child is in prompt daily attendance
- Explain any absence or tardiness to the school
- Assist their child in being healthy, clean, and neat
- Assist their child with the resources needed to complete class work and other assignments
- Inform proper authorities of any problem or condition that affect their child or other children in the school
- Discuss report cards and work assignments with their child
- Provide up-to-date home, work and emergency telephone numbers to proper school authorities
- Assume leadership roles and/or participate in school booster organizations
- Attend all scheduled parent/teacher conferences
- Document their understanding and acceptance of the Code of Student conduct

**SPECIAL EDUCATION**

Special Education services are available for eligible students from birth to age 21. Schools provide a free and appropriate education for students eligible for special education services according to IDEA guidelines. Parent/guardians of students enrolled in Attalla City Schools may request services and/or evaluation for services from the school. Parents/guardians of students who are not currently enrolled may request special education services or evaluation for services through the Special Education Department (256) 538-8051

## GIFTED EDUCATION

Information about gifted education services for identified students in grades 3-12 is available at each school. The Attalla City School System uses the identification procedures and eligibility criteria provided by the Alabama State Department of Education. A student may be referred by teachers, counselors, administrators, parents, guardians, peers, self, or any other individual with knowledge of the student's abilities. All second grade students will be observed as potential gifted referrals using a gifted behavior checklist. This second grade observation will take place as required by the state.

Parent/guardians may contact the school or Carla Scott, Gifted Teacher at (256) 538-8051 for more information about the gifted student referral process or gifted education program.

## MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

Response to Instruction (MTSS) is a multi-tiered general education approach to providing services and interventions to increase student achievement and reduce behavior problems. MTSS combines research-core instruction, assessment, and interventions in a three-tier system of instruction. All schools have a Multi-Tiered Systems of Support Team (MTSS) that monitors and assists in guiding interventions for all students that have academic or behavior difficulties. For more information, please contact your local school.

## HOMEBOUND SERVICES

### Special Education Students

The superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible special education students. Any student diagnosed as having an exceptionality as defined by The Alabama Administrative Code Chapter 290-080-090, Special Programs I, who cannot attend school because of a physical condition must be scheduled to receive instruction according to his/her individualized education program IEP within the home.

### Section 504 Students

The superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible Section 504 students. A documented medical condition must prevent the student from attending school.

### Regular Student (Non-Special Education)

The superintendent, approved by the Board, may provide homebound instructional services for regular, non-special education students of the school system.

## ELIGIBILITY REQUIREMENTS FOR HOMEBOUND SERVICES

## Special Education Students

A homebound placement is the least restrictive environment option, not a handicapping condition. Eligibility determination for this type of LRE shall be made based on student's needs and determined by the student's IEP Committee. Placement of a special education student in a homebound setting may not take place until the student's IEP Committee grants approval. A special education student will be provided homebound services when the following criteria and guidelines are met:

1. The parent or guardian of the special education student requests homebound services by completing the school system's Homebound Services Referral Form and submits the completed form to the local school principal. A physician's statement requesting homebound services and noting the reasons for such services must be attached to the completed form.
2. The anticipated absence from school must be at least six (6) weeks as attested to in the physician's request statement. (Note: see temporary Home Instruction for absences of less than six (6) weeks.)
3. The student must be currently enrolled in a regular school and/or special education program.

## Section 504 Students

A homebound placement is a least restrictive environment option, not a handicapping condition, Eligibility determination for this type of LRE shall be based on student's need and determined by the student's Section 504

Team. Placement of a Section 504 student in a homebound setting may not take place until the student's section 504 Team grants approval. A section 504 student will be provided homebound services when the following criteria and guidelines are met:

1. The parent or guardian of the Section student requested homebound services by completing the school system's Homebound Services Referral Form and submits the completed form. In making a determination as to whether homebound services are warranted the Section 504 Team will take full consideration to any written recommendation received from the treating physician. **However, recommendation for homebound services by a treating physician does not guarantee homebound placement.**
2. The anticipated absence from school must be at least nine (9) weeks as attested to in the physician's request statement. (Note: See Temporary Home Instruction for absences of less than nine (9) weeks).
3. If the Section 504 Team is considering maintaining the student in medical homebound beyond the initial determination of the Section 504 Team, the team may request subsequent written recommendation from the treating physician that provides updated information regarding the physician's recommendations and timeframe for homebound services.
4. The Student must be currently enrolled in a regular school and must already have been placed on a Section 504 Plan.

## Regular Student (Non-Special Education)

A regular (non-special education student) may be provided homebound services if the following criteria and guidelines are met:

1. The parent or guardian of the student requests homebound services by completing the school system's Homebound Services Referral Form and submits the completed form to the local school principal. A physician's statement requesting homebound services and noting the reason for such services must be attached to the completed form.
2. The anticipated absence from school must be at least nine (9) weeks as attested to in the physician's request statement.
3. The student must be currently enrolled in a regular school (non-special education) program.

### **Weekly Time Requirements**

Homebound services provided by the Attalla City School System shall fall within the guidelines of state law.

### **RESPONSIBILITY FOR INSTRUCTIONAL PLANS, ETC.**

The homebound teacher(s) or school facilitator, after consultation with the student's classroom teacher(s), is responsible for developing each respective student's homebound instructional plan, including but not limited to the following: 1} outlining of assignment, 2} preparing and administering any examinations, 3} grading assigned work/examinations, 4} and meeting with the student's classroom teachers(s) to recommend appropriate grades. However, the responsibility for assigning grades shall remain with the student's regular classroom teacher after consultation with the homebound teacher or facilitator. Such homebound services will be based on the student's needs and determined by the student's Section 504 or IEP Committee.

### **HOMEBOUND AND STUDENT PREGNANCIES**

Pregnancy and the normal recuperative period following delivery does not make a special education, Section 504, or non-special education student eligible for services in a homebound program. A physician may make a written referral for homebound services if there are serious complications during pregnancy or following delivery, which require such students to remain within the home for an expected six-week period.

### **MENTAL HEALTH CONDITION**

In order to consider homebound instruction for students with psychiatric disorders, a mental health professional must be treating the student, and a psychiatrist or clinical psychologist must provide the medical documentation. It should be noted that in some instances when a student is experiencing psychiatric difficulties, homebound instruction may exacerbate the student's problems and would, therefore, not be approved. Other school-based alternatives may be appropriate.

### **ATTENDANCE ACCOUNTING**

All special education, Section 504, and non-special education students formally approved for homebound services as noted above shall be marked present in the attendance register during the entire term of such absence.

### **GUIDANCE AND COUNSELING**

All Attalla City Schools have certified guidance counselors. The guidance/counseling programs provide classroom, small group and individual instruction in peer relationships, character development, study skills and career awareness. Guidance counselors may also assist students and families with issues that

may limit or interfere with learning as well as with post-secondary opportunities and educational enrichment activities. Parent education materials, referral information for social service agencies, scholarship applications and many other valuable resources are available from school guidance counselors.

#### PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

Parents/guardians of students eligible for services for English Learners (EL) will be notified by school officials.

Program services, parent options and additional resources will be communicated by school personnel. Participation in the EL program and student progress in English proficiency will be monitored throughout the school year with regular reports to parents. Parents/guardians of non-English proficient students who need enrollment assistance and/or translation of school information may contact the school administrator.

#### PROMOTION/RETENTION STANDARDS

All students must comply with the Attalla City School System attendance policy to be promoted to the next grade. No student will be recommended for retention unless his or her case has been presented to the school Multi-Tiered Systems of Support Team (MTSS). Promotion or retention decisions for transfer after the beginning of the quarter of the school year will be made on a case-by-case basis.

The process of making decisions as to promotion and retention of students in grades K-8 should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the administrator, the student's current teachers and the school problem solving team. The authority for determining promotion and retention will rest entirely with the teachers and administrator, with the exception of a kindergarten student.

If a student needs to be retained based on the teacher's professional judgement of the student's academic performance and/or other factors, the parent(s) or guardian (s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

#### Grade K

Students enrolled in kindergarten will be promoted or retained using the following criteria: Promotion and retention of kindergarten students will be determined by a variety of factors including mastery of kindergarten skills, age, maturity, motor coordination, academic progress, and capacity for learning. The determination of whether a student should be promoted to first grade shall be based on the teacher's assessment of the student's academic performance and/or other factors.

#### Grades 1-5

Students enrolled in grades 1-5 will be promoted or retained using the following criteria: If a student passes all subjects areas, he/she will be promoted to the next grade level. If a student fails one (1) subject area, he/she will be promoted to the next grade level if the subject failed is not reading or math. **Students failing two (2) or more subject areas will be retained at their current grade level for the next school year.** Yearly grades are to be determined by averaging the nine weeks grades to establish promotion or retention. The summer program may be used as an option for credit recovery.



## **Grades 6-8**

Students will be required to pass all core classes (math, language arts, science, and social studies) and fail no more than one (1) elective course to be promoted to the next grade. If a student fails a core class, he/she will have the following options: A failure during any grading period may result in a schedule change to offer remediation and/or credit recovery in the needed area. If at the end of the year, he/she should attend summer school to make up the credit, repeat the grade, or other options may be available with principal approval.

## **Grades 9-12**

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

**9<sup>th</sup> Grade:** Students who have passed at least six (6) or the 8<sup>th</sup> grade courses/subjects

**10<sup>th</sup> Grade:** Students who have earned the following Carnegie Units Six (6) Carnegie Units

**11<sup>th</sup> Grade:** Students who have earned the following Carnegie Units Twelve (12) Carnegie Units

**12<sup>th</sup> Grade:** Students who have earned the following Carnegie Units Eighteen (18)

Carnegie Units ***24 units are needed to graduate***

### **Special Education:**

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

## **SUMMER SCHOOL**

The board may operate summer schools when needed to serve the educational goals of the school system. All summer sessions will comply with Alabama law and the State Board of Education. The following procedures apply:

- A. The student must obtain written permission from his/her principal and parent(s) or guardian(s)
- B. Credit will only be accepted from an accredited summer school

**For Middle School Credit- No more than two (2) Class Credit's may be earned during any summer sessions.**

**For High School Credit- No more than two (2) Carnegie Unit may be earned during any summer session.**

**For Special Education Students** -A special education student's IEP program may require a different amount of time from those noted above to complete a summer school course/credit.

**Grades 9-12** – When a student in grades 9-12 fails to achieve a final passing grade average for a course during the regular academic year, the entire course may be repeated. If the course is repeated in a summer school, the summer final grade for the course shall determine pass/fail. (See summer school policy). Students may be permitted in Credit Recovery as outlined by the Attalla City School Board of Education Policy.

### **SUMMER LITERACY CAMP K-3 (MONDAY – THURSDAY, JUNE 1<sup>ST</sup> – JUNE 30<sup>TH</sup>)**

ALSDE requires schools to hold summer literacy camps with 70 hours of reading instruction for students in kindergarten through third grade who have shown a deficit in reading.

### **SUMMER SCHOOL AVAILABILITY AND COST**

The school system receives little or no funding for summer school; therefore, the availability of summer course offerings at all grade levels shall be based on sufficient student demand to financially support each respective course. The basic cost associated with the operation of summer schools shall be the responsibility of the enrolled student.

### **APPROVAL FOR SUMMER SCHOOL CREDIT OUTSIDE THE SCHOOL SYSTEM**

A student at any grade level who wishes to take a summer school course(s) at a school outside the school system must obtain prior written permission from the principal of the school in which the student is enrolled in order for the course to be considered for credit.

### **ERRORS AND OMISSIONS**

The student and parent(s) or guardian(s) are to be held responsible for errors in subject selection and appropriate approvals unless the above procedures are followed.

### **REPORT CARD AND PROGRESS REPORT GRADES**

The report card and the progress report is a mechanism for reporting student achievement. The grading periods will be on a nine-week basis. Progress report will be distributed once per grading period. Parents/guardians may request additional progress reports for their child, but may be required to schedule a conference with the student's teachers.

### **ACADEMIC GRADING SCALE**

**(A = 90 – 100) (B= 80 -89) (C = 70-79) (D = 60-69) (F = 59 and below)**

**CONDUCT GRADES ARE ASSIGNED AND REPORTED BASED ON THE CONDUCT RATING AT THE LOCAL ELEMENTARY SCHOOL.**

# ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

Clarified May 2020

<i>(Alabama Administrative Code 290-3-1-02(8) and (8)(a))</i>		
Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.		
COURSE REQUIREMENTS		
English Language Arts	<b>Four credits to include:</b>	<b>Credits</b>
	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
English Language Arts Total Credits		4
Mathematics	<b>Three credits to include:</b>	<b>Credits</b>
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	Mathematics-credit eligible options may include: Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	<b>One credit from:</b>	
	Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	1
Mathematics Total Credits		4
Science	<b>Two credits to include:</b>	<b>Credits</b>
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	<b>Two credits from:</b>	
	Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	2
Science Total Credits		4
Social Studies*	<b>Four credits to include:</b>	<b>Credits</b>
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Effective with the 2018-2019 school year, students are required to earn a passing score on the Civics Exam	
Social Studies Total Credits		4
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	1
Health Education		0.5
Career Preparedness		1
Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education		3
Electives		2.5
*Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.		
Total Credits		24

## PARENT CONFERENCES

Parental involvement and support is extremely important; therefore, parent-teacher conferences are most important in maintaining and improving the learning atmosphere. Parent/guardians should maintain regular communication, concerning their child (ren)'s progress and conduct, with the school authorities.

Parents/guardian wanting to confer with teachers or administrators are asked to call the school and arrange an appointment. Parents/guardians should not come to talk with a teacher during his/her class time. The recommended times for a conference are before school, after school, or during a teacher's planning period. All parents/guardians have access to each of their child's grades and attendance through the PowerSchool parent portal. Please see the guidance counselor for details.

## TRANSCRIPT REQUEST

Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for this purpose of transfer of class/grade credit. Core courses shall be defined as English, mathematics, science, and social studies. The transfer of credits and/or appropriate placement shall be as follows:

- A. Credit for elective courses shall be transferred without validation.
- B. Non-contested credit for core course shall be transferred as follow:
  - 1. Using all official records and nationally standardized tests, the principal or his/her designees shall determine placement and notify the student and the parent(s)/guardian(s)
  - 2. If the parent(s)/guardian(s) agrees with the placement decision, the student shall be placed.
  - 3. Following placement for any initial core course successfully completed transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation.
- C. Contested credit for core courses shall be transferred as follows:
  - 1. If the parent(s)/guardian(s) disagree with the placement decision, the principal or his/her designee shall supervise the administration of the school's most recent end of term test for each prerequisite core course in which the parent(s)/guardian(s) is requesting enrollment. For each test the student passes, as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.
  - 2. For any test failed, placement shall be made as originally recommended by school officials, and no credit shall be transferred for the prerequisite courses(s) in that subject.
  - 3. In the event of controversial records/transcripts or the absence of records, the student shall take placement tests (an approved end-of-the-year test for core courses as selected by principal and counselor).

## VIRTUAL ACADEMY

Alabama Act No. 2015-89 requires that all local school boards offer students in grades 9-12 an online pathway for earning a high school diploma. The law allows each local school board to write their own policies and procedures to accommodate their virtual school needs.

The Attalla City Schools Virtual Academy uses the curriculum of ACCESS Virtual Learning, a program administered by the Alabama State Department of Education and other ASC approved Learning Management Systems. All course curricula are aligned to the Alabama Course of Study. Students intending to complete all graduation requirements through the Virtual Academy must meet the Attalla City Schools requirements.

The Attalla City Schools Virtual Academy operates on a standard semester system in accordance with the Attalla City School System's approved academic calendar and other Attalla City School approved

Learning Management Systems. Most classes are offered in a full year format or “block” format. The start and end date of Virtual Learning classes (regardless of the format) is determined by the Alabama State Department of Education and is closely aligned with the Attalla City School System’s academic year. For questions or support contact the Etowah High School guidance counselor ([nhardy@attalla.k12.al.us](mailto:nhardy@attalla.k12.al.us) ). The counselor can be reached via phone Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m. (256 538-8381).

## **DUAL ENROLLMENT**

The Attalla City Board of Education has established dual enrollment programs that allow certain high school students to enroll in post-secondary institutions to dually earn credits for a high school diploma and/or a post-secondary degree at both the high school and participating post-secondary levels. The dual enrolment program is open to all students in accordance with the following requirements:

### **1) Eligible Students**

- A. Students must be in grade 10, 11, 12. An exception may be granted by the Chancellor for students documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9-12.
- B. Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale or 80 on 100-point scale contingent on the college requirements.
- C. Students enrolled in courses offered during the normal high school day on or off the high school, campus shall have prior written approval of the appropriate principal or career and technical education program representative and counselor.

### **2) Placement and Pre-Requisites**

- A. All dually enrolled students must take a state-approved college placement assessment, where minimum placement is required, specifically for college-level English, math or reading courses. Students in the 10<sup>th</sup> or 11<sup>th</sup> grade registering for career and technical courses may take a state-approved placement test but are not required to do so. Colleges must ensure that all students take a state-approved college placement assessment prior to registering for dual enrollment courses for the 12<sup>th</sup> grade year.
- B. Students must meet all applicable prerequisites prior to enrolling in courses.

### **3) Course Offerings and Credits**

- A. In accordance with AAC Rule #290-3-1-02, One (1) three-semester credit hours postsecondary/college level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. In the case of English 11 and English 12, additional actions are required to include a literature component.
- B. Developmental courses numbered below 100 are not offered action through dual enrollment.

### **4) Parent Participation**

- A. Parents shall provide parental permission and transportation for students who wish to be in off campus dual enrollment programs. Parents assume responsibility for their child while traveling to and from college.
- B. Parents of students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks and materials and supplies (such as tools, equipment, internet, computer) but not limited to such as required in the syllabus of each course at the institution, unless covered by alternative funding sources. Dual Enrollment scholarship funds may be provided for required

items that are listed in the college course syllabus.

- C. Parents assume responsibility for their child when college classes are in or not in session.

### CREDIT RECOVERY

In accordance with the guidelines of the Alabama Department of Education, the Attalla City School System shall offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that targets specific knowledge and skill deficits instead of requiring the student to repeat the entire course. The Attalla City Schools System credit recovery plan rules, application procedures, and participation details shall be approved by the Superintendent and shall be distributed to students, parents, teachers, and other School System personnel.

### ACADEMIC ELIGIBILITY FOR ATHLETICS

Extracurricular activities are defined as activities that are sanctioned by a public school which are not related to a student's academic requirements.

Access the Alabama High School Athletic Association website for other questions or concerns:

<http://www.ahsaa.com>

### FIELD TRIPS

Field trips serving an instructional purpose are important to the educational process. Any time students are taken off campus, rules and regulations must apply to make the trip safe for everyone. Please see the seven (6) requirements below.

1. Students going on school-sponsored trips are expected to ride the bus to and from the appointed destination with all other students. Any exceptions must be pre-approved by school administrators.
2. In unusual circumstances, with the permission of the administrator, a student may ride in the car with his/her parent/guardian.
3. Parent/guardian serving as chaperones must provide their own transportation
4. Students whose parents/guardians are serving as chaperons are subject to the same rules as the rest of the class.
5. Students must pay in advance for field trips. These funds are requested in advance to pay for the admission, buses etc.
6. The Attalla City Board of Education must approve out-of-State and overnight field trips prior to the event.

### TEXTBOOKS/SCHOOL ISSUE DEVICES

Items issued to Attalla City students are the property of the State of Alabama and the school system. Students have responsibility for the proper care of textbooks/device. Proper textbook/devices use and care include the following practices:

- Keep them clean inside and out
- Refrain from marking in books or on devices
- Avoid tearing, turning down or damaging pages or removing keys
- Refrain from placing the items where they may become soiled or damaged by the weather

The student and parents/guardians are responsible for any loss, abuse, or damage in excess of that which would result from normal use. Cost for replacement of lost textbooks/device and/or charges for damage to textbooks/device will be based on current replacement cost and must be remitted to the school. Misuse of textbooks/device includes, but is not limited to, the following:

- One or more pages/keys of content missing
- Water damage to pages/keys
- Markings of any kind
- Defaced or marred by cuts, smears, broken screen or scratches
- See device policy online

## SAFETY HEALTH AND WELLNESS

### SCHOOL NURSE

School nurses try to help children stay in school so they can learn. We do, however, follow the Public Health Department guideline to prevent the transmission of communicable diseases and conditions. Any student with fever and vomiting or an undiagnosed rash will be sent home. This is for the protection of your child and other students. A registered nurse (R.N.) is employed as the lead school nurse by the board of education to coordinate health services for students in grade kindergarten through twelve. **Health screening including vision, hearing, and scoliosis are completed routinely as required by State regulations.** These will also be provided for any student on an individual basis as requested by a parent/guardian, student, or teacher. Screenings will also be performed as needed for head lice, scabies or other contagious health class students, and all D.A.R.E. camp counselors. The nurses are available as a liaison between the school, parent and community to provide outside agency referrals, health education, medical information, and health insurance information and forms.

### Severe Health Problems

Students, who suffer from severe health problems such as epilepsy, diabetes, asthma, heart problems, etc., **must** have an individualized Health Care Plan on file in the teacher's room, the nurse's office, and any other designated area where the student is located throughout the day (coaches, bus drivers, librarians, band directors, etc.), that gives current information on the nature and symptoms of the illness and exact directions for emergency care. The parent is responsible for providing any medications, equipment, and supplies that might be needed by the student at school or school related events. Special diets required should be brought to the school's attention so that lunchroom workers and staff can be aware of dietary needs or exclusions (Ex. Food allergies, students with diabetes, lactose intolerance, etc.) and must have a physician's order.

### MEDICATION AT SCHOOL

Administration of prescription medication during school hours is discouraged unless a physician determines that it is necessary. Administration for non-prescription medication during school hours is discouraged unless absolutely necessary for a determined period of time. Any non-prescription medication must be accompanied by a physician's note that includes the reason for administration of the medication written on a PPA form along with the stop and end date of the medication to be given. All medication is administered in accordance to the following regulations set forth by the Alabama State Department of Education and the Alabama Board of Nursing.

1. A Parent/Prescriber Authorization form must be completed for the administration of any medication during school hours or at approved school events. For the administration of prescription medication, the form must be completed and signed by the physician and the parent/guardian. A parent/guardian signature is sufficient for most non-prescription medication. The form is available from the school nurse. Each medication given and each change in medication dosage requires a new form. No medication will be accepted by the school nurse without proper documentation. Siblings may NOT share medication.
2. ALL medication must be delivered to the school nurse or other approved personnel by a parent/guardian. It is recommended that no more than a 30 school day supply of medication be delivered to the school. No medication should be brought to school by a student. **Prescription** medication must be in a pharmacy labeled container with the student's name, prescriber's name, name of medication, date of prescription, and specific instructions on the administration of the medication. Prescription medication will be counted



on receipt and signed in to the school nurse or approved personnel. Nonprescription medication must be in the original sealed container with the entire manufacturer's label intact. It must be age appropriate.

3. Students with certain chronic health conditions are permitted to keep on person and self-administer medication with a physician's order and parent agreement. The school nurse must approve the self-administration and complete additional documentation required by the ALSDE and Alabama Board of Nursing. If at any time a student is not deemed capable of self-administration, and/or following school policy for use, the permission will be withdrawn. No controlled substances or nonprescription medication may be kept on person and self-administered.
4. The first dosage of any new medication or a change in dosage of a current medication should be given at home, with the exception of emergency medications.
5. School personnel are not allowed to keep bulk medications such as Tylenol, Advil, Pepto-Bismol, Neosporin, cough drops, etc. in accordance with the board of Pharmacy regulations.
6. Food supplements, natural substances and herbs are not without potential harm. Herbal products, "natural remedies", essential oils, nutritional supplements, or any homeopathic medication not approved by the FDA may not be administered without the explicit order of an authorized prescriber, parent authorization, and verification that the product is safe to administer to students in the prescribed dosage with reasonable information regarding therapeutic and untoward effects.

Medications not picked up at the end of the school year **will be destroyed** in accordance with board policy, by the nurse and the school resource officer.

## COMMUNICABLE DISEASES

The superintendent has the authority to exclude from school in the Attalla City School System for a period of time as may be prescribed by the local health department or physician, any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact. In all cases, a statement of clearance from the Department of Health, a physician, or school nurse shall be required before the student or staff may re-enter school or return to work. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information. Medical information is shared with school personnel on a need to know basis.

All school employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. School operates according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

## HEAD LICE

Under the policy of the Alabama Department of public Health, any student with live lice cannot be allowed in school until proper treatment has been administered and live lice have been removed. Head lice are contagious and in order to control this problem the school personnel, parents and students must work together. Students who are found to have live lice must be sent home for treatment along with instructions on how to get rid of the lice and nits. The student will need to be rechecked by the school nurse before returning to the classroom or school, and be nit free.

Students sent home for live lice infestation will be excused from school for 2 days for the first incident only. Students will not be sent home for "Nits only". Students should not return to school until ALL live lice and nits are removed. If nits remain, the school nurse will examine the student's hair and make appropriate recommendations to the principal. When all live lice and nits have been removed, parents/guardians should bring their child to school where school personnel can check the student. If the school nurse is not available, school personnel who have received proper training may check the student. If no live lice or nits are present, then the student may return to class. If the live lice are found, the parent/guardian MUST take the student home for further treatment and removal of lice. Students should return to school the next school day and report to the



office for clearance to return to class. If parents/guardians cannot be reached at the time school officials call for them to pick up the student, the student must be placed in isolation until parent/guardian can be reached). No student with live lice will be transported by bus.

We regret this action is necessary; however, in order to keep other students from getting head lice, we must enforce the State Policy.

Please feel free to contact Angie Horton, Lead Nurse or one of our school nurses, if further explanation is needed.

#### VACCINE INFORMATION

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. The bacteria that causes meningococcal disease are 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 overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Symptoms of the meningococcal disease include the following:

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

MCV4, or the meningococcal vaccine, is recommended for all children 11-18 years of age 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 to live 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/immunization](http://www.adph.org/immunization).

#### Finding a Safe Pack

Despite their potential problem, backpacks are great when used properly. Before you buy one, though, consider a backpack's construction.

Look for the following to choose the right backpack:

- **a lightweight pack:** get one that doesn't add a lot of weight to your child's load; for example: Leather pack looks cool, but the weigh more than canvas backpacks
- **two wide, padded shoulders straps:** straps that are too narrow can dig into shoulders
- **a padded back:** it not only provides increased comfort, but also protects kids from being poked by sharp objects or edges (pencils, rulers, notebook, etc.) inside the pack
- **a waist belt:** this helps to distribute the weight more evenly across the body
- **multiple compartments:** to help distribute the weight throughout the pack

Although packs on wheels (which look like small, overhead luggage bags) may be good options for students who have to lug around heavy loads, they are very hard to pull up stairs and to roll through snow. Check with the school before buying a rolling pack; many do not allow them because they can be a tripping hazard in the hallways.

### Using Backpacks Wisely

To help kids prevent injury when using a backpack:

- **Lighten the load.** No matter how well designed the backpacks, less weight is always better. Use the ballroom scale to check that a pack is not over 10% to 15% of your child's body weight (for example, the backpack of a child who weighs 80 pounds should not weigh more than 8 to 12 pounds).
- **Use and pick up the backpacks properly.** Make such kids use both shoulder straps. Bags that are slung over the shoulder or across the chest – or that only have one strap – are not as effective at distributing the weight as bags two wide shoulder straps, and therefore may strain muscles. Also, tighten the straps enough for the backpack to fit closely to the body. The pack should rest evenly in the middle of the back and not sag down to the buttocks.

### DRUG EDUCATION PROGRAM/DARE CURRICULUM

#### USE OF TOBACCO PRODUCTS, ELECTRONIC CIGARETTES, HOOKAH AND VAPOR PRODUCTS

All persons (students, employees, visitors, etc.) are prohibited from using tobacco products in any form including electronic cigarettes (E-cigarettes) while on school property or at school-sponsored activities and/or events. School property includes schools, school campuses, school board-owned grounds, buildings, and vehicles. Penalties for students are outlined in the Attalla City Schools code of conduct.

### STUDENT ALCOHOL AND DRUG USE

It shall be the policy of the Board that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in possession on a school bus, on school premises or at a school function away from the school, and any alcoholic beverages, intoxicating liquors, narcotic drugs, marijuana, steroids or any mind-altering drug or material or controlled substances as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

Any alcohol or drug-related violation of criminal law, state or federal, committed on school property shall be prosecuted as provided by law. Provided students are apprehended using or dispensing any substance as defined above, school officials, teachers, and /or other board employees shall report all such students to their immediate supervisor who shall cooperate with the proper law enforcement agency and the prosecuting attorney's office. Law enforcement agencies may make periodic visits to local public schools for the purpose of detecting the presence of illegal drugs unannounced to anyone except the local superintendent and building principal.

The principal shall immediately notify the parents(s) or guardian(s) by telephone of any student found in violation of this policy. If the parents(s) or guardian(s) cannot be reached by phone, the principal shall then notify the parents or guardian(s) of the action by sending a certified letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

### APPLICABLE PROCEDURES – SUBSTANCE ABUSERS

A school staff member shall be expected to accompany any student to the principal's office when there is **reasonable/justifiable cause to believe the student to be in possession of, using, under** the influence of, or transmitting an illegal substance while on school property or while attending a school; -sanctioned/sponsored function or activity. When a student is found to be a substance abuser, the principal or designee shall comply with the following procedures in order to safeguard the student and the total school environment.

1. Keep the student in a secured area of the building away from other students and under constant surveillance.

2. Notify law enforcement and /or juvenile authorities.
3. Notify if possible, the parent(s) or guardian(s) of the student and request he/she come to the school immediately.
4. Accept any suspected illegal substance surrendered by the student and seal it in an envelope by the principal or designee in the presence of another school staff member with both persons verifying that the substance is contained in the sealed envelope.
5. Place the envelope in which the substance is contained in the possession of law enforcement authorities in the presence of a witness.
6. Upon weighing all available information and evidence, the principal, based on reasonable belief that the student is in violation of the School System's substance abuse policy or applicable laws may suspend the student from school for up ten (10) school days pending an expulsion hearing before the Due Process Committee, with possible appeal to the Board. If the initial information and evidence is inconclusive relative to the student's violation of the School System's drug policy, the principal may permit the student to remain in school until such a time as any conclusive test information is received from law enforcement officials. In the event that conclusive evidence is subsequently obtained through law enforcement officials or other sources that the student was in violation of the School System's substance abuse policy, the student then may be subject to suspension for up to ten (10) school days with a recommendation for expulsion. In all cases, the principal shall insure that all due process procedures are accorded the student. Inform the student and his/her parent(s) or guardian(s) of appropriate substance abuse treatment facilities.

**NOTE:** In the event a student sells or distributes or proposes to sell or distribute a substance represented to be an illegal substance, all of the above procedures shall be followed up to and including suspension with a recommendation for expulsion.

#### **SUBSTANCE ABUSE EDUCATION**

The superintendent or designee shall insure an on-going and appropriate substance-abuse education program is taught in the schools of the School System. The substance abuse shall be based upon the State Department of Education publication, Alabama Course of Study. Health Education, Bulletin No. 25, 1988.

Students will be subject to random drug testing per the Attalla City Schools Student Drug and Alcohol Testing Policy. This includes students who drive on campus or participate in extracurricular activities.

#### **REASONABLE SUSPICION MAY ARISE FROM THE FOLLOWING:**

1. A student's behavior, in conjunction with physical appearance, action, and/or, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other controlled substance.
2. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
3. Information communicated to an administrator by a teacher, parent/guardian, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. Any such report will be investigated by the school administration and will be substantiated by other administration and will be substantiated by other physical appearance, if deemed necessary.

Any Substance for which a student has a prescription or written permission from a parent/guardian must be brought to the school health office and administered or taken there or it may be considered as an illegal substance unless substantiated in writing as a legal prescription issued to the student by a physician (See Policy 5.62 Administration of Medication).

No student may provide to any student, by sale or any other means, any substance that is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drug, depressant, inhalant, or intoxicant of any kind.

No student may possess, use or be under the influence of any substance which is, or the student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, alcoholic beverage, legend drug, depressant, inhalant, or intoxicant of any kind, or any kind that closely resembles, or is represented to be any of the foregoing items. (See policy 5-62 Administration of Medication).

Students are prohibited from possessing, ingesting, transmitting, or selling caffeine-based pills or substances containing pseudoephedrine or other over the counter stimulants while on school property or engaged in a school related activity. Should a student's behavior suggest inappropriate or excessive use of these substances, all provisions under the "Reasonable Suspicion" section of this policy will apply.

#### **APPLICABLE PROCEDURES – SUBSTANCE ABUSE EMERGENCIES**

Provided a student experiences a substance-abuse emergency while under the supervision of school authorities, the principal or designee shall comply with the following procedures in order to safeguard the student and the total school environment.

- A. Obtain appropriate licensed medical assistance for the student. Social authorities, if possible, shall provide the medical assistant.
  - 1) The amount of the substance consumed and the time of consumption
  - 2) The name of the substance
- B. Notify, if possible, the parent(s) or guardian(s) of the student and inform him/her of the emergency
- C. If confirmation is received that the medical emergency is related to substance abuse that is in violation of the School System's substance abuse policy or applicable laws, the principal may suspend the student for up to ten (10) school days pending a hearing before the Due Process Committee for expulsion with possible appeal to the Board. In all cases, the principal shall insure that all applicable due process procedures are accorded to the student.

#### **SCHOOL SAFETY INFORMATION/SAFETY DRILLS**

The mission of Attalla City Schools is to prepare students for success. In the event of a crisis, natural disaster, or inclement weather situation, our school system has one goal-to keep our students and staff safe.

Here are some protective measures that Attalla City School take to help keep our students and staff safe.

#### **ANONYMOUS REPORTING**

- You can report anonymous tips on our website
- The sheriff's Office provides this anonymous crime reporting hot-line: (256) 543-2893

#### **SCHOOL RESOURCE OFFICERS/DARE**

We have a joint agreement with the Attalla Police Department, who currently provides our school system with two School Resource Officers. These law enforcement officers receive training specific to a K-12 school setting.

It is the mission of our School Resource Officer to serve the students, faculties and communities within our school district. The focus is to build a partnership between law enforcement, students, and faculty to provide a positive and safe environment.

The core of the drug education program in the Attalla City School System is a program that consists of a preventive approach to substance abuse. To support this program, a system-wide substance abuse policy

established clear and specific rules regarding alcohol and other drug use. Sources of assistance for drug prevention, intervention and treatment are available through a coordinated system of consultation with and referral to community agencies that provide drug-related services.

To address the need for parental awareness and involvement in the school system's drug prevention efforts, the Drug-Free Schools and Communities Program coordinated with local agencies and organizations to implement drug education workshops at various locations throughout the community. The dissemination of information regarding drug prevention programs and activities is provided to parents, students, staff members and others in the community through media coverage of events, the publication of parent newsletters, and numerous speaking engagements at PTA, churches, clubs, civic organizations and school assembly programs.

Another component in preventive substance abuse has been the system endorsement of Project D.A.R.E. (Drug Abuse Resistance Education). The Attalla Police Department, in cooperation with the school system, will instruct students in preventive approaches and assist principals in conducting parent/teacher training in the area of drug abuse. Throughout the school year, staff and students' activities are implemented to support the drug education program. Training in drug-related issues is provided for staff members, and positive peer leadership clubs for students exist in the secondary and elementary schools. Students who participate in these clubs learn how to practice and promote healthy lifestyles, provide support to troubled peers, resist the pressure to experiment with drugs and sponsor fun, chemical-free communities can make a difference.

Through these efforts, the drug education program in the Attalla City School System has as its goal the reduction and eventual elimination of alcohol and other drug use among students. Working together, the schools and community can make a difference.

The D.A.R.E. curriculum is taught in grades K-12 of the Attalla City Schools. If parents/guardians would like to review the materials, which make up this curriculum you may contact the D.A.R.E. office at (256) 538-9915.

### **SAFETY DRILLS**

The Attalla City Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or intruder "code red" drills, as described in the school and system safety plans.

An emergency "secure perimeters" drill for safety and security emergencies is to be scheduled during the first six weeks of each semester. Additional drills, fire drills, and evacuation drills may be scheduled at any time to complete the requirement of one drill per month.

Training for faculty and staff on procedures for all emergency drills, as well as, information in the school safety plans are conducted at least annually. All Attalla City Schools work closely with the local agencies to prepare for potential incidents. Each school has designated employees who are part of a Crisis Management Team that handles emergency situations.

Schools routinely conduct drills to ensure student safety in the event of fires, severe weather, intruders, or other emergency conditions. School safety plans at each school are developed and continuously updated.

Teachers have directions for fire, tornado, and emergency drills posted in the classroom near the exit door(s). Procedures are reviewed with students the week of class and periodically throughout the year.

### **IMPORTANT SAFETY TERMS**

The following are terms that are routinely used in our safety plans and with our students and staff. Attalla City Schools understand that it is important for everyone to know these terms and how to properly respond.

## **EVACUATION**

This term is used when we are notified of an incident that would require the building to be completely evacuated. A fire drill shall require complete evacuation of the building. **Fire/Evacuation Drill:** The signal for a fire/evacuation drill is defined with the international sound of the official building fire alarm or school personnel giving a clear and direct all-call announcement of the drill. School authorities will contact local authorities prior to intentionally sounding the fire alarm. Fire codes require that doors and exit remain unlocked from the inside and clear of obstruction during the school day. Student procedures for fire drills include the follows:

- Follow instructions of the teacher and/or administrator concerning the fire drill
- Move quickly, without running
- Do not talk at any time
- After exiting the building, walk to the designated area for roll call
- Remain quiet and listen for further instructions

## **SHELTER IN PLACE**

This phrase might be used during severe weather or a hazardous material release.

### **Severe Weather/Tornado Drill**

The signal for a tornado drill will be defined with a clear and direct all-call announcement.

Student procedures for severe weather/tornado drills include the following:

- Follow instructions of the teacher and/or administrator concerning the drill
- Carry a book to shield the head
- Proceed to the designated area for roll call
- Remain quiet and listen for further instructions

## **SECURE PERIMETER**

This term is used when we are notified of a concern or when a potential threat is identified in the vicinity of the school.

The signal for a secured perimeter will be well defined with a clear and direct all call announcement.

If parents/guardians are notified of a secured perimeter, do not go to the school as instructions will continue with restricted entry and limited supervised movement within the buildings. These situations are often very short lived. If the situation allows and is of a lengthy period of time, the school will make notifications to parents/guardians via their normal communication method, such as school messenger. Entries and exits are monitored during this situation. Students will not be released outside the building until we receive an all clear and direct all call announcement.

## **LOCKDOWN**

A lockdown may take place if a threat is identified inside the school or on the campus that warrants a complete lockdown. All schools conduct regular safety audits and reviews of lockdown procedures at each school.

The signal for a complete lockdown will be well defined with a clear and direct all-call announcement.

All exterior and interior doors are locked, and the students are secure in their classrooms. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building/campus to avoid hindering emergency response teams arriving at the school. We ask that parent/guardians monitor school

communication methods and the local news for information about a possible evacuation of the building and parent reunification site.

### **INTRUDER ON CAMPUS**

Each school has developed and practiced an intruder drill. All faculties, staff, and students are annually trained with the most current safety protection exercise, such as A.L.I.C.E. training. All training exercises are age appropriate; but allow the students a sense of self-awareness and knowledge of what to do when a potential threat occurs.

The signal for an intruder will be defined with a clear and direct all-call announcement stating the exact location and direction of the intruder.

In the event of an intruder or other emergency situation that warrants an emergency evacuation or a lock-down, procedures have been established that will require all entrances and exits to be locked.

No one will be allowed entry or exit, including parents/guardians, until deemed safe by the administrator or authorities. We ask that parent/guardians monitor communication methods and the local news for information about a possible evacuation of the building and parent reunification site.

### **SCHOOL CLOSING INFORMATION**

Schools post official openings and closing times for school facilities. School personnel are on duty during school arrivals and dismissals and at school sponsored activities to supervise students. Notifications of early dismissals, emergency closings, delayed opening or other emergency changes to school hours are provided through the media and school communication plans. Please see [www.attalla.k12.al.us](http://www.attalla.k12.al.us) website to connect with our School Messenger notification system.

The time set for official opening and closing of the schools of the Attalla City School System are fifteen (15) minutes prior to the time students are to report to class and fifteen (15) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise students. School system personnel are not expected to assume responsibility for students whose parents/guardians permit their child(ren) to arrive at school before the time noted above except during school sponsored activities. Parents and guardians are expected to ensure that students are not dropped off too early or picked up late.

### **VISITORS**

For the protection of our students, employees and guests, all visitors, including parents/guardians, are required to go to the school office immediately, provide photo identification, and obtain an official badge upon entering the building.

### **HARASSMENT PREVENTION PROCEDURES**

No student shall be engaged in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students found in violation of this policy are subject to disciplinary sanctions that are outlined in the Student Code of Conduct. Sexual harassment, harassment, and discrimination are prohibited in Attalla City Schools.

Students sending electronic messages (social media, e-mail, text messages, etc.) that contain threats of violence at school or school-sponsored events, that are deemed to be harassing by administration, or disrupt the normal school process, may be subject to disciplinary action. Law enforcement may also be contacted.

Complaints alleging violations of this policy may be made verbally or on Board approved complaint forms available at the administration and/or counselor's office. The complaint must be signed by the student alleging the

violation or by the student's parent or legal guardian and delivered to the administrator or administrator's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

Upon receipt of the complaint, the administrator or the administrator's designee will, in their sole discretion, determine if the complaint alleges a serious violation of the policy. If the administrator or the administrator's designee determines that the complaint alleges a serious violation, the administrator or the administrator's designee will undertake an investigation of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation (s) may also be imposed by the administrator or the school system.

**Students may also report harassment using the district website [www.attalla.k12.al.us](http://www.attalla.k12.al.us).**

The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic. To constitute harassment, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effects of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed

The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.

The term "student" as used in this policy means a student who is enrolled in the Attalla City School System.

#### **TITLE IX**

Title IX is a federal anti-discrimination law which mandates recipients of federal funds, like school districts, to provide equal access to educational programs and services, regardless of gender, color, national origin, etc. The Attalla City Board of Education appointed the administrator at each school as the first point –of-contact for persons who have questions or concerns with Title IX issues. If such a concern arises and the local school administrator does not provide a sufficient response to the concern, aggrieved persons may utilize the board's formal grievance policy in order to pursue a solution to their problem. For more information, contact:



Although it is always preferable to attempt to solve problems at the local level, aggrieved persons also have the right to file a complaint with the United States Department of Education. Directions for completing such filings may be found at [www.ed.gov](http://www.ed.gov).

#### CHILD NUTRITION PROGRAM

It is the policy of the Attalla City Board of Education to provide the Child Nutrition Program to all students based on the parent/guardian ability to pay. Applications for free and reduced priced meals through the Child Nutrition Program are available in the administrator's office and can also be submitted online. Families eligible for the program are encouraged to take advantage of the free and reduced meal program. The system's eligibility for state and federal programs available to students is based on the number of children enrolled in the free and reduced price lunchroom program. For families choosing to apply, the Child Nutrition Program now requires only one free/reduced meal form per family or household instead of one form per child. These forms are available in the school office, classroom, lunchroom, and on the school system website [www.attalla.k12.al.us](http://www.attalla.k12.al.us).

The Attalla City Board of Education Child Nutrition Program participates in the National School Breakfast, Lunch and Snack Program that operates under federal nutrition guidelines, as mandated by the National School Act of 1946 and the Child Nutrition Act of 1966 and Healthy, Hunger-Free Kids Act 2010. These nutrition guidelines for schools are based on recommended Dietary Allowances (RDA), student's caloric needs, and the Dietary Guidelines for Americans. School breakfast provides one fourth of a child's nutritional needs and school lunches provides one third of a child's nutritional needs.

Research has shown that there is a crucial relationship between nutrition and health, and nutrition and learning. Experts also agree that most food preferences and dietary habits are formed during childhood. The Attalla City Child Nutrition Program is committed taking advantage of the opportunity during a child's developmental years to promote and influence healthy food choices through school meals. If you have any questions concerning any aspect of the Child Nutrition Program, call (256) 538-8051 or e-mail [jreed@attalla.k12.al.us](mailto:jreed@attalla.k12.al.us).

ACBOE Child Nutrition Program shall not allow adults meals or student meals to be charged. No student "a la carte" item may be charged.

Students will be allowed to prepay for meals. Payments types include money order, cash or check. Checks must be made payable to the lunchroom and must total \$10.00 or more. All returned checks will be subject to a NSF check fee of \$20.00. The Attalla City School System does NOT permit charge meals.

BREAKFAST PRICES		LUNCH PRICES	
SYSTEM WIDE	\$1.25	SYSTEM WIDE	\$2.75
REDUCED PRICE	\$0.30	REDUCED PRICE	\$0.40
VISITING ADULT	\$2.75	VISITING ADULT	\$4.00
FACULTY	\$1.50	FACULTY	\$3.50

**Information on how to qualify for the Child Nutrition Program will be distributed to all students on the first day of school.**

**No commercially packaged or fast food brands with logos are permitted in the lunchroom.**

## TRANSPORTATION AND BUS SAFETY

Students, while in transit, are under the jurisdiction of the Attalla City Board of Education. All rules and regulations of the Code of Student Conduct are applicable. Riding the school bus is a privilege, not a right.

1. Refusal to obey rules as stated herein or to obey rules made by the administrator will make the student liable to be reported to the administration.
2. Students must be at the bus stop five minutes before the scheduled bus pick-up time.
3. Students who walk a distance to meet the bus must walk on the side of the road to their left. While waiting for the bus, students must not stand or play on the highway.
4. Students must not attempt to board or exit the bus while the bus is in motion.
5. Students must not extend any part of their bodies outside a bus window.
6. Students may only exit the bus at the scheduled bus stop unless written permission is received from the administrator.
7. Students should avoid loud voices and unnecessary conversation with the bus driver.
8. Students should cooperate with keeping the bus clean and avoid all forms of vandalism.
9. Students may not transport materials, with the exception of books and other school equipment, without permission from the administrator and /or his/her designee (balloons and/or glass objects are not allowed).
10. Tobacco (in any form) may not be used; including vapes.
11. Students are expected to behave in a courteous manner. Horseplay is prohibited.
12. Bus stops will be centralized whenever practical.
13. Students must always exit the bus at the front door.
14. Students should utilize the following procedure for crossing the highway after disembarking the bus:  
Walk to a location at least 10 feet in front of the right corner of the bumper, but still remaining away from the front of the school bus;  
Stop and look in all directions and when clear walk to the left edge of the school bus remaining approximately 10 feet in front of the bus;  
Look for a signal and in all directions, again making sure the roadway is clear and safe before crossing the roadway.
15. Bus drivers may assign seats.
16. Students may not ride another bus without permission from the administrator or his/her designee.
17. Students may not move within the bus while it is in motion.
18. Students are prohibited from eating, chewing gum, and drinking beverages on the bus.
19. Students may be videotaped while being transported on school buses.
20. Students shall not use electronic devices on the bus. Note: Any exception to the above rules must be approved by the principal and transportation supervisor.

## STUDENT DRIVERS

Student drivers will be limited to students in Grades 9-12. Parking spaces are available, and a fee is charged to obtain a parking permit. Driving is a privilege which may be revoked.

Students providing their own transportation will be expected to observe the following rules:

- Students driving cars or motorcycles to school must park in the student parking lot.
- Cars should be locked after arriving in the morning.
- Students driving cars or motorcycles to school must register the vehicle with the administrator.
- Students are required to show a current driver's license and proof of insurance when registering the vehicle with the administrator. Proof of driver's license, insurance, and registration is required.

- Cars or motorcycles are not to be moved from the parking lot at any time during the school day until the authorized time for the student to depart from school.
- Students should not occupy cars or return to cars or motorcycles during the school day between the time of their arrival and their departure from the school campus.
- Student drivers are subject to random drug screening as per Attalla City Schools Policy.

## INTERNET SAFETY

Computers and computing resources are important tools for furthering the Attalla City School District's educational mission. The Board's goal in providing these resources to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Using these resources is a privilege, not a right. Appropriate use regulations are provided herein to insure you are aware of the responsibilities you are about to acquire.

### **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Attalla City Schools electronic network is available to students, and the goal is to promote educational excellence in schools by facilitating sharing resources and innovations, and through communications. As the technological environment is large and varied, the use of technology by students must be legal and ethical; and it should be consistent with the educational vision, mission and goals of the Board of Education.

The use of the Attalla City Schools' technology resources is a privilege, not a right. Each user is expected to abide by the generally accepted rules of network etiquette and provisions in this document. Violations to these provisions, or applicable laws and regulations, may result in the loss of computer services, disciplinary actions, appropriate legal action, and/or assessment of the cost of damages to hardware/software.

The following uses of school-provided internet access are not permitted:

- A. Accessing, uploading, downloading, or distributing pornographic, obscene, sexually explicit material;
- B. Transmitting obscene, abusive, sexually explicit, or threatening language;
- C. Violating any local, state, or federal statute;
- D. Accessing another individual's materials, information, or files without the permission of the person;
- E. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- F. Using passwords other than one's own without written permission of the person;
- G. Vandalizing, defined as any unauthorized access and/or malicious attempts to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- H. Using the network for commercial purposes;
- I. Harassing, insulting, or attacking others;
- J. Giving out personal information online such as full name, home address, phone number, etc.;
- K. Gaining unauthorized access ("hacking") to resources or entities;
- L. Invading the privacy of individuals;
- M. Altering the set-up of computers as set by the system administrator;
- N. Using software which has not been assigned or approved by staff;
- O. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by districts administration, teacher, or other appropriate district staff;
- P. Seeking to gain or gaining unauthorized access to information resources or other computing devices;
- Q. Accessing chat room, and sites selling term papers, book reports and other forms of student coursework;

## **General Warning; Individual Responsibilities of Parents and Users**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged citizens. Every user must take responsibility for his or her use of the computer network and internet and should avoid these sites. If a student finds that the other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

### **Personal Safety**

Be safe. In using the computer network and internet, do not reveal personal information such as your address or telephone number. Do not use your real last name or any other information, which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or internet (at home or elsewhere) without your parent/guardian’s permission. Regardless of your age, you should never agree to meet a person you have only communicated with online.

### **Hacking or other illegal Activities**

It is a violation of the policy to use the school’s network or internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.

### **Internet Filtering**

The Attalla City Schools, either by itself or in combination with the Internet Provider, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

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

- Taken as a whole and with respect to minors appeals to an interest in nudity or sex;
- Depicts describes, or represents in a patently offensive way with to respect to what is suitable for minors;
- An actual or simulated sexual act or sexual contact;
- An actual or simulated normal or perverted sexual act(s), or lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **ETIQUETTE AND RESPONSIBLE USE**

1. Use digital communications responsibly. You will not use computers, personal devices, or the Internet to send or post hate or harassing messaging, make discriminatory or derogatory remarks about others, or engage in harassing behavior.
2. Remember that you are an ambassador for the school in all of your on-line activities.
3. You understand that masquerading, spoofing, or pretending to be someone else is forbidden
4. You will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, malware, or freeware on school computers.
5. You will follow all guidelines set forth by the Attalla City School District and/or teachers when publishing schoolwork online.

6. You understand the Attalla City Schools' administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

## CONSEQUENCES AND VIOLATIONS

- Suspension of network access
- Revocation of network access
- Suspension of computer
- Revocation of computer access
- School suspension
- Alternative School Placement
- School expulsion and or
- Legal action and prosecution by authorities

## INTERROGATIONS AND SEARCH

**Search of Property:** The Attalla City Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the board.

The board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening of lockers or desks for other reasons, the following shall apply through the Attalla City School System.

Desks, lockers, and other equipment at school belong to the school board 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 object, item, article, substance or other material is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school. School officials may make reasonable suspicion to believe that the student is carrying articles that may endanger him/her or other individuals in the school, or that such articles possessed are contrary to law or the regulations of Attalla City Board of Education policy. Vehicles driven by students and parked on school property are subject to search with or without the consent of students.

Law enforcement provided K-9 units shall be used periodically in order to maintain safe and drug-free schools.

Any items which are specifically prohibited by law, by board policy, or by fair and reasonable local school regulations may be impounded by school officials. Such prohibited items shall include, but not be limited to the following: Any weapons, drugs of any sort, alcoholic beverages, pornographic or otherwise obscene material, or any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of board policy, or of the local school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of a desk or locker assigned to such student, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present during the inspection at all times when students cannot be contacted.

**Search of a Student:** The board authorizes teachers and administrative personnel who have reasonable belief that a student(s) is in possession of weapons, illegal drugs or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

Any such action shall not be taken unless there is a reasonable belief of violation of law or policy, which can be substantiated if necessary; any such action shall not be deliberately intended to embarrass, harass, or intimidate the student(s); Parents/Guardians shall be notified of all such searches of a student's person. The principal shall retain a copy of said notice.

The search of a student's person shall be with the knowledge, and under the supervision, of the principal or his/her designee.

Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search. A record of the search shall be made. One copy shall be filed in the principal's office. One copy shall be sent to the superintendent. Students shall be given a receipt for all items impounded. Reasonable belief of a violation of law or policy may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors.

Schools and school buses may use video surveillance cameras to enhance student safety and security. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

The administrator or designee should make every attempt to notify the student's parent/guardian of a search. A record of the search shall be made. One copy shall be filed in the principal's office. One copy shall be sent to the superintendent.

**Interrogation:** A student enrolled in the Attalla City School system shall not be interrogated by any non-school authority without the knowledge of the school principal or the assistant principal. When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three choices:

- He/she may converse by telephone with his/her parent guardian.
- He/she may decline to talk to the officers until his/her parents are present.
- He/she may talk with the officers either in or outside the presence of a school official.

School officials will make every reasonable effort in all cases to notify the parent/guardians when officials ask to interview students at school. In those instances, when a parent/guardian cannot be present within a reasonable period, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardians. Other non-school persons, with the exception of DHR and/or parents/guardians, shall not interview students during school hours. No student shall be removed from the school without a warrant or pick-up order being officially served.

#### CIVIL LIABILITIES AND PENALTIES

In an effort to assure that parents/guardians are informed of their school-related responsibilities, the Alabama State Board of Education has mandated that parents/guardians receive notification addressing civil liabilities and criminal penalties for misbehaving by students on school property or against school employees. The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

**Bomb Threat:** It is a crime to falsely report an incident with knowledge that the information reported, conveyed, or circulated is false. To initiate or circulate a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or emergency under circumstances that are likely to cause evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm is a Class C Felony. Falsely reporting other kinds of incidences is a Class A Misdemeanor.

**Drug, Alcohol, Weapons, Physical Harm or Threatened Physical Harm (Act 94-784):** The school administrator shall notify the appropriate law enforcement officials when a person violated 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 administrator 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.

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

**Pistol Possession/Driver's License (Act 94-820):** Any person over the age of 14 years who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied the issuance of a driver's permit or driver's license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person is 16 or older possesses a driver's license on the date of the conviction, the driver's license will be suspended for 180 days.

**Teacher Assault (Act 94-794):** A person commits the crime of assault in the second degree (Class C Felony) if the person assaulted a teacher or an employee of a public education instruction with the intent to cause serious physical injury.

**Tobacco Products ( Pro-Children's Act and 290-030-010-06 Administrative Code, Alabama State Board of Education):** The use of tobacco products including electronic cigarettes (E-Cigarettes'), hookah, and vapor products are prohibited on school property, including buildings, vehicles and any other property owned by the board of education.

**Vandalism (Act 94-819):** The parents/guardians or others person having control or custody of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property plus the court cost caused by an intentional, willful, and malicious act of the minor.

**Weapons in School (Act 94-817):** It is a Class C Felony for any person to knowingly carry or possess a deadly weapon on the premises of any public school or any school bus with intent to do bodily harm. Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives, stilettos, swords, daggers, or any type of club, baton, blackjack, bludgeon, or metal knuckles.

**Gun Free Schools Act (GFSA):** When it is determined that a student possesses a firearm at school, on school property, or at a school event/activity, the following procedures will be followed immediately:

- The student may be expelled and the expulsion noted on records transferred to any other school.
- The LEA may determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
  - Report to law enforcement
  - Contact parent/guardians
  - Suspend from school immediately pending investigation
  - Complete an investigation as soon as possible with documented written report(s)
  - Expel student according to LEA policy
- Following the expulsion determination, the student cannot attend any regular public school for one calendar year.
- The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975
- Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by case in accordance with the requirements of the individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- GFSA and other states required disciplinary data will be reported to the SDE through the School Incident Report (SIR).

## ROLES, RIGHTS, AND RESPONSIBILITIES

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

### STUDENT RECORDS

A cumulative record shall be maintained for each student attending a school within the school system. Such record shall serve as the legal evidence of the student's school progress while in attendance within the school system

## FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the district receives a request for access.

Parents or eligible students should submit to the school administrator (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The administrator will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Attalla City Board of Education to amend a record that they believe is inaccurate or misleading. They should write to the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Attalla City Board of Education decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of his/her right to hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception with permits disclosure without consent is disclosure to school officials with legitimate educational interest, A school official is a person employed by the Attalla City Board of Education as an administrator, supervisor, instructor, or support staff member(including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on the official committee, such as a disciplinary or grievance commit, or assisting another school official on performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the Attalla City Board of Education to comply with requirements of FERPA. The Office that administers FERPA is: **Family Policy Compliance Office US Dept. of Education, 600 Independence Ave SW, Washington, DC 20202-4605**



Parents or eligible students may choose to file a complaint with the Attalla City Board of Education concerning alleged failure to comply with the requirements of FERPA. The contact information is Attalla City Board of Education, 101 Case Avenue, Attalla, AL 35954 (256- 538-8051)

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), requires that the Attalla City School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Attalla City School System may disclose appropriately designated "directory information" without written consent, unless you have advised the school or district to the contrary. This type of student information, commonly referred to as "directory information", includes such items as names, address, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed.

### **Release of student's directory information to military recruiters and institutes of higher education for secondary students:**

Each LEA that receives funds under the Elementary and Secondary Education Act 1965 (ESEA) must comply with a request by a military recruiter or an institution of higher education for secondary students' names, address, and telephone numbers, unless a parent has "opted out" of providing such information.

The primary purpose of directory information is to allow the Attalla City School System to include this type of information from your child's education records in certain school publications. Examples include: A play bill, showing your student's role in a drama production, annual yearbook, honor roll or other recognition list, graduation programs, and sports activity sheets, such as for wrestling, showing weight and height of team members.

### **STUDENT RIGHTS AND RESPONSIBILITIES: FREE SPEECH AND EXPRESSION**

Citizens in our democracy are guaranteed self-expression under the First and Fourteen Amendments of the Constitution of the United States; therefore, in a democratic society one of the basic purposes of education is to prepare students for responsible self-expression

### **Student Responsibilities:**

- To respect the rights of others and to express disagreement in a manner that does not infringe upon the rights of others, nor interfere with the orderly education process
- To act in manner which preserves the dignity of patriotic observances
- To plan for, seek approval of, and conduct activities that are consistent with the objectives of the school

### **Student Rights:**

- To form and express viewpoints through speaking and writing in a manner that is not obscene, slanderous, or libelous
- To affirm identity with the American ideals, i.e., pleading allegiance the flag
- To refrain from any activities that violate the precept of religion

### **DRESS CODE**

The Attalla City Board of Education promotes an environment where students can dress comfortably. Proper standards of dress and grooming are expected of all students at all times. As a general guideline, any manner of

dress deemed inappropriate or disruptive during the scholastic day and/or during the practice for, or performance in, extracurricular activities will not be allowed.

**The school administration has the authority to determine whether a student complies with dress code regulations.**

The parents/guardians should supervise the manner of a student's dress. Elementary students should be dressed so he/she can participate in all aspects of the total educational program including physical education.

Non-compliance with dress code will not be tolerated and will be handled accordingly by administration. When applicable, a student's parent may be asked to bring different clothing to the school.

This policy shall apply to **ALL** students, Kindergarten through 12<sup>th</sup> grade. Age and size appropriateness may be considered when applying this policy to elementary students; especially in grades K-2. Good grooming and personal appearance are essential elements in the teaching and learning process. It is expected that students shall dress in such a manner that will ensure health, safety, and in accordance with the school code of conduct so that their appearance does not interfere with educational interest and welfare of **all** students.

1. Halter tops, tops that bare the midriff, tank, see thru tops, tops with spaghetti straps, and any top that exposes the shoulders or cleavage are not permitted. Students will be asked to raise their arms to determine if it is appropriate for midriff. In addition, beachwear, pajama pants or tops, other sleepwear, or clothing that exposes undergarments will not be permitted.
2. Caps, hats, sunglasses, or any head covering are not to be worn inside the building, will be taken up by teachers or administrators, and will become property of the school until retrieved by the parent; hoods attached to any clothing cannot be worn inside the building.
3. Curlers, combs, picks, and rakes in hair are not permitted.
4. No offensive writing, symbols, slogans, or pictures are permitted. This includes alcohol advertisements, drug or tobacco references, racial, ethnic, or religious slurs or intolerance, sexual references or innuendo, promotion of violence, promotion of gangs, or discrimination.
5. Clothing (dresses, skirts, shorts, etc.) is not to be worn shorter than 5 inches above the knee.
6. No wallet, chain, or any chains/jewelry that could be used as a weapon is permitted.
7. Slacking (pants low or below the hips) is not permitted. If the pants will not stay up without a belt, then a belt will be required. **Students are not required to wear belts if they are not in violation of this policy.**
8. Pierced jewelry is restricted to the ears and facial piercings. No hoops, chains, etc. The principal/designee may require students to remove such jewelry if it is deemed to be a potential cause for injury in certain school settings.
9. Book bags are permitted at ALL school levels. Athletic bags must be placed in designated areas determined by the coach/sponsor. If a problem develops, the principal has the right to restrict usage.
10. Any apparel believed to signify gang association or membership, believed to be gang related, or in any way suggest identification or association with a gang or subversive group is prohibited. (This includes bandanas and gang colors).
11. If shorts or pants are worn they cannot be more than 5 inches above the knee. Holes in clothing where skin is exposed may not be more than 5 inches above the knee.
12. When the appearance of an individual student disrupts the teaching/learning process, the principal has the authority to take disciplinary action and restrict such appearance. (This includes, but not limited to, hair coloring, hairstyles, etc.)
13. If a problem develops, the principal has the right to take disciplinary action and restrict such appearance.

## **DUE PROCESS**

Student shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, personal search, short-and long-term suspension, or expulsions are applied. Before being punished for violation of a board policy or local school rule/regulation, the local school principal or designee shall insure that students are afforded the following appropriate due process:

### **Informal Due Process**

Corporal punishment, personal search and short-term in-school suspension ten (10) school days or less during any given semester for non-special education students and ten (10) school days per academic year for special education students.

When a student is facing possible corporal punishment, personal search, or short-term in school or out-of-school suspension (ten (10) school days or less), the board shall insure that the following minimal procedures are afforded the student;

1. The student shall be given oral or written notice of the charge(s) against him/her
2. The evidence supporting the charge(s) shall be explained to the student. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

The disciplining authority (principal, teacher, etc.) may immediately impose appropriate discipline measures, in accordance with board guidelines, following the informal due process hearing stated above.

### **Formal Due Process**

Long-term out-of-school suspension or expulsion more than ten (10) school days during any given semester for non-special education students and more than ten (10) school days per academic year for special education students constitutes long-term suspension.

When a student is facing possible long-term out-of-school suspension (more than ten (10) school days) or expulsion, the board shall insure that the following minimal formal due process procedures are afforded the student:

1. The right to a due process hearing before the Due Process Committee.
2. The right to written notice of charge(s).
3. The right to written notification of the hearing date, time and place.
4. The right to be represented by counsel at the hearing.
5. The right to a written record of the Due Process Committee's decision.
6. The right to appeal any unsatisfactory decision to the board with all rights noted above guaranteed.

### **Due Process Committee Procedures and Composition**

#### **Section I - Applicability**

A Due Process Committee hearing is required only in cases where long-term out-of-school suspension (more than ten (10) school days) or expulsion is recommended as a student discipline measure.

#### **Section II – Notification of Rules and Regulations**

No student shall receive out-of-school suspension for a period of more than ten (10) school days or expelled except on the basis of published rules and regulations which reasonably inform students of the following details:

1. The specific kind of conduct which may form the basis for such suspension or expulsion recommendation.
2. The nature and duration of the discipline that may be imposed for each type of conduct which is prohibited by school rules and regulations.

### **Section III – Distribution of Rules and Regulations**

Any rules and regulations which form the basis of discipline involving out-of-school suspension for more than ten (10) school days or expulsion shall be distributed to students at the beginning of each school year in school handbooks and/or school system policy manuals. Changes in such rules and regulations shall not take effect until they are distributed to students.

### **Section IV – Constitutional Issues**

No student shall be disciplined for and no school rule or regulation shall prohibit, impede or discourage the exercise of constitutionally protected rights, except that the exercise of constitutionally protected rights which materially or substantially disrupt the educational process may be prohibited.

### **Section V – Initiating the Due Process Committee Hearing**

The principal or designee, after consultation with the superintendent or designee shall have sole authority to initiate proceedings to suspend or expel a student. If, upon receiving a complaint of possible student misconduct, the principal or designee believes the matter warrants, he/she shall fully investigate the facts. Whenever possible, the facts shall be obtained from those directly involved and the student(s) involved shall be allowed to explain fully his/her side of the story. The principal may hold a post investigation conference with the student(s) and his/her parent(s) or guardian(s).

### **Section VI – Investigation and Finding Facts**

If, after investigation, discussion and attempts to resolve the complaint(s) against a student, the principal finds:

1. There is evidence that the student has committed the misconduct as charged, and; the matter cannot be handled through discussion or counseling:

In such case, if the principal, based on the facts of the case, determines that a recommendation for out of-school suspension for more than ten (10) school days or expulsion is warranted, he/she shall initiate a Due Process Committee hearing as provided below unless parents or legal guardians sign a Due Process Waiver.

### **Section VII – Due Process Committee Composition**

Prior to any out-of-school suspension for more than (10) school days or expulsion, the student shall be accorded a due process hearing. The hearing shall be conducted by an impartial Due Process Hearing Committee which shall be composed of the following members:

1. An administrative staff member from the Central Office to be designated by the superintendent;
2. Three (3) teachers – one designated by the superintendent from a school other than the one the student attends, one designated by the faculty of the school the student attends and one designated by the student from any school in the school system if he/she chooses. The principal shall be the charging party and the superintendent's administrative appointee shall convene and moderate the due process hearing panel. The principal shall not discuss the merits of the case with any member of the Due Process Committee prior to the hearing or before determination is made by the Committee.

## **Section VIII – Notice of Hearing**

The principal shall furnish the student and parent/guardian(s) written notice of the hearing sufficiently in advance so that the student may have adequate time to prepare his/her defense or secure counsel for his/her defense.

## **Section IX – Due Process Committee Hearing Procedure**

All Due Process Committee hearing shall be private. All parties shall have the right to be present and cross-examine witnesses and to submit rebuttal evidence. Further, all testimony shall be given under oath or affirmations. The student shall have the right to be represented by an advocate of his/her choice, including legal counsel but if possible, every effort must be made to have the student present.

The Due Process Committee shall not be required to observe the same rules of evidence observed by the courts. The Committee shall make a tape recording of the hearing with a copy available to the student upon request. The Committee shall issue a written decision based on the findings.

## **Section X – Findings and Evidence**

No decision that disciplinary action is warranted shall be made unless the Due Process Committee finds upon the basis of clear and convincing evidence:

1. The student has committed the misconduct as charged.
2. The student's conduct violated a published rule or regulation.
3. The student had reasonable notice that his/her conduct was prohibited by rule or regulation.

If the Due Process Committee finds against the student, it shall, by a majority vote, take such disciplinary action, as it may deem appropriate; however, such action shall not be more severe than that recommended by the principal.

## **Section XI – Rights of Appeal**

In any case where the Due Process Committee imposes an out-of-school suspension for more than ten (10) school days or expulsion, the student shall have the right, upon a written request within five (5) school days from the date the student is notified of the hearing decision, to a hearing before the board, which shall have conducted according to the procedures set forth in Section 9. The scope of the hearing before the board shall be confined to the charges contained in the notice required by Section 8.

## **Section XII – School Attendance Pending Hearings**

Whether or not the student shall be allowed to attend his/her regularly assigned school pending the board hearing shall be within the discretion of the superintendent after consultation with the Due Process Committee, whose recommendation shall be based upon conclusions as to whether his/her continued presence presents a threat to the physical safety of others and whether his/her conduct is so disruptive as to make his/her removal necessary to preserve the right of other students to pursue an education.

Provided the student is allowed to remain in school pending a hearing before the board, the hearing before the board shall be held at the board's next regularly scheduled meeting. Provided the student is not allowed to remain in the school pending a hearing before the board, the board shall schedule the hearing and render a decision within ten (10) school days from the date the student was initially placed on out-of-school suspension or return the student to the regular school setting or on alternative school setting until such time as the board conducts such hearing.

### **Section XIII – Board’s Actions**

After the Due Process Committee completes its hearing and renders a decision, the board shall take one of the following actions as appropriate:

- A. If the student and his/her parent(s) or guardian(s) do not appeal the decision reached by the Due Process Committee, the board at its next regularly scheduled meeting shall take, based upon an administrative summary of the hearing by the superintendent and/or designees, official action on the matter and make such action a part of the board minutes;
- B. If the student and his/her parent(s) or guardian(s) appeal the decision reached by the Due Process Committee, the board, under the direction of the superintendent, shall promptly set a time, place and date for a new hearing before the board. Such hearings shall be conducted in accordance with the procedures governing the Due Process Committee hearings, after which the board shall render a final decision on the matter. The board shall communicate such decisions in writing to the student’s parent(s)/guardian(s) promptly.

### **Section XIV – Expulsion Limits**

An expulsion may be imposed for any length of time up to and including permanent exclusion from the schools of the school system; however, the length of each expulsion must be specifically stated as a part of the final decision rendered by the Due Process Committee or the board. Further, there may be a subsequent probationary period for as long as a semester, if deemed necessary by the board.

### **Section XV – Make –Up Work**

In the event that disciplinary action is not found to be warranted by the due Process Committee or the board, the student shall have the right to make up all work and take all examinations or tests missed as a result of his/her absences pending hearings.

### **Special Education Students**

Prior to administering of any of the above discipline measures based on application of the above due process procedures to a special education student, said student’s IEP Committee shall be convened to determine if the student’s behavior warranting punishment is related to the handicap and or to determine if the proposed discipline measure is appropriate based on the IEP. In the event it is determined that the student’s behavior is not related to the handicap, the student shall be treated as any other student, except that a special education student may not be suspended or expelled for more than ten (10) school days during any given academic year without being provided an alternative educational program.

### **ADMINISTRATIVE DISCIPLINARY OPTIONS**

Administrators have the following options available to them for punishment of students who violate the Code of Student Conduct as published in this handbook. The board has the right to grant administrators additional options. Any time a referral is submitted that warrants formal disciplinary actions, a reasonable effort will be made by the school to contact the parents/guardians by telephone during school hours, written notice delivered by the student, or by the US Postal Office.

It is the responsibility for the student to notify his/her parent/guardian of all written communications from the school. Failure to do so may result in further disciplinary action.

**In-School Suspension:** In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The administrator or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period. Students in ISS are permitted to ride the school bus and wear normal school attire.

**Detention:** The administrator or his/her designated person(s) has the authority to assign students to a designated room (detention hall) on campus before school or at the end of the regular school day for a reasonable and specified period as a disciplinary action. The parent(s) or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian prior to the assignment of a student to detention hall. If the parent (s) or guardian can be notified on the day of the misbehavior, the student may be assigned on that day; if not, the student will be assigned following notification of parents.

**Corporal Punishment:** When disciplinary action requires the use of corporal punishment as a corrective technique the student will be given the reason for the punishment and an opportunity to explain his/her actions prior to the administration of corporal punishment. The student's refusal to accept corporal punishment must be contracted prior to the administration of corporal punishment. A school administrator must be involved and present during the administration of corporal punishment,

If corporal punishment is used, it must be administered by a professional employee of the board and be reasonably administered without anger or malice. One witness must be present during the administering of the corporal punishment. A written report of each incident of corporal punishment will be kept on file in the administrator's office and a student incident report entered.

**Out of School Suspension:** The Attalla City Board of Education defines suspension as "the temporary removal of a student from a school for violation of school policies, rules, or regulations, or otherwise causing interference with or disruption of the orderly operations of the school". The school administrator or his/her designated person(s) has the authority to suspend a student from school. The suspensions will be enacted in accordance with the prescribed policy procedures.

**School Bus Suspension:** School bus suspension is defined as the denial of the privilege of riding a school bus, based on misconduct that transpires when the student is being transported at public expense. This penalty shall be for a specified period to be determined by the principal/designee(s). Students will not be re-assigned or allowed to ride another bus during the time of suspension. When a student is placed on school bus suspension, the student and the parents/guardians shall be notified in writing by the school administration. The notification shall include the procedures or actions the student shall take to again become eligible to and/or from school.

**Disciplinary Probation:** Disciplinary probation is a period of time specified by the administrator or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The administrator or his/hers designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period. The staff members involved in the action will assist in monitoring the student's adjustments to the school.

#### ALTERNATIVE EDUCATION PROGRAM

The Attalla City School System provides a myriad of programs for all students. It strives to create a nurturing environment in which students can achieve personal, academic and vocational success. In an effort to achieve this goal, the system recognizes the need for an "Alternative Program" developed for students who exhibit chronic/severe disciplinary problems within grades 6-12. This program serves students who violate Etowah Middle and Etowah High Schools' Code of Conduct and through due process procedures will be assigned an alternative learning placement. Students referred to the program by system administrators are afforded the opportunity to earn course credits while developing academic and school success skills/behaviors needed to

ensure a successful re-entry into the base school setting. After the first Alternative School Placement a student will be allowed eleven (11) new demerit points before subsequent stays in alternative school.

A principal will recommend to a committee all Alternative School placements. Students may not ride the school bus while in Alternative School, and they must wear a uniform.

### **Extra-Curricular Activities**

Suspended students and students placed in Alternative Academy will not be allowed to participate in or attend extra-curricular activities. Students in ISS will not be allowed to participate in any activities during the school day.

### **Point Accumulation**

Any student who accumulates a total of 26 points or more will be removed and denied participation in ANY extra-curricular activities for the remainder of that school year. Examples: FFA, Football, Basketball, Baseball, Band Field Trips etc. This includes all practices. SEE ACKNOWLEDGEMENT SHEET. Any elected or appointed honor representing the student body may not exceed twelve (12) demerit points. Example: Homecoming, Coronation, Senior Notables, etc. If the organization has a constitution, then it supersedes the previous statement.

Exceptions to the “nonparticipation” reference above will be made specifically for tryouts of squads/teams selected for the next school year, when all students’ discipline points begin zero.

Principals at all schools have the authority to deny any student or adult attendance to any school-system sponsored activity or event.

### **Referral for Expulsion:**

Expulsion is defined as the removal of the right and obligation of a student to enroll and attend a public school under the conditions set by the Attalla City Board of Education.

The Attalla City Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action; a student referred for an expulsion hearing may receive an immediate suspension of up to ten (10) days. If a student is suspended and recommended for expulsion, the local school administrator shall notify, in writing, the parents/guardians and the superintendent of education and shall afford the student Due Process as provided in the Due Process section of the *Code of Conduct* .

### **EXPULSION HEARINGS**

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All expulsion hearings shall be conducted in accordance with the Expulsion Policy.

The superintendent may extend a suspension or place a student in an alternative education setting pending the decision of the board to expel said student. A student expelled by the board may not return to any campus during the course of the expulsion. A school may not unilaterally expel or cease the provision of educational services to a disabled student.

## **STUDENT CONDUCT AND DISCIPLINARY CODE**

### **Class I**

- 1.1. EXCESSIVE DISTRACTION OF OTHER STUDENTS** – Any conduct and/behavior which is disruptive to the process in the classroom/instructional grouping, which cannot be corrected by appropriate classroom management.



- 1.2. **EXCESSIVE TARDINESS** – Reporting late to or departing early from classes four (4) or more times in a semester
- 1.3. **NONCONFORMITY TO DRESS CODE**
- 1.4. **HORSEPLAY/SHOVING/RUNNING**
- 1.5. **CONTINUED FAILURE TO BRING MATERIALS TO CLASS**
- 1.6. **VIDEO/AUDIO DEVICES NOT USED FOR CLASSROOM INSTRUCTION** – Includes iPods, Mp3 players, smart watch, handheld gaming systems and other similar devices.
- 1.7. **MINOR DISRUPTION ON A SCHOOL BUS/NOT OBEYING BUS DRIVER**
- 1.8. **ANY OTHER VIOLATION THE PRINCIPAL MAY DEEM REASONABLE AND FALLS WITHIN THIS CLASS.**

### **Class I – Disciplinary Actions:**

Disciplinary action is at the discretion of the administration dealing with infraction with the following as a guideline:

**First Offense** – Principal/student conference, parental contact, work assignment, corporal punishment two (2) demerit points on student disciplinary record, or other discipline action deemed necessary.

**Second Offense** - Principal/student conference, parental contact, work assignment, corporal punishment, suspension, or other disciplinary action the administrator deems appropriate, will be received in addition to four (4) demerit points on student disciplinary record.

**Third Offense** - Principal/student conference, parental contact, suspension, or other disciplinary action deemed appropriate will be administered in addition to six (6) demerit points on student disciplinary record.

CLASS ONE OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL.

PROHIBITED OBJECTS SHALL BE CONFISCATED AND RETURNED AT THE DISCRETION OF THE ADMINISTRATION.

### **Class II (all carry six (6) points)**

- 2.1 **DEFIANCE OF SCHOOL BOARD EMPLOYEE AUTHORITY** – Any verbal or non-verbal refusal to comply with a lawful and reasonable direction or order of a school board employee.
- 2.2 **POSSESSION OF TOBACCO PRODUCTS, INCLUDING LIGHTERS AND MATCHES; Paraphernalia.**
- 2.3 **STRIKING UPON A STUDENT** – Actual and intentionally striking another student against the will of the other student. This may result in an automatic out of school suspension for up to three (3) days.
- 2.4 **THREATS TO EXTORT/EXTORTION** – Any communication maliciously threatening an injury to the person, property, or with intent to extort money or any pecuniary advantage; or with intent to compel the person to threaten, or any other person to do any act or refrain from doing any act against his/her will. Law enforcement may be notified.
- 2.5 **POSSESSION OF A POCKET KNIFE (SMALL OR KEY CHAIN) OR SIMILAR INSTRUMENTS NOT NORMALLY CONSIDERED A WEAPON**
- 2.6 **USE OF PROFANITY, OBSCENE OR INAPPROPRIATE MANIFESTATIONS TOWARDS ANOTHER PERSON. (VERBAL/WRITTEN/GESTURE)**
- 2.7 **WRITTEN OR VERBAL PROPOSITION TO ENGAGE IN SEXUAL ACTS.**
- 2.8 **DISRESPECT TO A SCHOOL BOARD EMPLOYEE**
- 2.9 **FALSE INFORMATION** – Intentionally providing false information to a school board employee including, but not limited to, giving false student information, concealment of information relating to school business, forgery of notes, re-admittance slips, discipline notices, progress reports, report cards, permission slips, tardy slips, discipline notices, progress reports, report cards, permission slips, tardy slips, excuse slips, doctor notes, or any other document required by the school including all written or electronic communication provided by the board or a school.

- 2.10 VERBAL ABUSE** – Speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, disability, religion, sexual orientation, or national and ethnic origin. Bullying can also be reported in this category.
- 2.11 WEARING OF CLOTHING/ITEMS, POSSESSION OF DRAWINGS OR WRITINGS, OR USE OF GESTURES/SIGNS SIGNIFYING OR CONSTRUING GANG AFFILIATION**
- 2.12 CHEATING OR OTHER ACADEMIC MISCONDUCT** – A grade of zero will be assigned to the student in addition to the appropriate disciplinary action
- 2.13 IMITATION CONTROLLED SUBSTANCE** – Possession, transfer, use or sale of a substance other than a drug, which by dosage or unit, appearance (including color, size, shape, marking, packaging) and or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.
- 2.14 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION** – Includes but is not limited to hugging, kissing, or other acts deemed to be of a private or intimate nature
- 2.15 POSSESSION OF MEDICATION (NON-PRESCRIPTION) WITHOUT APPROVAL.**
- 2.16 SKIPPING CLASS/AWOL** – Being out of your assigned area or class without permission or prior approval
- 2.17 INSTIGATING OR INITIATING A FIGHT, BULLYING, OR HARASSMENT** – ( This includes social media)
- 2.18 RECORDING/PHOTOGRAPHY OF ANOTHER PERSON WITHOUT CONSENT**  
(This includes posting/sharing on social media).
- 2.19 ANY OTHER OFFENSE THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS.**
- 2.20 MULTIPLE CLASS I OFFENSES.**
- 2.21 DRIVING OVER THE SPEED LIMIT ON CAMPUS** – Repeated violations will result in revocation of parking for specified time.

#### **Class II- Disciplinary Actions:**

Disciplinary action is at the discretion of the administration dealing with the infraction with the following as a guideline:

**First Offense** – Principal/student conference, parental contact, work assignment, corporal punishment or other disciplinary action the administrator deems appropriate. Six (6) Demerit points on student disciplinary record.

**Second Offense** – Principal /student conference, parental contact, working assignment, corporal punishment, suspension, or other disciplinary action the administrator deems appropriate. Six (6) Demerit points on student disciplinary record.

**Third Offense** – Principal/student conference, parental contract, working assignment, corporal punishment, suspension, or other disciplinary action the administrator deems appropriate. Eight (8) Demerit points on student disciplinary record.

*CLASS TWO OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL. INTERVENTION AND/OR PROSECUTION BY LAW ENFORCEMENT AUTHORITIES WILL BE SOUGHT WHERE NECESSARY OR APPROPRIATE. SCHOOL PERSONNEL WILL COOPERATE FULLY WITH LAW ENFORCEMENT AUTHORITIES.*

**PROHIBITED OBJECTS SHALL BE CONFISCATED AND RETURNED AT THE DISCRETION OF THE ADMINISTRATION.**

### **Class III**

#### **3.1 STEALING/LARCENY/THEFT**

The international unlawful taking and/or carrying away of property belonging to, or in the possession of another person. This is for items with less than a \$50.00 value. Restitution will be required (12) demerit points) (SIR: S24). Anything valued \$50.00 or more (17-demerit points) (SIR: S24)

#### **3.2 POSSESSION OF STOLEN PROPERTY WITH THE KNOWLEDGE THAT IT IS STOLEN.** Property that was taken will be confiscated. (12 demerit points) Anything valued \$50.00 or more (16 demerit points)

#### **3.3 OFFENSIVE TOUCHING** (12 demerit points)

#### **3.4 THREATS/HARASSMENT/BATTERY OF A STUDENT OR SCHOOL BOARD EMPLOYEE-** A person commits the act of harassment if with intent to harass, annoy, intimidate, or alarm another person, either socially, physically, or emotionally, he/she: strikes, shoves, kick or otherwise touches a person(s); direct abusive or obscene language or gestures towards another person; communications with a person anonymously or otherwise by phone, mail, email, or any other written or electronic means in a manner likely to harass or alarm. (12 demerit points if toward a student). (16 demerit points if toward a board employee).

#### **3.5 POSSESSION OF OBSCENE OR PORNOGRAPHIC MATERIALS** – This includes but is not limited to drawings, magazines, books photos, and content on a mobile device. (16 demerit points).

#### **3.6 VANDALISM (CRIMINAL MISCHIEF)** – Intentional and deliberate action resulting in injury or damages to school property, or the real estate or personal property of another student or visitor. Restitution will be required. Full restitution is required within 30 days. If restitution is not paid within this time frame, the student will not be allowed to attend or compete in or attend any extra-curricular events until it is paid in full. Law enforcement officials may be notified.

#### **3.7 FIGHTING** – Physical altercation between two or more individuals. This will result in an automatic suspension (12 demerit points) **EMS/EHS** – Students may be removed from school by the School Resource Officer and taken to the appropriate police facility and will be suspended for five (5 ) days. (12 demerit points). **EMS/EHS** – (3) days out of school (2) days ISS

#### **3.8 LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION** - (12 demerit points)

#### **3.9 DISORDERLY CONDUCT** - (12 demerit points)

#### **3.10 PROHIBITED OBJECTS** – Possession, sale or use of paintball guns, pellet/bb guns, metallic knuckles, martial arts weapons, or any other similar object. Possession, sale or use of any object as defined by state law to be a deadly weapon or dangerous instrument or may be perceived as a deadly weapon by a reasonable person (12 demerit points). (SIR: S49, S50, S55, S57) (12 demerit points).

#### **3.11 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A MAJOR STUDENT DISORDER** – Leading encouraging, or assisting in disruptions which result in destruction or damage to public or private property, personal injury to participate of others, or causing a substantial disruption to the learning environment (16 demerit points).

#### **3.12 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM, WHICH MAY RESULT IN THE FOLLOWING** – (16 demerit points) Data modification or disclosure of restricted information. Computer tampering which causes major educational or administrative disruption of passwords. Introduction of unauthorized software into the system.

#### **3.13 POSSESSION AND OR USE OF NICOTINE PRODUCTS, TOOTHPICKS, POUCHES, TOBACCO, ELECTRONIC CIGARETTE, HOOKAH, OR VAPOR PRODUCTS** (12 POINTS)

#### **3.14 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL IN THIS CLASS**

### **Class III Disciplinary Action**

Disciplinary action is at the discretion of the administration dealing with the infraction with the following guidelines:

**First Offense** – Parental contact, ISS, OSS, Corporal Punishment or any other disciplinary action that the administrator deems appropriate. A student’s overall demerit point will also be taken into consideration.

**Second Offense** – Parental contact, ISS, Corporal Punishment, OSS, Alternative Placement, or any other disciplinary action that the administrator deems appropriate. A student’s overall demerit point will also be taken into consideration.

**Third Offense** – Parental Contact, Corporal Punishment, OSS, Alternative Placement, or any other disciplinary action that the administrator deems appropriate. A student’s overall demerit point total will also be taken into consideration.

#### **ELEMENTARY SCHOOL – ADMINISTRATIVE Responses – Class III**

Elementary school (K-5) administrative responses for Class III violations includes, but not limited to the following:

- In-school suspension;
- Out-of-school suspension not to exceed ten (10) days (not to exceed a cumulative total of 10 days per semester). Students with exceptionalities will not be suspended more than a total of 10 days and their IEP team will need to meet to discuss further action.
- Expulsion
- Legal action

**Students and parents please note that the commission of a Class III may also involve the intervention and/or prosecution by law enforcement authorities where necessary and appropriate.**

#### **Class IV**

- 4.1 Stealing/Larceny/Theft** – The intentional unlawful taking and/or carrying away Property belonging to or in the possession of another person valued at \$50.00 or more, Restitution will be required. (26 demerit points) Law enforcement may be notified.
- 4.2 Sexual or Lewd Acts** – Acts or a sexual or lewd nature include but not limited to, sexual assault, intercourse, attempted rape, rape, or indecent exposure (26 demerit points). (SIR: S28, S29, S30)
- 4.3 Possession /Use/Sale/Under the Influence of Alcohol** – (26 demerit points). Law enforcement will be notified.
- 4.4 Possession/Use /Sale/Under The Influence of Drugs** – Including but not limited to, possession of drug paraphernalia such as pipes, roach clips, bongs, etc. “drugs” including all illegal controlled substances and any other substance with a potential for abuse which might create a hazard to the user or another person’s health, safety, or well-being both prescription and nonprescription (26 demerit points) Law enforcement will be notified.
- 4.5 Arson** (26 demerit points)
- 4.6 Robbery** – The taking of money or any other personal property by force, violence, or putting in fear of the same. (26 demerit points). Restitution will be required. Law enforcement will be notified.
- 4.7 Illegal School Entry/Trespassing** – Entering or remaining on school board property without authorization or invitation and with no lawful purpose for entry including students under suspension/expulsion, and unauthorized person who enter or remain on school board property after being directed to leave by the principal or designee or other school board administrator. A person commits the offense of trespass if they knowingly enter or remain unlawfully on school board property that is fenced or enclosed in a manner to keep out intruders. (26 demerit points).

Law enforcement will be notified.

- 4.8 Firearms** - Any weapon (Including starter guns) which will be designed to or may readily convert to expel a projectile by the action of an explosive; the frame of the receiver of any such weapons, any firearm muffler, silencer; any destructive devices; or any machine gun. This includes firearms of any kind (loaded or unloaded). Includes but is not limited to hand, zip, pistol, rifle, shotgun or flare gun. (26 demerit points) Law enforcement will be notified. (SIR: S37, S38, S39, S40, S41, S42, S43, S44, S45)
- 4.9 Knife** – Possession, sale, including but not limited to pocket knives, switchblades, hunting knives, razor blades, box cutters and metallic knuckles. (26 demerit points) (SIR: S52, S53, S54)
- 4.10 Bomb Threats/Terroristic Threats/Disruptive Incidents** – To unlawfully place any person in fear of bodily harm by threat of explosive by any means of communication regardless as to whether or not a bomb actually exists. Any such communication, which has the effect of interrupting the educational environment. (SIR: 06) (26 demerit points)
- 4.11 Explosives** – Any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon the application of heat, flame, shock, or any other possible means of being ignited (26 demerit points) Law enforcement will be notified. (SIR: S05)
- 4.12 Assault** – The actual and intentional touching or striking of another person against their will or intentionally causing bodily harm to an individual. When one individual physically beats up or attacks another individual. This includes an attack with a weapon or dangerous object with the intent to cause harm (26 demerit points) Law enforcement will be notified. (SIR: S05)
- 4.13 Any act on a school bus that had the potential to cause bodily harm to the passengers or the driver.** (26 demerit points) Law enforcement will be notified
- 4.14 Serious Threat, Harassment, or Intimidation of a student or school board employee** – A threat to do serious bodily harm or violence to another student by word, act, or threat to kill; maim, or inflict serious bodily harm. A threat to inflict harm involving the use of a weapon, explosive, firearm, knife, prohibited object, or other object which may be perceived as a hit list, in writing, verbal, or other communication evidencing a plan or intent to do violence to another. (26 demerit points) Law enforcement will be notified.
- 4.15 Any Other violation, which the principal may reasonably deem to fall into this class of offenses.**

#### **Class IV Disciplinary Action**

Commission of a Class IV offense by a student is punishable by suspension. The length of the said suspension will be determined by circumstance surrounding the offense and total number of demerit points accumulated.

NOTE: Due to the serious nature of a class IV offense, it may be necessary to remove a student immediately from school board property. In such an event, the procedures spelled out in the out of school suspension policy will be followed.

**Points will be accumulated for one school year only. However, a suspension/alternative school placement may carry over to the following school year.**

Students and parents please note the commission of a Class IV offense may also involve the intervention and/or prosecution by law enforcement authorities where necessary and appropriate.

Expulsion will be seriously considered for any Class IV offense.

**ETOWAH HIGH AND ETOWAH MIDDLE SCHOOL DISCIPLINARY CODE POINT VALUE SET TO DISCIPLINARY CODE**

Teachers are responsible for the major portion of discipline in the classroom. When a teacher fills out a disciplinary report on a student, these procedures are followed.

1. A copy should be sent to the assistant principal
2. Teacher may receive a copy
3. Student is given a copy to take home, have the copy signed and then return to the assistant principal
4. Disciplinary notices are accumulated and point value totaled for each student by the assistant principal

**Alternative Learning Placement**

The Attalla City School System provides a myriad of programs for all students. It strives to create a nurturing environment in which students can achieve personal, academic and vocational success. In an effort to achieve this goal, the system recognizes the need for an "Alternative Program" developed for students who exhibit chronic/severe disciplinary problems within grades 6-12. This program serves students who violate Etowah Middle and Etowah High Schools' Code of Conduct and through due process procedures will be assigned an alternative learning placement. Students referred to the program by system administrators are afforded the opportunity to earn course credits while developing academic and school success skills/behaviors needed to ensure a successful re-entry into the base school setting. After the first Alternative School Placement a student will be allowed (11) new demerit points before subsequent stays in alternative school.

The principal will recommend to a committee for the student(s) placement in the Alternative Academy. Students may not ride the school bus while in Alternative school, and they must wear a uniform.

<b>STUDENT CONDUCT, SUPERVISION, AND DISCIPLINE</b>
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Students enrolled in the Attalla City School System are subjected to the rules of the Attalla City Board of Education while on school system property, while in attendance at school-related activities, and while being transported to and from school or school-related activities. Jurisdiction over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school community, especially when those students are representing the school.

A Principal will recommend to committee for Alternative School Placement

**Student Expectations**

- Attend all classes daily and are punctual in attendance
- Are prepared in each class with appropriate working materials
- Show respect for all individuals and property
- Show respect for the American and State flags and exhibit patriotism
- Refrain from profane or inflammatory statements
- Conduct themselves in a responsible manner
- Are neat, clean and appropriately dressed
- Conform to acceptable standards of appearance as set forth in the dress code of the Attalla City Board of Education
- Practice self-discipline and self-dependence in assignments and other phases of school life

- Abide by the classroom rules and regulations of the Attalla City School System, the school, and the classroom teacher
- Are aware that acceptance of imposed discipline is the first step to self-discipline
- Show a positive, cooperative attitude toward school

#### DISCIPLINARY ACTION FOR STUDENTS

It is fundamental that orderly schools have clearly defined behavior to which students must conform.

Non-conformity to these behaviors will become a violation of the Code of Conduct. Violations are grouped into four classes that range from the least serious (Class I) to the most serious (Class IV). Appropriate school personnel shall investigate, verify, and determine classification of students conduct on a school campus, at school-related events, or while being transported to or from school or school related events.

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 when feasible, and/or by scheduling conferences with the parent(s) or guardian 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 administrator or his/her designated person(s)

#### CELL PHONE/DIGITAL DEVICE POLICY

The Attalla City Board of Education recognizes that cell phones may provide convenient after school communication between parents and students. However, cell phones contribute greatly to numerous discipline and safety problems including class disruption, harassment, cheating and texting among others when possessed and used by students during the school day. For this reason, we strongly urge the parents to help us limit the presence of these devices at school to the greatest extent possible.

Administration has a right to prohibit possession of a student cell phone or digital device based on illegal activity usage with a device.

**Cell phones are permitted at all schools for instructional use only.**

#### Regulations:

- 1) A student who is using a phone without authorization will be presumed to be using it or planning to use it per non-instructional use and will be disciplined accordingly.
- 2) The Attalla City Board of Education is not responsible for lost, stolen, or damaged cell phones, or any unauthorized use of the cell phones and other communication devices. School and board resources and time will not be used to investigate the theft or loss of these items.
- 3) Students participating in field trips, extracurricular activities and athletic events must communicate with the sponsors/coach of that activity regarding rules of usage for that event. Coaches/sponsors have the authority to set their own rules and consequences involving the use/misuse of cell phones and other communication devices during their events.
- 4) Any phone communication between students and parents/guardians should be conducted through the main office with the permission of the office staff or administration. Parents should contact the school office with emergency information for their student and not send text messages or place calls to students' cell phones during the school day.
- 5) Cell phones will not be allowed in rooms where state mandated standardized testing is taking place. Cell phones and other devices will be taken up from students prior to testing and returned at the completion of testing. Attalla City School will be in compliance with testing policies set forth by the state.

- 6) The school administration may search the content of any cell phone that a student is found using or that is powered on **with reasonable/justifiable suspicion of illegal activity**. Pornographic or sexually explicit images, harassing or sexually explicit messages sent or received during the school day will result in further disciplinary action in addition to violation of cell phone regulations.
- 7) Any student or parent, who refuses to unlock a phone or give the phone to administration upon the request of the principal, shall be considered defiant, and phone may be confiscated and may be turned over to the authorities if reasonable suspicion of illegal activity is evident: may receive up to **5 DAYS OSS**.
- 8) Phones are not permitted in PE locker rooms, restrooms, or areas where students are dressing.

### **Disciplinary Actions:**

**First Violation** – Classroom level punishment (at the discretion of the teacher-i.e. device taken for the rest of the period or detention assigned with the teacher).

**Second Violation** – Students will receive an office referral including two demerit points and may be assigned one Saturday School session. Phone will be taken by administration and returned to the parent at the end of the school day. ISS or OSS will be assigned if the student does not attend Saturday School.

**Third Violation** – Students will receive an office referral including four demerit points and two Saturday School sessions may be assigned. Phone will be taken by administration and returned to the parent at the end of the school day. Punishment could include ISS or OSS if student does not attend both Saturday School sessions. Parent must come to the school for a conference with school administration and the phone will be returned.

**Fourth violation** – Students will receive an office referral including six demerit points and OSS-Out of School Suspension in the amount of 3-5 days at the discretion of administration. Parents must come to the school for a conference with school administration and the phone will be returned.

**Students who are found to have pornographic or sexually explicit content on their phones will additionally be written up for Class III violation – possession of Obscene or Pornographic Material (3.5) – 16 Demerit points and number of suspension days determined by total number of demerit points accrued by student.**

**Students who are found to have used their cell phone to send threatening, harassing, or intimidating messages to other students during the school day will also be written up for Class III violation – Threats/Harassment of Students (3.4) – 12 demerit points and number of suspension days determined by total number of demerit points accrued by the student.**



## 2022-2023 Code of Student Conduct Notice of Receipt

Name \_\_\_\_\_

Grade \_\_\_\_\_

School \_\_\_\_\_

Homeroom \_\_\_\_\_

It is the intent of the Attalla City Board of Education that each student and his/her parent read the ACBOE *Code of Student Conduct*, available online. The faculty within each school is charged by the ACBOE to review the *Code of Conduct* with the student body. By signing this form, you are verifying you have read the online version of the Attalla City Board of Education *Code of Student Conduct* which is available on our ACS District Website. <https://www.attalla.k12.al.us/Page/2037>

**Parents should initial in each of the blanks to reflect reading the specific information.**

\_\_\_\_\_ **Code of Student Conduct-** I acknowledge that I have read the ACBOE *Code of Conduct* that has been adopted by the Attalla City Board of Education.

\_\_\_\_\_ **Special Education-** I acknowledge that I have read information concerning the availability of Special Education Services for students enrolled in Attalla City Schools.

\_\_\_\_\_ **Textbooks-** I acknowledge that I have read information concerning the care of state-owned textbooks.

\_\_\_\_\_ **Directory Information-** I understand that if I object to the disclosure of any or all of the items specified as directory information, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

\_\_\_\_\_ **Head Lice Policy-** I understand the head lice policy.

\_\_\_\_\_ **Parental Notification of Compulsory Attendance Laws-** I have read the parent notification of compulsory school attendance laws, and I am fully aware of my responsibilities to see that my child attends school daily and of the penalty for my failure to do so.

\_\_\_\_\_ **Internet Use-** As a parent/guardian of the above named student, I have read the ACS Acceptable Use Policy. I understand that access to the Internet is for educational purposes and that the ACS District will take reasonable precautions to prevent access to controversial materials, and will not hold the District liable for materials that may be acquired on the Internet by my child. I understand that my child's Internet access will be valid as long as my child complies with the rules and requirements outlined in the Acceptable Use Policy. I understand my child's Internet access may be suspended or terminated if he/she fails to comply with any of the rules and requirements outlined in that policy. I authorize my child's access to the Attalla City School District's computer network for Internet access.

\_\_\_\_\_ In addition, the ACS School District strives to promote positive activities, honors, and work of our staff and students. This includes working with the local newspapers and developing our own publications. Authorization to release student photo/work gives ACS District permission to submit photo/work to local newspapers, school newspapers, school newsletters, the school or District website, and/or other publications promoting District activities.

**It is the parent/guardian's responsibility to notify the school if the student is NOT allowed to utilize available technology or to deny publication of student work/photos.**

\_\_\_\_\_ **FERPA-** I acknowledge that I have read the information regarding the Family Education Rights Privacy Act which is available online in the *Code of Student Conduct* available on the District website.

\_\_\_\_\_ **Bus Safety/Student Transportation-** I acknowledge that I have read information concerning bus safety and student transportation.

**My signature acknowledges that I have read the Attalla City Code of Student Conduct and individual school sections, which includes Special Education, Textbook Rules and Regulations, Release of Directory Information, District Head Lice Policy, Attendance Laws, Internet Use, FERPA, and Bus Safety/Transportation**

Student Name (Printed)

Student Signature

Date

Parent/Guardian (Printed)

Parent/Guardian Signature

Date

