



CITY OF MADISON BOARD OF EDUCATION

211 Celtic Drive / Madison, AL 35758

Dr. Terri Johnson, President
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Dr. Dee O. Fowler
Superintendent

Dear Students and Parents:

The Madison City Schools' Code of Student Conduct (CSC) describes the rules and standards of conduct and discipline that will be maintained and enforced within Madison City Schools for the 2015-2016 academic year. The CSC is an extension of Madison City Schools Board of Education policy and has the force and effect thereof.

Please read the CSC carefully located on our website at www.madisoncity.k12.al.us, under the Policies Section. Those of you who would prefer a printed copy of the CSC may contact office staff at your child's school. Make sure you and each of your school children understand its meaning. Teachers and administrative staff at each school will be available to help you understand any area of the CSC that is not clear to you or your children. It is our goal that each parent and every student be aware of the obligations, rights, responsibilities and behavior requirements in the CSC so that the educational atmosphere in our schools is as safe, productive, conducive to learning and free of disruption as possible.

Once you have read the CSC please sign the Notice of Receipt and Review form and the Pupil-Parent Responsibilities for Care of State Owned Textbook form (attached to this letter); both parents and each child must sign the forms. Please return the forms to your child's school. The forms will be placed in the child's permanent folder. If you need more than one form, please feel to make copies or contact your school.

Thank you for your cooperation.

Sincerely,

Dr. Dee O. Fowler
Superintendent

CODE OF STUDENT CONDUCT

NOTICE OF RECEIPT AND REVIEW

_____, a student enrolled in
(name of student)

(name of school)

and legal custodial parent _____
(name of legal custodial parent)

hereby acknowledge by our signatures that we have received and read, or had read to us, and reviewed together the City of Madison Board of Education *Code of Student Conduct (CSC)*. We understand that this Code, which includes rules on the acceptable use of computer technology and related resources, applies to all students and parents in the public schools, to school campuses, school buses, or other school-owned/operated vehicles, and school-related activities and events.

Signature _____ Date _____
(Student Grades 5-12 ONLY)

Signature _____ Date _____
(Legal custodial parent)

Signature _____ Date _____
(Legal custodial parent)

NOTES:

The student is to sign the above statement. If the student lives with both legal custodial parents, both are to sign the statement. If the student lives with only one legal custodial parent, only one is to sign.

A separate statement is to be signed for each student in the household.

After this page is filled in and signed, the student is to return it to the school, where it will be entered into the student's record. The CSC may be accessed anytime at www.madisoncity.k12.al.us, under the Policies Section, or you may secure a printed copy from your child's school to use during the school year.

Madison City Schools

MEMO To: Custodial Parent

SUBJECT: Pupil-Parent Responsibilities for Care of State-Owned Textbooks in ACCORDANCE with Section 25 of the Free Textbook Law, Act 221, Special Session 1965 (Ala. Code § 16-36-32)

- I. All textbooks issued are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected.

- II. Textbooks issued to pupils may be used in the same manner and to the same extent as though such books were owned by the pupil, except that pupils must recognize their responsibility for the proper care of the books checked out to them by observing the following practices:
 - A. Keeping the book clean outside and inside.
 - B. Refraining from marking the book with pen or pencil.
 - C. Keeping the pages free from finger prints.
 - D. Avoiding turning down, tearing, or otherwise damaging pages.
 - E. Refraining from placing the book where it may become soiled or damaged by the weather.
 - F. Keeping the book protected with a book cover (optional).

- III. Parents and pupils must accept liability for any loss, abuse or damage in excess of that which would result from normal use.
 - A. For such loss or damage, the pupil will be assessed a variable of:
 - 1. Full price if new when issued.
 - 2. Seventy-five percent of full price for books two years old.
 - 3. Fifty-percent for books three years old or older.
 - B. No additional textbooks will be issued to any pupil until all charges for lost or damaged textbook(s) have been paid.

- IV. All textbooks must be returned to the issuing school by the pupil when he /she is promoted or transferred and when he terminates his/her attendance for any reason.

Thank you for your cooperation.

I certify that I have read and understand the above regulations and agree to comply with them (Please return one copy to your child's teacher and keep one copy for your records).

DATE _____ STUDENT'S SIGNATURE _____

DATE _____ CUSTODIAL PARENT'S SIGNATURE _____