

GRADES K-12

STUDENT-PARENT HANDBOOK



SARALAND CITY SCHOOL SYSTEM

**BUILDING A WORLD CLASS EDUCATIONAL SYSTEM
FOR OUR CHILDREN**

2016-2017

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INTRODUCTION

The student handbook is designed to inform parents and students of academic and extracurricular offerings as well as Saraland City School System policies and procedures.

Note: No single document is all encompassing. Saraland City School System Board Policy, Curriculum and Instruction Manual, AHSAA guidelines, federal and ALSDE mandates, as well as local school and extracurricular procedures are subject to change and influence administrative decisions. Ultimately, decisions will be made to ensure the safety and security of Saraland students and employees. Address local school administrators with any concerns that may arise during the course of the school year.

VISION STATEMENT

The vision of Saraland City School System is to build a world class educational system for our children.

MISSION STATEMENT

The mission of Saraland City School System is to ensure that all students realize their unique potential in a school system characterized by dedicated and exemplary staff, a supportive and involved community, recognition and celebration of diversity, optimal utilization of resources, uncompromising commitment to excellence, and willingness to affect change.

GUIDING PRINCIPLES

Challenging and meeting the instructional needs of all students to ensure they are college and career ready.

Supporting a highly qualified staff using research-based practices; integrating leading-edge technology; and engaging students with current, meaningful, and rigorous instructional strategies.

Maintaining high expectations and performance standards for students and employees that are monitored, measured, reported, and reviewed to improve student achievement and system effectiveness.

Collaborating with parents, community stakeholders, and higher education partners to promote student success.

NON-DISCRIMINATION STATEMENT

Saraland City School System 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.

For inquiries regarding nondiscrimination policies, contact Dr. Kristen Sousa, Title IX Coordinator, ksousa@saralandboe.org or Mrs. Amy Pippins, 504 Coordinator, apippins@saralandboe.org. Concerns may be mailed to 943 Hwy 43 South, Saraland, AL 36571. Assistance may also be requested by phone at 251.375.5420.

SARALAND CITY BOARD OF EDUCATION

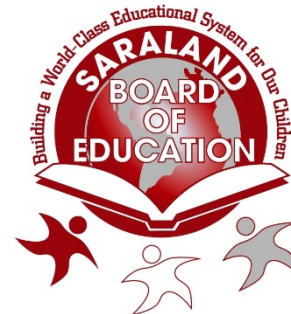
943 U.S. Highway 43 South
Saraland, AL 36571
Phone: 251.375.5420
Fax: 251.375.5430
Web: www.saralandboe.com



Dr. Aaron Milner, Superintendent

Board Members

Mr. William Silver, President
Mrs. Renee Clarke, Vice-President
Mrs. Josephine Rodgers
Dr. Gary Shockley
Dr. Lonnie Burnett



Saraland City Schools are fully accredited by AdvancEd, the parent agency of the Southern Association of Colleges and Schools.

GRADES K-4

Saraland Elementary School
229 McKeough Avenue
Saraland, Alabama 36571
Phone: 251.679.5739
Fax: 251.679.5749
Web: www.sespartans.com
Twitter: @SaralandElem
Facebook: Saraland Elementary School
Mr. Stan Stokley, Principal
Mrs. Kim Williams, Assistant Principal

GRADES 5-8

Saraland Middle School
401 Baldwin Road
Saraland, Alabama 36571
Phone: 251.679.9405
Fax: 251.679.9456
Web: www.smspartans.com
Twitter: @SaralandMiddle
Facebook: Saraland Middle School
Mr. Alex Crane, Principal
Mrs. Stephanie Dial, Assistant Principal
Mr. James Hattenstein, Assistant Principal

GRADES 9-12

Saraland High School
1115 Industrial Pkwy
Saraland, Alabama 36571
Phone: 251.602.8970
Fax: 251.602.8994
Web: www.shspartans.com
Twitter: @SaralandHigh
Facebook: Saraland High School
Mrs. Beverly Spondike, Principal
Mr. Brian Finnigan, Assistant Principal
Mr. Jeff Ward, Assistant Principal

CENTRAL OFFICE STAFF

Twitter: @SaralandSchools
Facebook: Saraland City Schools
Dr. Kristen Sousa, Curriculum & Instruction
Dr. Frankie Mathis, Student Services
Mrs. Amy Pippins, Special Services
Mrs. Pam Patterson, Child Nutrition
Mr. Frank Davis, Technology
Mr. Daniel Clark, Transportation
Mrs. Diana Collins, MSN, RN, Health Services



Saraland Early Education Center for Pre-K to 1st grade students is scheduled to open January 2017.

GENERAL INFORMATION

CHANGE OF ADDRESS

Changes in your home address or phone number should be reported to the school office immediately. Changes of address will require updated proofs of residency. Any change in employment or home/cell phone number should also be reported to school office. This is necessary in case we should need to reach you in the event of an emergency or should your child become ill.

LOCKERS

Students in grades 6-8 will utilize lockers in the gym locker rooms during physical education class to store personal articles during PE. Students in grades 9-12 will have access to both physical education and hall lockers.

The use of lockers is a privilege not a right. Lockers will be assigned to students as soon as possible and should be kept neat, orderly, and locked at all times. Lockers are provided for the convenience of students and should be cared for in the same manner as all school property. Students should report immediately all malfunctions or problems concerning physical education lockers to the teacher while concerns with hall lockers should be reported to the school office. Lockers are issued to students on a yearly basis from the school. Students should not give their locker combination to anyone.

Students should not leave money or valuables in their lockers. The school will not be responsible for items stored in a student's locker. The administration reserves the right to periodically check lockers for health and/or safety reasons. The administration also reserves the right to check an individual locker if reasonable suspicion exists. Students are responsible for all items in their lockers.

LOST AND FOUND

All lost and found items should be reported to the office. Unclaimed items will be collected periodically and given to charity.

PERSONAL PROPERTY

Personal property (i.e., money, clothing, jewelry, etc.) is the responsibility of each student. These articles should be kept in the student's possession at all times. Students should not bring large sums of money or valuable personal property to school.

SCHOOL VISITORS

All school visitors are required to report to the main office upon arrival at a school campus. All visitors will be required to sign in and secure a visitor's pass. Students enrolled in the school system are not permitted to bring student visitors to school during regular school hours without prior approval from the Principal.

TELEPHONE USE

Students will not use the office phones except when conducting school business and then only with permission from the office staff. Only messages of an urgent nature from parents will be delivered to students.

BEFORE AND AFTER SCHOOL CARE

Parents/guardians are expected to take responsibility for ensuring their child arrives before the beginning of school and is picked up after the end of school. If for any reason parents/guardians are unable to ensure student arrival and departure within thirty (30) minutes prior to time students are to report to homeroom/first class and thirty (30) minutes after the last class period each day, a conference should be scheduled with the principal to discuss the matter. (See Board Policy 3.24 Opening and Closing of Schools and 3.26 Care of Student Before and After School.)

Kid Zone, a private day care business, provides before and after school care service for students in **Kindergarten-5th grade**. Contact at 251.490.5380 for more information and fees.

SCHOOL HOURS*

School	Breakfast Begins	Take-In Bell	Tardy Bell	School Dismissal
Saraland Elementary	7:30am	8:00 am	8:10 am	3:10 pm
Saraland Middle	7:05 am	7:25 am	7:30 am	2:40 pm
Saraland High	7:05 am	7:25 am	7:32 am	3:00 pm

* Times are subject to change due to student enrollment.

MIDDLE SCHOOL BELL SCHEDULE (6-8) *

Breakfast Served	7:05				
Take-In Bell	7:25				
Tardy Bell	7:30				
1 st Period	7:30-8:24				
2 nd Period	8:27-9:21				
3 rd Period	9:25-10:25				
4 th Period	10:28-11:44				
1 st Lunch Wave	10:25-10:47	2 nd Lunch Wave	10:53-11:15	3 rd Lunch Wave	11:22-11:44
5 th Period	11:47-12:41				
6 th Period	12:44-1:38				
7 th Period	1:41-2:35				
Bus Dismissal	2:35	Car Rider Dismissal	2:40		

HIGH SCHOOL BELL SCHEDULE (9-12) *

Breakfast Served	7:05						
Take-In	7:25						
1 st Period	7:32-8:27						
Break A	8:27-8:40	Break B	8:50-9:02	Break C	9:24-9:37		
2 nd Period Group A	8:44-9:37	Group B	8:31-8:50	Group C	8:31-9:24		
			9:05-9:37				
3 rd Period	9:41-10:34						
Lunch Wave A	10:34-10:54	Wave B	10:59-11:19	Wave C	11:24-11:44	Wave D	11:49-12:09
4 th Period Group A	10:59-12:09	Group B	10:38-10:59	Group C	10:38-11:24	Group D	10:38-11:49
					11:49-12:09		
5 th Period	12:13-1:06						
6 th Period	1:10-2:03						
7 th Period	2:07-3:00						
All Dismissal	3:00						

*Bell schedules are subject to change due to student enrollment.

DELIVERIES TO STUDENTS

Deliveries of flowers, balloons, or other items to students are not permitted.

ELEMENTARY CLASS PARTIES

There are two (2) planned parties (i.e., Christmas and End of Year) per year for each class. Room-parents may volunteer to help organize and assist with the parties. All party plans should be approved by the teacher before finalized. Special snacks may reflect a season or an occasion (i.e., Valentine's Day, Halloween, etc.) and be sent to school for snack time.

FUNDRAISERS

All fundraising campaigns must be approved by the principal prior to initiation.

- Students should have permission from parent or guardian prior to participation in fundraising activity.
- Door-to-door solicitation is discouraged.
- Parents are responsible for funds collected.
- All funds should be submitted on the specified deadline.
- Teachers are responsible for funds after a receipt has been issued.

SARALAND SCHOOL APP

School activity and event details are promoted through a variety of media. An app designed to be a comprehensive source for Saraland City School System information is available on Android and iPhone OS devices. Visit the App Store to download the Saraland City School System app.

MEDIA CENTER

Library Media Center programs support the school's instructional program for student learning and achievement. Students are provided access to quality print and electronic resources. Students are responsible for the care and safe return of all books or materials they borrow. The student or parent must pay for lost or damaged books.

ACADEMICS

HIGH SCHOOL EXAMS AND EXAM EXEMPTIONS

First and third quarter comprehensive examinations are required. Any Saraland High School student may be permitted to exempt second and fourth quarter examinations based on the following criteria:

- Students who have the following grade at the end of the second or fourth grading period may be exempt for that class: 90-100, with no more than (3) excused absences.
- Students who receive (5) or more unexcused tardies to any class will void exemption for that class.
- An unexcused absence to any class voids examination exemption for that class.

FIELD TRIPS AND EXCURSIONS

Field trips and excursions are extensions of classroom instruction and provide quality learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers utilize the procedures outlined in the Saraland Curriculum and Instruction manual to ensure student safety is a priority on all trips away from school. Parents can locate the procedures on the district website under Curriculum and Instruction. The following minimal procedures shall be adhered to for all field trips and excursions away from school:

- Students are expected to exhibit their best behavior, and the Student Code of Conduct is fully applicable for all activities.
- Students must have a Field Trip Parental Permission Form completed and signed by their parent(s) or guardian(s) on file with school officials prior to departing on each school sponsored field trip. Students not submitting a signed permission form are not permitted to participate in activities.

HOMEWORK

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Students should accept the responsibility of missed homework assignments. Middle and High School students may be assigned to an alternate setting to complete assignments.

PARENT CONFERENCES

Parent conferences with administrators, teachers, and staff are required annually and should be arranged through the school office or electronic communication with the individual. Conferences with classroom teachers are held only during non-instructional time.

PARENTAL INVOLVEMENT

The Saraland City School Board of Education believes that in order to achieve the maximum educational growth for students, there must be a conscious, collaborative partnership between the parents/guardians of students and the school. Parents/guardians of students in Saraland City School System are encouraged to learn about the educational programs, goals, objectives, and activities at their child's school. The board encourages

parents/guardians to participate in activities designed to involve and educate parents. Additional information regarding the Parental Involvement Plan is available at www.saralandboe.com under the Federal Programs Department.

PROGRESS REPORTS

Progress reports are sent home bi-monthly to elementary and mid-quarter to middle school students. *High school* students with a 69 or below in any given class will be mailed a mid-quarter progress report. All schools provide access for parents to check student progress through the online grade book, iNow/Chalkable at any time. A link to the iNOW/Chalkable Home Portal is located on each school's and the district's webpage as well as the Saraland City School app. If needed, parents may contact the school office to obtain login information.

REPORT CARDS

Report cards are issued quarterly to provide a measurement of the student's mastery of the course of study standards. First, second, and third quarters, elementary and middle school students will receive report cards to deliver to parents while high school students' report cards will be mailed quarterly. All students' fourth quarter report cards will be mailed. The only valid report card for Saraland students is the iNOW/Chalkable report card printed on watermarked paper. Issued report cards are not to be altered and any corrections needed should be reported promptly to the principal.

HONOR ROLL

The criteria for participating in the Honor Roll Program are as follows:

- A Honor Roll – All A's in all subjects. Additionally, in K-5th grade, all S's in Citizenship, Work-study, and PE.
- A/B Honor Roll – All A's or B's in all subjects. Additionally, in K-5th grade, all S's in Citizenship, Work-study, and PE.

VIRTUAL SCHOOL

A virtual school program is offered for 9th – 12th grade students through ACCESS. For more information contact a Saraland High School counselor at 251.602.8970.

RESPONSE TO INSTRUCTION (RtI) AND PROBLEM SOLVING TEAMS

Response to Instruction (RtI) integrates classroom instruction, assessment, and interventions to promote student achievement and reduce behavior problems. The RtI process is used to identify and monitor students who are at-risk of failure. Problem Solving Teams monitor student progress frequently and adjust the intervention based on student results. These teams make high quality decisions to support all students, especially those at-risk of failing to achieve state performance standards. Parents who have concerns about their child needing support should contact a school administrator.

STUDENT PROMOTION AND RETENTION

Grades 1-5 – Students in grades 1st through 5th must pass reading and mathematics with a yearly average of 60 (D) or higher. After considering a variety of factors pertaining to kindergarten students (i.e., age, maturity, motor coordination, capacity for learning, and academic progress), the principal may make the decision to promote or retain a kindergarten student.

Grades 6-8 – Students in grades 6th through 8th must pass the following: reading (6th grade only), language arts, mathematics, science, and social studies with a yearly average of 60 (D) or higher.

Grades 9-12 – For students to be permitted to move to the next higher grade level, the following standards must be met:

9th Grade: Students who have successfully completed middle school.

9th-10th Grade: Students who have earned six (6) Carnegie units will be classified as 10th graders.

10th-11th Grade: Students who have earned twelve (12) Carnegie units will be classified as 11th graders.

11th-12th Grade: Students who have earned eighteen (18) Carnegie units and are able to complete all graduation requirements within the school year will be classified as 12th graders.

ONLINE PAYMENT OPTION

Payments for fees, field trips, snacks, and spirit wear are accepted online at <https://saralandcityal.csiepay.com/>. Additionally, online deposits to the meal account can be made using www.paypams.com.

WORTHLESS CHECKS

Saraland City School System may use a check recovery service for worthless checks. By making a payment to the school, a person authorizes Saraland City School System to recover the face amount of the check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. The recovery may be done electronically or by traditional collection methods.

SCHOOL FEES

The Saraland Board of Education approved the following fees for Saraland students. Fees will be due at the beginning of each school year.

Elementary School Fees – Registration Donation (all students K-5): \$25.00.

Middle School Fees* – General Fee (all students 6-8): \$35.00

Course	Fee	Course	Fee
Art	\$25.00	CTE Teen Discoveries/Connections	\$25.00
Science Lab	\$15.00	Other Elective Courses	\$15.00
Strings	\$30.00	PE (Uniform/Lock)	\$25.00
Chorus	\$30.00	Band	\$50.00
CTE Business Technology Applications	\$25.00		

**Fees subject to change.*

High School Fees* – General Fee/Locker: \$45.00; Parking Fee: \$40.00

Course	Fee	Course	Fee
Science Lab	\$15.00	Driver's Education & Safety	\$30.00
Band	\$50.00	Health	\$15.00
Strings	\$30.00	PE (Uniform/Lock)	\$25.00
Art	\$25.00	ACCESS Class (per course)	\$15.00
Chorus	\$50.00	Drama/Theatre	\$15.00
Dance	\$30.00	Other Elective Courses	\$15.00
CTE Business, Management & Administration	\$25.00	CTE Health Science	\$25.00
CTE Engineering	\$25.00	CTE Welding	\$25.00
CTE Food, Wellness, and Dietetics	\$25.00	Percussion	\$30.00

**Fees subject to change.*

Yearbook – Preserve personal memories of friends and classmates, showcase accomplishments, and memorable moments, buy a yearbook! Elementary: \$ 35.00; Middle: \$50.00; High: \$75.00

Extracurricular Activity Fees – Students will be afforded opportunity to participate in grade level appropriate extracurricular clubs and organizations provided requirements for membership are met. Clubs and organizations will publicize membership requirements during appropriate member enrollment periods.

Saraland Elementary School:

Club/Organization	Fee	Club/Organization	Fee
PTO	\$5.00	Project Outreach	\$20.00
National Elementary Honor Society	\$20.00	Choir	\$20.00

Saraland Middle School:

Club/Organization	Fee	Club/Organization	Fee
PTO	\$10.00	FBLA	\$15.00
Diamond Dolls	\$30.00	Scholars Bowl	\$15.00
FCCLA	\$15.00	NJHS New inductees w/t-shirt	\$30.00
FCCLA w/t-shirt	\$25.00	NJHS Returning members	\$10.00
Project Outreach	\$35.00	FCA w/t-shirt	\$20.00

Saraland High School Club Fees:

Club/Organization	Fee	Club/Organization	Fee
PTO	\$10.00	Leo Club	\$20.00
Mu Alpha Theta	\$15.00	Scholars Bowl	\$15.00
FBLA	\$15.00	Spanish Club	\$5.00
Diamond Dolls	\$30.00	Tri M Honor Society	\$15.00
Beta Club	\$20.00	HOSA	\$20.00
Azalea Trail Maids	\$15.00	Band Booster	\$175.00
National Honor Society	\$20.00	Robotics	\$15.00
FCCLA	\$15.00	Student Council	\$12.00
FCCLA w/shirt	\$25.00		

Additional Fee Information – Club fees may change due to pricing in travel, state/national registration, and supplies (i.e., t-shirt prices change according to size).

Students who have a financial obligation to an individual school or the school system may not register for the next school year until fees are paid or payment arrangements are discussed with school administration.

Graduating seniors may not participate in commencement unless all fees are paid or cleared. Parents/guardians should contact the Saraland High School's main office during 2nd semester prior to graduation to ensure all fees are cleared or arrangements made.

Fee for Damaged Textbooks – Parents/guardians are responsible for textbooks and other materials issued to their children and are held liable for any loss, abuse, or damage in excess of that which would result from normal use.

ADDITIONAL EDUCATION SERVICES

FEDERAL PROGRAMS

Saraland's Federal Program Advisory council, comprised of central office staff, school administrators, teachers, parents, and community stakeholders, meet annually to complete a needs assessment for student learning and review and update all federal plans. During the meeting, all federal budgets are discussed. Additionally, a parent meeting is held first quarter to review the Parent's Right to Know documents developed by the state and school system federal Program Departments. Moreover, these documents are sent home with all students by September 30 of each school year. Contact Dr. Kristen Sousa, Federal Programs Director, at 251.375.5420 or ksousa@saralandboe.org for additional information.

ENGLISH LEARNERS (EL) PROGRAM

The English Learners Program includes the identification of students who are limited-English proficient (LEP) and non-English speaking (NES). Once EL students are identified, appropriate educational programs are developed and student progress is monitored. Contact Mrs. Lou Schambeau, EL Coordinator, at 251.375.5420 or lschambeau@saralandboe.org for additional information.

COUNSELING SERVICES

Each school provides guidance counselor(s) in addition to the guidance provided by teachers and administrators. The school guidance counselor(s) serve students in all grades in large group (class size), small group, and individual counseling sessions. The program standards include academic, career, and personal/social development. Contact your child's school counselor for more information about available services.

SUMMER SCHOOL

A summer program may be available for students in grades 9-12 who wish to make up a failed core subject(s). Contact a high school counselor at 251.602.8970 for program details.

GIFTED SERVICES

Intellectually gifted students are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities may refer a student for consideration for gifted services. The parents must be informed when their child has been referred. For more information regarding gifted services and the referral and eligibility process, contact Mrs. Amy Pippins, Special Services Coordinator, at 251.375.5420 or apippins@saralandboe.org.

SPECIAL EDUCATION PROGRAMS

Special education, related services, and supplementary aids and services are provided to students who meet the eligibility criteria. Information regarding services, supports, or referral procedures may be obtained from the school principal or Mrs. Amy Pippins, Special Services Coordinator, at 251.375.5420 or apippins@saralandboe.org. All referrals, evaluations, and educational support are provided in accordance with the *Individuals with Disabilities Education Act of 2004* and the *Alabama Administrative Code Chapter 290-8-9 Special Education Services*.

CHILD FIND NOTICE FOR CHILDREN WITH DISABILITIES

Saraland City School System ensures that all children residing in the jurisdiction of the local education agency, birth to twenty-one, regardless of the severity of their disability, and who need special education and related services are identified, located, and evaluated. Child Find also applies to children with disabilities who attend private schools, including children attending religious schools within the Saraland City School System jurisdiction, highly mobile children with disabilities (e.g. migrant children), and homeless children, or children who are wards of the state and children who are suspected of having a disability and are in need of special education services even though they have not failed, been retained in a course/grade, or are advancing from grade to grade.

If you know of a child who may be in need of special education services or would like to receive additional information regarding services for students with disabilities, contact Mrs. Amy Pippins, Special Services Coordinator, at 251.375.5420 or apippins@saralandboe.org.

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a civil rights statute that prohibits discrimination/harassment on the basis of a disability in any program or activity receiving federal financial assistance. Section 504 provides: "No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." For questions regarding Saraland City School System 504 procedures, contact Mrs. Amy Pippins (504 Coordinator) at 251.375.5420 or apippins@saralandboe.org.

ATTENDANCE

One of the most important things a parent or guardian can do for their child is ensure they are in school on time every day. It is key to their learning, success in school, and ultimately success in life. Saraland City School System maintains an attendance and truancy policy, which were written in accordance with Alabama State Board of Education Administrative Code, and §16-28-1 *et seq.*, Code of Alabama (1975).

Details of those policies follow on subsequent pages. If you have any other questions, please contact the principal or Dr. Frankie Mathis, Director of Student Services, at 251.375.5420 or fmathis@saralandboe.org.

GENERAL PROVISIONS

- Students between the ages of six (6) and seventeen (17) shall be required to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school year.
- A school day is defined as the starting and ending time of the entire day.
- Students must be in attendance one-half of the instructional day to be counted present. The parent or guardian **must send a written note** if the student is checked out prior to completing one-half of the instructional day. One-half day is 11:30am for middle and high school students or 11:50am for elementary students.
- Checkouts should be conducted through the main office no later than 2:15pm for middle and high school students or 2:30pm for elementary students.
- Students are required to be on time for school.
- Late arrivals should report to the main office to check-in.
- Any missed school will be categorized as an excused absence, excused tardy, unexcused absence, or unexcused tardy.
- Excessive absences will subject a student, parent or guardian to truancy policies and procedures.

TARDINESS

Being late to school or checking out of school is excused or unexcused for the same reasons as absences. A student is considered tardy if he/she is not in class when the tardy bell rings. Any student who arrives after school has begun must report to the office to check-in. Habitual tardiness greatly affects a child's progress in school.

Tardiness shall be addressed as follows:

4 th – 6 th tardy	Office Referral, Parental Notification, Detention and/or Saturday School
7 th tardy and each subsequent tardy	Office Referral, Parental Notification, In School Suspension (ISS)
10 th tardy	Parent notification by letter from the attendance officer
15 th tardy	Referral to the Early Warning Truancy/Discipline Program

If a student checks in or out five (5) times unexcused, it will be converted to an unexcused absence, respectively for the purpose of referral to the Early Warning/Truancy Discipline Program.

ABSENCES

Absences are **excused** for the following reasons:

- Illness
- Death in immediate family
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal
- Legal quarantine
- Emergency conditions as determined by the principal
- Administrative Approval – requires prior permission of the principal upon request of the parent or guardian
- A chronic ailment that may cause the student to miss school. A doctor's statement is required to verify the student's condition. At the beginning of **each** school year, a new chronic ailment statement from the doctor must be provided. A parent or guardian note is still required for any chronic ailment absence.
- Head lice – students should return to school as soon as possible once cleared of lice and nits. A maximum of three (3) days are excused for each occurrence of head lice.

Students are allowed up to ten (10) excused absences per year with a written statement from a parent or guardian. The excuse shall state the reason for the absence, the date of the absence(s), and have a parent/guardian signature. When a parent or guardian has exhausted ten (10) parent notes all future absences will require a written excuse from a medical physician or clinician to be coded as excused.

Absences that do not fall under one of the “excused absence” categories are deemed **unexcused**. The following are also deemed unexcused:

- Failure to send a note within three (3) days of the absence upon returning to school.
- Failure to secure prior approval from the principal for administrative approved absences.
- Failure to secure prior permission from the principal for out-of-town trips.
- Failure to provide a medical/clinical excuse after a student has accumulated ten (10) parent notes for the year.

EXCESSIVE ABSENCES

Students who are absent five (5) or more unexcused days per semester may not receive credit for the course, unless otherwise approved by the principal. Five (5) unexcused tardies to the same class shall constitute one (1) unexcused absences for said class. In cases where there are extenuating circumstances, the principal may extend the maximum number of unexcused absences a student may accumulate before credit is withheld.

TRUANCY

Truancy is the habitual and unlawful absence from school. Section 16-28-16 of the Code of Alabama governs truancy. If a child is truant, the parent or guardian can be charged with criminal action in Juvenile Court. Truancy is determined by unexcused absences.

Unexcused absences shall be addressed as follows:

1 unexcused absence: Parent or guardian notification

5 unexcused absences (including suspension days): Mandatory attendance at the school’s Early Warning Truancy/Discipline Program

7 or more unexcused absences: a Petition may be filed against the parent or guardian in the Mobile County Juvenile Court

The Early Warning Truancy/Discipline Program shall be set by the school attendance officer and is a mandatory meeting. The purpose of the program is to review the attendance policy of Saraland City School System and the consequences of being truant. This meeting is also an opportunity for the parent or guardian to discuss the attendance or discipline of their child with school officials and a representative from the District Attorney’s Office. Failure to attend this meeting may result in a court petition being filed against the parent/guardian.

If a petition is filed in the Mobile County Juvenile Court against a parent or guardian for truancy, he/she will be required to appear before the Juvenile Court Judge. If found guilty of the charge, he/she shall receive probation or a misdemeanor conviction, and may be fined and sentenced up to 90 days in the county jail. The parent or guardian and the student may also be ordered to participate in programs that address the issues relating to the truancy of the student.

ATTENDANCE AWARDS

A perfect attendance award shall be awarded to students who have attended school every day based on documentation of the attendance record. Students who are tardy or have checked in/out one (1) or more times may not be eligible for the Perfect Attendance Award.

COLLEGE VISITS

Senior students will be allowed two (2) college visit days per school year. Juniors may receive one (1) official college visit with proper documentation presented to school administration.

MAKE-UP WORK FOR EXCUSED ABSENCES

If a student is absent for any excused reason as defined above, the student will be allowed to make up work through the following guidelines:

- The principal/teacher(s) will consider the type of illness, the length of the time absent, and the amount of make-up work due.
- The parent/student will be responsible for contacting the teacher(s), counselor, or front office staff to arrange make-up work.
- For extenuating circumstances, special consideration may be given at the discretion of the principal.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

If a student is absent for any unexcused reason as defined above, the student will be allowed to make-up work at the discretion of the principal.

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 must have permission from the principal to participate in any school extracurricular or co-curricular activities (i.e., athletic contest, cheerleading, scholars' bowl, etc.).

STUDENTS BEING CHECKED OUT OF SCHOOL

All parents/guardians or other authorized persons coming to check a student out of school must do so through the main office via the school's approved checkout plan. Such persons are not to go directly to classrooms for this purpose. All students must sign out through the front office before leaving campus.

CHANGES IN STUDENT TRANSPORTATION

Changes in the mode of student dismissal must be in writing. For the safety of students, phone calls will not be accepted to change student dismissal arrangements. Written changes should include name of student and grade and be submitted or faxed to the school office. Students who are not regular bus riders may not ride the bus unless a written request is submitted and approved by the office. Only individuals listed as authorized on enrollment documentation may pick up a student. A driver's license/photo identification must be presented when requesting to pick up a student from school.

WITHDRAWALS

Parents should contact the school office regarding withdrawal procedures. A student leaving school or transferring to another school should empty his/her locker (if assigned), return all school property, and pay an outstanding debts.

Students must attend school until the age of seventeen (17). If a student drops out of school prior to the age of seventeen (17), a Student Exit Interview must be conducted with the high school principal in an attempt to resolve circumstances impeding a student from staying in school. A student's driver's license may be suspended by the Alabama Department of Public Safety until the age of nineteen (19) for students who choose to drop out of school.

CHILD NUTRITION PROGRAM

The mission of the Child Nutrition Program is to provide affordable and nutritious meals to the students of Saraland City School System.

School	Cafeteria Manager	Email	Phone Number
Elementary	Mrs. Rhonda Hennis	rghennis@saralandboe.org	251.679.5817
Middle	Mrs. Sadie Lofton	srlofton@saralandboe.org	251.679.9467
High	Mrs. Penelope Morton	pmorton@saralandboe.org	251.602.8977

MEAL PRICES

	Breakfast		Lunch	
	Reduced	Paid	Reduced	Paid
Elementary	0.30	1.25	0.40	2.25
Middle	0.30	1.25	0.40	2.50
High	0.30	1.25	0.40	2.75
Staff		1.50		3.50
Visitor- Adult		1.75		3.75
Visitor- 10 & under		1.25		2.75
Visitor, Special Occasion- Adult		5.00		5.00
Visitor, Special Occasion- 10 & under		3.50		3.50

Board Approved- May 5, 2016

A visitor is defined as an individual not employed by or enrolled in the Saraland City School System. Reduced prices for breakfast and lunch are set by Federal guidelines.

MENUS

Cafeteria menus are published monthly on each school's website as well as the Saraland City School app.

LUNCH ACCOUNT

Saraland City School System uses a computerized system in the lunchrooms. This helps to expedite lunchroom lines. Saraland cafeterias use *offer versus serve*. The *offer versus serve* option allows students to decline some of the food offered in order to diminish waste and allow students to choose the foods they prefer to eat. All students have a meal account with a 5-digit assigned number. Students, including those who participate in the Free and Reduced Breakfast and Lunch Program, enter the 5-digit number each time they go through the lunchroom line.

LUNCH ACCOUNT DEPOSITS

- Make deposits directly into the student's meal account at the serving line. Payments should include student's name and lunch account number.
- Make online deposits to the meal account using www.paypams.com, an automated payment system. For assistance with PayPams, contact Mrs. Pam Patterson, CNP Specialist, at 251.602.9017 or ppatterson@saralandboe.org. Specific online payment instructions are also located on school and district websites.
- Students participating in the Free and Reduced Breakfast and Lunch Program may also deposit additional funds for meal payment or à la carte purchases into his/her meal account.
- Breakfast and lunch money for elementary students should be sent to school in an envelope marked with your child's name, homeroom teacher, and 5-digit meal account number, unless payments for meals are processed using www.paypams.com.
- Please do not include funds for other purchases such as field trip money, fundraisers, etc. on checks designated for meal payment.
- Only food served in the lunchroom can be purchased with the money deposited in meal accounts.
- On the last day of school, any funds remaining on a student's lunch account will automatically roll over to the next school year.

LUNCH ACCOUNT NEGATIVE BALANCES

- The Saraland City Board of Education strongly discourages the charging of foods and beverages to meal accounts.
- Uncollected cafeteria charges constitute a bad debt and are not allowed.
- Extra servings and à la carte purchases are not allowed when a meal account has a negative balance.
- The parent/guardian of any student who purchases foods and beverages from the Child Nutrition Program are required to provide funds through the meal account and is responsible for resolving all negative balances immediately.

FREE AND REDUCED PRICED MEAL APPLICATION

Saraland City School System is pleased to announce the availability of applying for Free and Reduced Price Meals online. The process is secure, private, and available anytime, anywhere! Visit a school or the district website for information and a link to the application.

- Saraland City School System encourages each family to complete an application.
- During registration, each school year, parents/guardians will receive information with an application or an application can be complete online.
- Only one completed application per household is needed.
- List every child enrolled in the Saraland City School System on the same application.
- Applications are processed as quickly as possible; however, it can take several days. Submit completed applications as soon as possible.
- Students who received free or reduced meals last year have to complete a new application each school year. Parents/guardians have up to thirty (30) days from the first day of school to complete and submit the new application. After the thirtieth (30th) day, parents/guardians are responsible for paying full price until their child's application has been processed and re-approved by the Child Nutrition Program.
- Parents/guardians are responsible for paying full price for all meals until the Child Nutrition Program has processed a student's meal application.

WELLNESS POLICY

In an effort to decrease the rate of childhood obesity in the United States, the USDA made changes to the National School Breakfast and Lunch Program and to the amount and types of foods and drinks allowed during the school day. Carbonated beverages are no longer permitted in the elementary schools at any time and are limited in the high school. A lunch must include a fruit and/or vegetable along with at least two to three other items with a total of at least three food components to count as a meal. Breakfast must include at least three meal components to count as a meal. Fried foods will be limited.

Fast food is not allowed in school cafeterias. As a result, bags, cups, or food containers that display fast food establishments are not permitted in the cafeteria.

Parties are not permitted during meal times. Contact your child's teacher and/or principal if you would like to bring a treat for a special occasion. Treats should meet healthy snack alternative standards. Support of parents/guardians are appreciated as Saraland Schools foster a healthy school environment for students.

HEALTH SERVICES

The Health Services Department provides assistance to students and staff in the areas of health services, health education, and a healthful environment. The role of the school nurse within this program is to strengthen the educational process of children and youth by assisting them to improve or adapt to their health status. The school nurse will promote wellness and disease prevention by early intervention and identification of health problems that interfere with learning. This Health Services section of the student handbook is a basic overview and not intended to address all questions and concerns parents and/or students may have. Please refer to your school nurse for detailed plans for all health questions.

Saraland City School System school nurses work as a team and want your child to succeed in school. If you ever have questions or concerns about your child's health or well-being, please do not hesitate to contact your school nurse.

ALLERGY GUIDELINES

If a student has a SEVERE allergy or intolerance, the parent/guardian needs to indicate this issue on the Health Assessment Form and notify the school nurse by providing appropriate information from their physician. Starting the 2015-2016 school year per laws in the state of Alabama, Saraland City School System will stock on school campuses Epinephrine Auto-injectable pens for first time severe anaphylaxis reaction with a student or staff. School nurses can give more details about the Anaphylaxis program in the schools. If your child has a known severe allergy, please provide appropriate physician prescribed medications (i.e., Epi-pen, Benadryl, etc.).

COMMUNICABLE DISEASES

Saraland City School System follows the Mobile County Health Department guidelines for communicable disease control and prevention. Listed below are a few of the common communicable diseases that nurse's encounter in the school setting.

Head lice – Pediculosis, more commonly known as head lice, is routinely found in elementary and middle school student age groups. The following interventions are important to help control the spread of head lice in the school community:

- Examine your child's head regularly, especially behind his/her ears and at the nape of his/her neck for crawling lice and/or nits (eggs).
- Crawling lice and/or nits found within ¼ inch from the scalp are signs of a positive head lice infestation, which requires treatment with an over-the-counter or prescription lice-killing product. All infested family members must be addressed, being careful to follow the product's direction carefully and completely.
- Children with live bugs will not be allowed in school until their heads have been treated and the nits removed. All nits must be removed to prevent re-infestation. Saraland Schools have a Nit-Free policy, which means all nits must be removed before the student re-enters the classroom.

- Please contact your child's school nurse if you have had to treat your child for head lice. The nurse is available to serve as a resource and will need to check your child's head to ensure there are no remaining live lice or nits prior to your child returning to his/her classroom.

Pinkeye – Conjunctivitis can be very contagious. If the white of your child's eye is red and has a thick yellow or greenish colored drainage, you should keep your child at home. Drainage due to allergies is usually clear and involves both eyes simultaneously. Pinkeye can involve only one eye at a time. Children with pinkeye are usually light sensitive, and complain of itching, burning in the eye(s), swollen eyelids, and dried discharge on eyelids upon awakening.

Impetigo – Impetigo are sores that have become infected, and can be found anywhere on the body including the face. The sores can drain infected material before becoming crusty. If the sores have not dried, they will need to be covered while the student is in school. Your child can return to school once treated by a physician for at least 24 hours. Upon returning to school, the parent will need to provide a written statement from the treating physician.

Ringworm – Ringworm is a fungal infection of the skin (Tinea Corpus), hair, and nails. Ringworms must be covered with a clean dressing while the child is at school. Ringworm of the head (hair – Tinea Capitus) will need to be evaluated by a physician.

Strep throat – If your child has been diagnosed as having strep throat (this requires a special test by a health care provider), your child should stay home for 48 hours after antibiotic therapy has been started by a physician.

ILLNESS GUIDELINES

Many parents are concerned about when to keep children who have been ill home from school. These are a few of the most common reasons children should stay home or may be sent home from school.

Fever – Your child should stay home if he/she has a fever of 100 degrees (orally) or higher and should remain home for 24 hours after the fever has gone without medication.

Sore throat – Sore throats are very common and can be caused by sinus drainage, mouth breathing, viruses (colds), bacteria (Strep), dehydration, and anything that can irritate tissue (such as food, hot liquids, etc). When a student has a fever with a sore throat, the student should see a health care provider before returning to school. A student who has a sore throat with a fever of 100 degrees or more will be sent home.

Vomiting and/or diarrhea – A student should stay home from school if he/she has vomited or has had diarrhea (more than two or three loose stools) just prior to the start of the school day and remain at home for 24 hours after the vomiting/diarrhea have subsided. If one or two loose stools are present along with vomiting or fever, your child should remain at home. If diarrhea continues for more than 48 hours, your child will need a doctor's written statement to return to school.

Cough/nasal drainage – A cough that is chronic can spread germs and be disruptive in a classroom. Please take this into consideration when deciding to send a student to school. The school nurse may evaluate a student with a cough and if determined to be excessive may be sent home. Your child should not come to school with excessive coughing, sneezing, and nasal drainage. If the child has been kept awake at night with these interruptions, please allow the child to recover at home. In order for a student to have cough medicine at school, the student must have a Prescriber/Parent Authorization Form (PPA) completed and signed by both a doctor and a parent. The parent must bring the medication to the school nurse.

Rash – There are all types of rashes. Some are nothing more than irritated skin, while others are very contagious. Any child that has an undiagnosed rash should not attend school. A child should be taken to their physician for evaluation of rashes, especially if there is an association with fever, sore throat, or cough. When the child is sent home from school with a rash, a physician's note is required for the child to return to school.

HEALTH SCREENING, ASSESSMENT, AND CARE

The school nurse may provide screenings in the area of vision, hearing, dental, scoliosis, blood pressure, and various other assessments/referrals. The school nurse also provides chronic disease management and education for students, along with identification, assessment, intervention, and evaluation of student health concerns.

Vision screening is performed with all K, 2nd, and 4th grade classes. Hearing screening is performed at elementary and middle school every other year. Dental screening is performed by a dentist in the month of February for 1st and 3rd grades. Scoliosis screening is performed on all 5th through 9th grade students. The school nurses perform all screenings for referrals from special education and other intervention programs. If a parent/guardian would like to request a vision and/or hearing screening be performed on their student, please send a request to the school nurse.

IMMUNIZATIONS

Alabama law requires all students to have a current Immunization Card (Blue Card). The original Blue Card is kept on file at the student's school and must be updated per state guidelines.

The certificate may be obtained from the physician or clinic that administers the vaccine or may be completed by any county health department in the State if the parent presents a vaccine record from the provider. For students who are moving to Alabama, out-of-state vaccine records must be transferred to the Alabama Certificate of Immunization prior to school enrollment. This may be accomplished by taking a vaccine record from the provider to the local county health department, or, if the family has chosen a physician in Alabama, the physician may transpose the record.

The state of Alabama does not recognize philosophical, moral, or ethical exemption from vaccination. A physician may issue a medical exemption or an Alabama Certificate of Religious Exemption may be obtained from the local county health department.

MEDICATION PROTOCOL

All medications require parents to complete the Alabama State Department of Education School Medication Prescriber/Parent Authorization (PPA) forms. New forms must be renewed at the beginning of every school year and anytime the doctor makes a change to prescribed medication. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.

Note: Only one medication per Prescriber/Parent Authorization (PPA) form is acceptable. If a student has multiple medications, a separate PPA must be completed and signed for each medication.

MEDICATION GUIDELINES

- All medications must be hand delivered by the parent or guardian to the school nurse. This includes all students who "Self-Administer" and/or "Self Carry" medications.
- The school nurse must verify all orders before students are allowed to carry and self-administer their medications.
- The school nurse will count all medications in the presence of the parent or guardian. The parent/guardian and the nurse will sign a form that indicates the medications were received, counted and secured by the school.
- All medications are locked in a secure medication container/cart at all times with the exception of those with permission to carry their medication on person.
- The parent or guardian will be notified when their child's medication is completed or becomes out of date. Expired medications will not be given at school.
- On controlled substances, no more than a 30 day supply of medication should be supplied for the student to take at school. The parent will be responsible for updating that supply monthly.
- All student medications must be picked up by the last day of school, before summer break, or the medications will be destroyed per federal regulations (in the presence of a witness, as indicated). No medications will be kept at school over the summer.
- Some medications are not to be given during school hours. The school nurse reserves the right to refuse to administer certain medications unless a doctor has specifically written that the medication be given during school hours.
- The parent/guardian should provide the school nurse with a list of possible side effects for medications taken over a 30-day period.
- The first dose of any new medicine should not be given at school due to potential for severe side effects or reactions of medications.
- Saraland City School System follows the Alabama State Department of Education and Alabama Board of Nursing guidelines for the administration of medications to students.

- Only school nurses and approved non-licensed medication personnel are legally allowed to administer medications to students.

PRESCRIPTION MEDICATIONS

- Should be in the original container with a current pharmacy prescription label attached.
- Should have the correct student's name on the prescription label and identical to the PPA form. A valid date of expiration. Expired medications will not be accepted.
- Should **not** be mixed with any other medications (unless indicated on the label).
- Should have a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and parent/guardian per prescription.

OVER-THE-COUNTER MEDICATIONS

- Requires completion of the Prescriber/Parent Authorization form signed by the Parent/guardian and physician.
- Must be provided by the parent in the original sealed container identifying the medication name, dosage, and manufacturer's labeling.
- Distributed according to manufacturer's recommendations/physician's order.
- No aspirin or aspirin containing medication (salicylate) will be given to children or teenagers under the age of 18 years of age, unless prescribed by a physician.

ALL NON-PRESCRIPTION MEDICATIONS MUST HAVE:

- A new container that is unopened and sealed.
- No other medications mixed inside the container.
- A valid date of expiration. Expired medications will not be accepted. The student's name clearly marked on the original container.
- A completed Prescriber/Parent Authorization Form (PPA) on file.

MEDICATIONS THAT ARE "ON PERSON" OR "SELF-CARRY"

The following are procedures for medications that students may need to possess on them for self-medication:

Note: A parent must sign and physician approve the "Self-Administration" areas of the PPA.

- Inhalers - All students with inhalers must have a copy of the prescription label attached to the inhaler or the inhaler should be in the original prescription labeled box.
- Epi-Pens (TwinJect, Epinephrine, Adrenalin) - All students with Epi-Pens, TwinJects, and other pre-filled single use epinephrine auto injectors must have a copy of the original pharmacy prescription label attached to the cartridge holder or the original box.
- Students may only carry medications indicated for a "chronic" health condition (asthma, diabetes, seizures, etc.). The doctor must indicate the "chronic" condition on the PPA and check the "kept on person" and/or "self-medication" box on the PPA. This must be approved by the school nurse.

SAFETY AND EMERGENCY PROCEDURES

ASBESTOS MANAGEMENT PLAN

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

USE OF SURVEILLANCE EQUIPMENT

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Saraland Board of Education may use surveillance equipment on properties owned and/or maintained by the school system.

SAFETY PLANS

Each school has a safety plan that addresses safety procedures and responsibilities for intruders, weather, locked doors, evacuations, and fire.

FIRE, LOCKDOWN, AND SEVERE WEATHER DRILLS

Emergency drills are held throughout the school year. Students are requested to move in an orderly manner or shelter in place, as directed. Upon completion of the drill, an all-clear message will be communicated, at which time regular school day activities will resume.

TORNADO WATCH

In the event a tornado watch is issued for areas in which a school is located, the principal or his or her designee of that school shall take actions necessary to promote safety of students. When a tornado watch is in effect at the conclusion of the normal school day, students may be released according to regular dismissal and transportation plans.

TORNADO WARNING

In the event a tornado warning is issued for areas in which a school is located, the principal or his or her designee at that school should take all actions necessary to promote safety of students as outlined in each school's safety plan. If a tornado warning is in effect, students may not be released pursuant to regular transportation plans; however, students may be released during a tornado warning to students' parents/guardians, provided said parents/guardians come to the school and assume custody of their child.

SCHOOL CLOSINGS

The Superintendent will close schools when weather conditions are too hazardous for safe operations. Parents will be notified by an automated phone system as well as through postings on the school websites, social media accounts, and local television and/or radio stations.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS

STUDENT PUBLICATIONS

Local schools may permit student publications, provided the school principal approves the publication and acts as the editor and chief. A certified staff member shall serve as advisor and consultant to students in the preparation of all student publications.

STUDENT CLUBS AND ORGANIZATIONS

All school-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization that denies membership on the basis of race, creed, color, or political beliefs. All school-sponsored clubs and organizations shall be sponsored by a member of the faculty approved by the school's principal.

ATHLETICS

The athletic program of Saraland City School System is a dynamic integral part of the educational experience. It provides meaningful learning opportunities not otherwise offered in the classroom curriculum. It assists students in developing habits, attitudes, and ideals necessary for ethical competition and cooperation in society. It also provides students with lifelong lessons in sportsmanship, teamwork, ethical behavior, perseverance, commitment, loyalty, self-discipline, pride, cooperation, responsibility, and leadership skills.

Saraland students have the opportunity to try-out for a team if the requirements of the Alabama High School Athletic Association (AHSAA) and the Saraland City School System are met. For more information, contact respective team coach or Coach Jeff Kelly, Athletic Director for Saraland City School System at jkelly@saralandboe.org.

Sports in Saraland include:

Elementary (3-5)*	Archery, *city leagues available in other sports
Middle and High School (7-12)	Archery, Baseball, Basketball, Cheer, Cross Country, Football, Golf, Soccer, Softball, Swim, Tennis, Track and Field, Volleyball

ELIGIBILITY REQUIREMENTS (Grades 7-12)

The Saraland School Board is committed to the belief that extracurricular activities/athletics are a part of the learning process and that participation in these activities requires responsibility on the part of the student to maintain certain academic standards. Therefore, it is the policy of the board that all students participating in

these activities shall meet the eligibility requirements as set forth in the *Handbook* of the Alabama High School Athletic Association. Parents/guardians of students participating in the extracurricular activities/athletics will be required to sign a release form and present a copy of proof of health insurance.

PROHIBITED SUBSTANCE SCREENING PROCEDURES FOR STUDENTS WHO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES:

It is the objective of the Saraland Board of Education to assure that all students who wish to participate in competitive extracurricular activities be given the opportunity to do so in a safe, drug-free environment and that all students participating in competitive extracurricular activities, while under the supervision of the school system, be completely free from the effect of alcohol and/or the presence of illegal or controlled substances. In an effort to meet this objective, the board reserves the right to require any student desiring to participate in competitive extracurricular activities event, practice, competition, or at any other time while under the supervision of the school system, to conduct a random unannounced drug screening.

The board has the right to conduct random unannounced drug screenings of students participating in competitive extracurricular activities, as well as the right to conduct specific drug screening of students whenever an administrator, a coach, assistant coach, teacher, sponsor, and/or band director observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies. Furthermore, the board grants the coach and/or sponsor the right to have the entire team tested during the season for their particular sport.

STUDENT PRIVILEGES

It is the objective of the Saraland Board of Education to assure that all students who wish to take advantage of the privilege of driving a vehicle on school property and/or parking a vehicle on school property, be given the opportunity to do so in a safe, drug free environment, and that all students exercising the privilege of driving and parking on school property, be completely free of the effects of alcohol and/or the presence of other illegal or controlled substances. In an effort to meet this objective, the board reserves the right to require any student desiring to drive a vehicle on school property and/or park on school property, be subject to and submit to random drug tests at any time while on school property, or participating in school sponsored events.

The board will allow local principals to designate such other and additional requirements for the privilege of driving a vehicle on school property and/or parking a vehicle on school property including, but not limited to, academic standards, attendance standards, and the payment of fees. The local school principals may also establish the priority for issuance of parking permits.

The board also has the right to require the passing of a drug test as a condition to granting such privileges, the right to conduct random unannounced drug screening for students taking advantage of student parking privileges, as well as the right to conduct specific drug screening of students whenever a school official observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies.

The Superintendent shall prepare procedures for implementing this policy consistent with local, state, and federal laws.

STUDENT CONDUCT

ENERGY DRINKS

Students will not be permitted to possess or consume energy drinks, including but not limited to Red Bull, Monster, 5-Hour Energy, Full Throttle, Rockstar, and Hype Energy. Energy drinks are defined as beverages that contain large doses of caffeine, sugar, taurine, and other stimulants like ephedrine, guarana, and ginseng.

SMOKING/USE OF TOBACCO PRODUCTS

Students will not be permitted to possess, smoke, or use tobacco products in any form while in school buildings, on school property, in school buses, during any school sponsored activities, or on the way to and from school sponsored activities. For purposes of this policy, the phrase "tobacco products" includes, but is not limited to cigarettes, cigars, cigarillos, pipes, vape, and/or any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.

ALCOHOL/DRUG ABUSE

Students will not be permitted to possess, smoke, or use alcohol or illicit drugs in any form while in school buildings, on school property, in school buses, during any school sponsored activities, or on the way to and from school sponsored activities. For purposes of this policy, the phrase “alcohol or illicit drugs” includes, but is not limited to controlled substances, narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, intoxicants, mind altering substances, etc. Additionally, “alcoholic beverages” include, but are not limited to, any drinks, beverages, powders, or substances that are or can be used to deliver intoxicating alcohol to a person consuming or using the same.

Principals and school officials will cooperate fully with law enforcement agencies. Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs and use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced.

The board may withdraw the privilege of attending public school from those students who have been found to violate board policy and/or the law regarding illegal substances brought before them. Before the students can return to school they must produce a negative urinalysis test. The urinalysis test must be conducted by a school board approved agency and funded by the parent or guardian.

USE AND POSSESSION

Students will not be allowed to appear upon the campus, or at any school sponsored activity, function, or event not on campus, during the day or evening of that same day after having, on that said day, consumed or used or possessed any controlled substances, narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, intoxicants, or mind altering substances, of any kind. Violators will be subjected to the penalties and punishments herein defined.

Use and/or possession of alcohol or illicit drugs, as previously defined, is a Class III Major Offense. The Superintendent may recommend for expulsion from Saraland City School System any student who uses or possesses, or attempts to use or possess controlled substances, narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, mind altering substances, or intoxicants of any kind.

Any person who uses and/or possesses, or attempts to use and/or possess alcohol or illicit drugs of any kind on school property or during a school related activity shall be subjected to criminal prosecution.

SALE AND TRANSFER

The sale, transfer, and/or attempt to sell and/or transfer controlled substances, narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, intoxicants, or mind altering substances, of any kind is prohibited on the school campus, or at any school sponsored activity, function, or event not on campus. Violators will be subjected to the penalties and punishments herein defined.

The sale, transfer, and/or attempt to sell and/or transfer alcohol or illicit drugs, as previously defined, is a Class III Major Offense.

The Superintendent shall recommend for expulsion from Saraland City Schools any student who sells, transfers, or attempts to sell or transfer controlled substances, narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, intoxicants, or mind altering substances, of any kind.

Any person who sells, transfers, and/or attempts to sell and/or transfer alcohol or illicit drugs of any kind on school property or during a school related activity shall be subjected to criminal prosecution.

FIREARMS AND WEAPONS

A student is prohibited from having in his/her possession firearms, a deadly weapon, or dangerous instrument of any kind, at any time, and at any place in a school building, on school grounds, on board property, on school buses, or while attending any board sponsored or sanctioned event, program, activity, or function. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

For purposes of this policy, the terms “deadly weapon” and “dangerous instrument” include, but are not limited to, razors, razor blades, box openers, firearms, explosive devices (including fireworks of any description), any items brandished or intended to be used as clubs, all sharp or pointed objects brandished or intended to be used as weapons, a replica of a weapon, incendiary devices, projectiles, knives with a blade length of more than two

(2) inches, archery equipment, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or board sanctioned educational, team, or competitive activities.

PENALTIES FOR FIREARMS AND WEAPONS VIOLATIONS

Students who are found in violation of the above policy may be placed on immediate suspension from school. In addition, parents and police authorities will be notified. Students may be expelled for possession of weapons of any kind, at any time, on school property, or school sponsored functions.

Students who bring a weapon to school, or are found in possession of a weapon at school, may be referred to the juvenile delinquency system or criminal justice system. Expulsion may be required for any student who violates this policy with respect to a firearm for a period of not less than one year, subject to § 16-1-24.3 of the Code of Alabama, as amended.

ANTI-HARASSMENT POLICY

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the board in the policy. Students who violate this policy will be subject to disciplinary actions. Complaints alleging violations must be made on board-approved complaint forms available at the principal’s or counselor’s office.

NO FIGHT POLICY

The board will not tolerate fighting or an assault and battery. When a fight or an assault occurs, in addition to normal school discipline, the principal or designee may notify appropriate law enforcement officials. Police may escort the offending student(s) off campus. In appropriate cases, school personnel may request warrants of arrest.

UNIFORM POLICY

A student uniform policy is necessary to maintain a school atmosphere that supports and encourages learning. Dress and/or grooming styles that draw an inordinate amount of attention to the individual student or cause divisiveness are considered inappropriate for school and are a violation of the uniform policy. The dress and/or grooming style of any student must not interfere with the educational process in any way. Non-conformity to the uniform policy is a Class I offense and will be treated as such. In addition, students will be asked to come into compliance with the uniform policy immediately. Parents will be contacted and may be asked to furnish appropriate clothing.

Students unable to immediately comply with the uniform policy will be subject to the following disciplinary measures, based on the grade level of the student.

Elementary and Middle school students:

- 1st – 3rd offense: Office Referral, Warning
- 4th – 6th offense: Office Referral, Parental Notification, Detention, and/or Saturday School
- Subsequent offenses: Office Referral/In School Suspension (ISS)

High school students:

- 1st Offense: Office Referral/Warning
- 2nd Offense: Office Referral/ISS (In School Suspension)
- 3rd Offense: Office Referral/ Suspension
- Subsequent offenses: Office Referral/ Suspension

Students will adhere to the Saraland Board of Education approved uniform policy for each school as well as the following general guidelines:

- Students must be neat, clean, and well-groomed while at school. An unkempt or sloppy appearance is inappropriate.
- Uniforms and outerwear must be neat, clean, with no holes, tears, or inappropriate patches.
- Shirts must be neat, tucked, and not look unkempt at all times.
- Students must wear appropriate undergarments. Undergarments cannot be visible.
- Skirts and shorts must be no shorter than two inches above the knee.
- Caps, hats, hoodies, bandannas, and other types of headwear or sunglasses are not to be worn at any time

in the school building. Students wearing such items in the building during school hours will have them confiscated.

- Uniform shoes must be worn at all times.
- Hair must be clean and well-groomed; should not impair vision or be of a length that would be dangerous around equipment.
- Distracting hair styles are prohibited.
- Decorative contact lenses, facial or tongue jewelry is prohibited.
- The carrying of chains or chains connected to wallets are prohibited.
- Undershirts or personal items which represent trends or groups that are counter to the accomplishment of school goals or could be disruptive to the learning environment are prohibited.
- No oversized clothing or sagging pants will be permitted.
- With the approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in the activity. The wearing of any such uniform or outfit should be limited to the activities and must conform to the uniform policy if worn in the classroom setting.
- Uniform shorts may be worn year round at middle and high schools.
- Students may wear a red blazer with school color pants and a white button down shirt/blouse on days as designated by the principal.

UNIFORM POLICY

	Elementary School	Middle School	High School
Tops	Solid Red 3-button Polo shirt or sweatshirt, Saraland Spartan Polo shirt or sweatshirt Girls: Also, White Peter-Pan collar shirt with jumper only	Solid White 3-button Polo style	Solid Red 3-button Polo style
Fridays Only	Spirit shirts	Spirit shirts	Spirit shirts
Bottoms	Khaki knee-length shorts (1 st & 4 th quarters only) or Long Khaki pants with belt loops Girls: Also, Saraland jumper #194 or skort #907 (Plaid #24)	Gray knee-length shorts or Long Gray pants with belt loops Girls: Also, Gray skirts, or Saraland Plaid skort #907 (Plaid #24)	Gray knee-length shorts or Long Gray pants with belt loops Girls: Also, Gray skirts or Saraland Plaid skort #907 (Plaid #24)
Belts	Black	Black leather	Black leather
Socks	White	Solid Black or White	Solid Black or White
Shoes	Solid Black Girls: Also, Black/White saddle oxfords	Solid Black leather, canvas, or athletic style Girls: Also, Black/White saddle oxfords <i>*No White Rubber-toe Converse Style Shoes</i>	Solid Black leather lace-up or athletic style Girls: Also, Black/White saddle oxfords
Outerwear	Solid Red jacket or sweatshirt or Saraland Spartan sweatshirt	Solid Black, Red or Gray fleece, sweatshirt or jacket	Solid Black fleece, sweatshirt, or jacket

DETENTION

The principal or designee has the authority to assign students to detention on campus before or after the regular school day for a specified period of time as a disciplinary action. Students will be given a one-day notice of their detention assignment. The parents or guardians are responsible for providing transportation in these cases. Failure to attend assigned detention will subject the student to additional disciplinary actions. Concerns regarding a detention assignment should be discussed with the principal prior to the date of the assigned detention.

IN-SCHOOL SUSPENSION (ISS) - MIDDLE AND HIGH SCHOOL

In-school suspension is a structured disciplinary action in which a student is isolated or removed from the regular classroom and extracurricular activities but is not dismissed from the school setting nor counted absent during the period of in-school suspension. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time not to exceed five (5) consecutive days per assignment. The principals and their staffs should determine the scope of in-school suspension in their respective schools. The parent or guardian must be notified by the same procedure outlined in the out-of-school suspension policy.

OUT-OF-SCHOOL SUSPENSION

The board recognizes its authority to maintain good order and discipline within the schools of the school system. Therefore, the board gives school principals or designees the authority to suspend a student from school for just cause. However, the principal or designees shall be required to advise the superintendent of all out-of-school suspensions. Additionally, parent/guardian(s) will be provided written notice explaining the terms of the suspension, including but not limited to, the circumstances surrounding the incident, the length and terms of the suspension, and conditions for re-admittance.

Authority – The school principal or designee has the authority to suspend regular education students from school up to ten (10) school days per incident/disciplinary infraction. Prior to suspending students in this manner, the student will be afforded a minimal due process hearing with the school principal or designee. However, where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, such student may be immediately removed from school, and in such cases, the minimal due process should follow as soon as practicable.

Students Leaving School Sites – No suspended student shall be allowed to leave the school campus during the school day until the student's parent, guardian, or proper authority assumes responsibility for him/her. When a student's parent, guardian, or other designated individual(s) cannot be notified, the student must remain on the school campus until the end of the school day. Decisions regarding transportation home will be based on safety of all students.

Immediate Removal of Students – Immediate removal of a student from a school campus is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, attempts must be made by the principal or designee to notify a parent or guardian.

Forced Removal of Students – Principals may call upon law enforcement agencies to remove students who create material and/or substantial disruption by endangering themselves, school personnel, other students, or school property. The principal will notify the superintendent regarding forced removals.

Readmission Requirements – The student and his/her parents or guardians are required to meet with the principal or designee to discuss conditions and terms related to the suspension. This requirement applies to each out-of-school suspension regardless of the number of suspensions or the duration of the suspension.

Suspension with an Expulsion Recommendation – If an incident or violation or series of incidents or violations are serious enough to warrant suspension with a recommendation for expulsion, said suspension may not exceed ten (10) complete school days pending board action on the expulsion recommendation.

Suspension During Exams – When a student is suspended during end of term examinations, he/she may be given the opportunity to take missed examinations at a time specified by the principal or designee.

Terms – The following terms/conditions apply during the time students are subject to out-of-school suspension:

- While suspended, a student may not attend or participate in school functions or enter school property for any reason.
- When a student is suspended, his/her teachers must be notified immediately concerning the date and duration of the suspension.
- A suspended student must comply with the full length of the suspension unless the principal approves an alternative.

Students with Disabilities – This policy shall not be read to contradict federal and state laws/regulations concerning students with disabilities. When disciplinary measures involve students with disabilities, said law/regulations shall prevail in the case of any inconsistency with this policy.

PHYSICAL RESTRAINT

As part of the policies and procedures of the Saraland City School System, the use of physical restraint is prohibited in the Saraland City School System and its programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, mechanical restraint, or seclusion is prohibited in the Saraland City School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel that could result in the removal of the student by such personnel.

REFUSAL TO IDENTIFY SELF

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

SEXUAL HARASSMENT OF STUDENTS

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

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

Examples of sexual harassment – Examples of sexual harassment include, but are not limited to the following:

- Continued or repeated offensive sexual flirtations, advances or propositions
- Continued or repeated verbal remarks about an individual's body
- Sexual degrading words used toward an individual to describe objects or pictures

Reporting incidents of sexual harassment – Students who believe that they have been sexually harassed by another student or an adult in the school system must report the incident(s) to a teacher, counselor, or administrator immediately. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. Students are urged to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the principal in person or may be made in writing, signed by the complainant. If such report is first made verbally then it will be the responsibility of the complainant to reproduce the same in writing and to sign the written complaint. Upon delivery of the written complaint to the principal or designated administrator, he/she shall forthwith commence an investigation of such written complaint.

Complaint resolution procedure – The school principal shall thereupon meet with the complainant and the charged employee or student and make every effort to resolve such complaint. If such complaint cannot be resolved at this level, the principal shall report the same to the Title IX coordinator, or Superintendent who will make an investigation of the complaint. Every effort will be made to resolve the complaint at this level. If such complaint cannot be resolved at this level by the Director of Student Services or Superintendent, a board hearing will be held for resolution of the complaint.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

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

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

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

STUDENT CODE OF CONDUCT

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

Procedures for the Administration of Formal Disciplinary Action – Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by contacting parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee.

Code of conduct offenses are cumulative for students, in that past disciplinary records for a student with chronic behavioral referrals is considered for administrative school board review. A general education student who accumulates three suspendable offenses or ten (10) days of suspension per year may be subject to a school board hearing for possible expulsion.

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

MINOR OFFENSES: CLASS I

- 1.01 Excessive Distraction of Other Students:** Any conduct and/or behavior, which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction (i.e., talking excessively, interrupting class functions, provoking other students).
- 1.02 Illegal Organizations:** Any participation in fraternities, sororities, and secret societies.
- 1.03 Threat, Harassment, or Intimidation of a Student:** The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in the person that such harm is likely.
- 1.04 Gambling:** Any participation in games of chance for money and/or other things of value.
- 1.05 Tardiness:** Reporting late to school or class.
- 1.06 Use of Profane or Obscene Language**
- 1.07 Non-Conformity to Dress Code**
- 1.08 Minor Disruption on a School Bus**
- 1.09 Inappropriate Public Display of Affection:** Any physical contact such as hand holding, arms around waists, etc.
- 1.10 Unauthorized Absence from Class or School**
- 1.11 Intentionally Providing False Information to a Board Employee:** Including, but not limited to, forgery of parent's name(s); intentionally providing false information to parents, such as changing grades.
- 1.12 A Pattern of Refusal:** Students repeatedly refusing to complete class assignments.
- 1.13 A Pattern of Unpreparedness for Class:** Students repeatedly fail to bring instructional materials to class.
- 1.14 Repeated Failure to Follow Instructions:** Students repeatedly fail to carry correspondence home, obey directions in the hallways or in assemblies, etc.
- 1.15 Unauthorized Use of School or Personal Property**
- 1.16 Littering or Defacing of School Property**
- 1.17 Vehicular Violations:** Students who drive in prohibited areas on the school campus, exceed speed limits, or drive recklessly.
- 1.18 Use in School of Personal Communication Mobile Devices:** Students are prohibited from unauthorized use of personal communication mobile devices including but not limited to cellular phones, iPads, Kindles.
- 1.19 Any other violation that the principal deems reasonable to be included in this category.**

- 1.20 The possession of a digital device (including but not limited to cell phones, MP3 players, cameras or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test.** If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing and the student's test will be invalidated.
- 1.21 Use of Earphones or Earbuds:** Students are prohibited from unauthorized use of earphones or earbuds.

ADMINISTRATIVE RESPONSES: CLASS I

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

- Student conference
- Parent contact(s)/conference(s)
- Time out
- Work detail
- After-school detention
- Suspension from school/bus
- Out-of-school suspension not to exceed three days (not to exceed a cumulative total of ten days per semester for general education student or ten days per academic year for student with disabilities)
- Assignment to in-school suspension (alternative to suspension)
- Assignment to Saturday School
- Personal communication mobile devices will be confiscated as follows:
 - First offense - parent will retrieve device (Contact school to schedule conference to arrange for device return. High school conferences will only be held on the Monday following device confiscation or a subsequent Monday.)
 - Second offense - one day suspension, parent will retrieve device
 - Third offense - three day suspension, parent will retrieve device

NOTE: Additional items **not allowed** at school are as follows:

Fireworks, Permanent Markers, Aerosol Cans, Electronic Toys, Trading Cards, Playing Cards, Games, Liquid Paper, Video Games, and Water Guns

INTERMEDIATE OFFENSES: CLASS II

- 2.01 Defiance of Board Employee's Authority:** Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a board employee.
- 2.02 Possession, Control, or Use of Tobacco Products:** The use of any tobacco products while under school jurisdiction.
- 2.03 Simple Assault on a School Board Employee:** The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act that creates a well-founded fear in the other person that such violence is imminent.
- 2.04 Fighting:** Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual.
- 2.05 Vandalism:** Intentional and deliberate action resulting in injury or damages of less than \$200.00 to public property or the real or personal property of another.
- 2.06 Stealing – Larceny – Petty Theft:** The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.
- 2.07 Gambling:** The intentional, unlawful participation in gambling activities involving amounts less than \$100.00.
- 2.08 Possession of Stolen Property** (with the knowledge that it is stolen)
- 2.09 Threats – Extortion:** The verbal, written, or printed communication including malicious threatening of injury to the person, property or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any person to do any act or refrain from doing any act against his/her will.

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

- 2.10 Trespassing:** The willful entering or remaining in any structure or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- 2.11 Use of Obscene Manifestations** (verbal, written, or gestures directed toward another person)
- 2.12 Directing Obscene or Profane Language to a School Board Employee**
- 2.13 Leaving Class or Campus without Permission**
- 2.14 Unsolicited Written, Electronic or Verbal Proposition to Engage in Sexual Acts**
- 2.15 Possessing of Fireworks, Firecrackers, or Smoke Bombs**
- 2.16 Cheating (serious or repeated violations)**
- 2.17 Intentionally Defaming the Character of Another Person:** To knowingly spread personal information about another student(s) or board employee(s) that tends to damage character and reputation; to openly harass another student(s) or a board employee(s) regarding issues generally considered personal.
- 2.18 Any other violation that the principal deems reasonable to be included in this category.**

ADMINISTRATIVE RESPONSES: CLASS II

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

- Parent contact(s)/conference(s)
- Out-of-school suspension
- Assignment to alternative setting
- Assignment to in-school suspension

MAJOR OFFENSES: CLASS III

- 3.01 Drugs and Alcohol:** Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.
- 3.02 Arson:** The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their children.
- 3.03 Battery Upon Board Employee:** The threatening by word or act or the unlawful and intentional touching or striking of a board employee against his or her will, or the intentional causing of bodily harm to a school board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the board.
- 3.04 Robbery:** The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- 3.05 Stealing – Larceny – Grand Theft:** The intentional unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.
- 3.06 Burglary of School Property:** The breaking into or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.07 Criminal Mischief:** Willful and malicious injury or damages at or in excess of \$200.00 to public property or real property belonging to another.
- 3.08 Possession of Firearms:** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a class C felony.
- 3.09 Possession of Weapons:** Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.10 Bomb Threats:** Any such communication(s) directed to a school board employee that has the effect of interrupting the educational environment.
- 3.11 Explosives:** Preparing, possessing, or igniting on school board property explosives likely to cause serious bodily injury or property damage.
- 3.12 Sexual Acts:** Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- 3.13 Aggravated Battery:** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

- 3.14 Inciting or Participating in Major Student Disorder:** Leading, encouraging, or assisting in major disruptions that result in destruction or damage of private or public property; personal injury to participants or others.
- 3.15 Unjustified Activation of a Fire Alarm System**
- 3.16 Igniting Fireworks, Firecrackers, or Smoke Bombs**
- 3.17 Any other violation that the principal deems reasonable to be included in this category.**

ADMINISTRATIVE RESPONSES: CLASS III

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

- Out-of-school suspension
- Expulsion
- Legal action
- Assignment to alternative setting
- Participation in the Chemical Abuse Prevention Program (CAPP) for first time offenses involving alcohol or drugs
- All Class III offense violations must be reported to the Superintendent immediately.

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

STUDENT SEARCHES

School Property – Desks and lockers are school property, and school authorities may make regulations regarding their use. No school official shall inspect or search lockers or desks unless there is a reasonable cause to believe that articles are kept there that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations or policies of the school and/or board.

Individuals – School officials (school principal or approved designee under the direction of the school principal only) may make searches of a student and/or personal belongings if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations or policies of the school and/or board. If a student is searched, it will be in private by a school official of the same sex with a certified staff member present. In any case where the principal or designee determines that a search of more than a student's pockets, jacket, cap, outer shirt, shoes, socks, belt, purse, book bag, and other outer garments and articles is justified by sufficient reasonable cause, the principal or designee will notify the student's parent or guardian prior to the search and the parent or guardian will be given a reasonable opportunity to be present.

Automobiles – School officials may search selected vehicles while on school property when there is plain view evidence or reasonable cause to believe that the vehicle contains articles that may endanger other individuals or are contrary to law or regulations or policies of the school and/or board.

Law Enforcement Officials – School officials will cooperate with law enforcement officials in their effort to enforce the law; however, school officials will not permit warrantless searches of students by law enforcement officials on school property.

RIGHTS AND RESPONSIBILITIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 1974

FERPA affords parents/guardians and students over 18 years of age “eligible students” certain rights with respect to the student’s education records and personally identifiable information.

These rights are:

- Inspect and review information contained in their education records, to challenge the contents of the education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in the files if the decisions of the hearing panels are not acceptable to the challenging party.
- Consent before students are required to submit to a survey that concerns one or more of the eight protected areas as designated by the statute. It also provides the right to receive notice and an opportunity to opt a student out of protected area surveys, non-emergency invasive physical exams, or screenings.

- Consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. Information may be disclosed to school officials with legitimate educational interests.
- File a complaint with the Family Policy Compliance Office (FPCO), US Dept of Education; Washington, DC. with the alleged failure(s) by the school district to comply with FERPA requirements.

NOTICE FOR DISCLOSURE OF SCHOOL DIRECTORY INFORMATION

FERPA requires that Saraland City School System, with certain exceptions, obtain written consent from a parent/guardian prior to the disclosure of personally identifiable information from a student's education records. However, Saraland City School System may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Saraland City School System to include this type of information from a student's education records in certain school publications (i.e, school yearbook, honor rolls/other recognition lists, and/or sports activity lists).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Saraland City School System to disclose directory information from your child's education records without prior written consent, you must notify the school in writing during student registration each year. Saraland City School System has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study, dates of attendance, grade level
- The most recent educational agency or institution attended

PARENTAL INFORMATION AND RESPONSIBILITY

Under Alabama law, local school systems are required to inform parents and guardians of their education-related responsibilities. Parents and guardians are responsible for the child's attendance and conduct in school. Parents and guardians are required to read the *Code of Student Conduct* and return a signed acknowledgement form.

Section 16-28-12(b) of the *Code of Alabama* provides as follows:

Each local board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian or other person having control or custody of the child shall document receipt of the policy.

Section 16-28-12 (a) further provides that parents or guardians who fail to compel their child to regularly attend school or fail to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the Saraland City Board of Education shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$100 and may be sentenced to hard labor for the county for not more than 90 days.

Parents and guardians should also be aware of the following, pursuant to § 16-1-24.1(e) of the *Code of Alabama*:

- A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public school system shall be responsible financially for such child's destructive acts against school property or persons.
- A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public school system may be requested to appear at school by an appropriate school official for a conference regarding acts of the child.
- A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a school system who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference.

Furthermore, with certain exceptions, the school system is entitled to recover actual damages from the parent or guardian, or both, of any minor who maliciously and willfully damages or destroys property belonging to the school system.

STUDENT DUE PROCESS

The intention of the Saraland Board of Education is to afford due process when the procedures contained within the *Student Code of Conduct* are implemented. The degree of procedural due process provided shall be based upon the gravity of the offense and the severity of the contemplated penalty. Before being punished for violations of school regulations or board policy, students have the right to the following minimum due process procedures:

- School rules will be clearly stated and related to the educational purposes of the school.
- School rules will be fair and specific enough for students to know what they may or may not do.
- Students, parents, and guardians will be informed of the rules affecting behavior and discipline.
- When disciplinary action is involved, school personnel and students will comply with required procedure, including but not limited to, providing oral or written notice to student of charges and evidence, as well as an opportunity for accused student to provide explanation of the events.
- For long-term suspension (more than 10 days) or expulsion, the board shall afford the student the right to a hearing; the right to be represented by council; the opportunity for cross-examination of witnesses; a written record of the decision; and the right of appeal.
- Any student who has been identified with a disability under the provisions of the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the Rehabilitation Act of 1973 is subject to the provisions of the ***Student Code of Conduct*** and may be suspended or expelled. However, all procedural safeguards set forth in the above mentioned applicable laws will be followed.

TRANSPORTATION

HIGH SCHOOL STUDENT PARKING/DRIVING ON CAMPUS

All students who operate a motor vehicle on the Saraland High School campus will be required to register their automobile (s) before being issued a parking permit. The cost of the permit is \$40.00. A replacement cost for lost decals is \$15.00.

Saraland High School students must adhere to the following conditions when driving a vehicle on campus:

- Vehicles are to be parked in the authorized parking areas on school grounds.
- Parking decals are to be visible at all times. Students who drive vehicles on campus not displaying a parking decal will have their vehicle towed at the owner's expense.
- Students are not permitted to sit in cars or loiter in the parking lot.
- The school is not and cannot be held responsible for vehicles and/or contents thereof while parked on campus. It is the responsibility of the driver/owner.
- Vehicles should be kept locked at all times when unoccupied.
- Any damages to or tampering with a vehicle while it is parked on campus should be reported immediately to the office.

All students must follow these procedures in order to operate a motor vehicle on school campus:

- Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws.
- System and school rules and regulations must be followed at all times.
- Students must provide a copy of their driver's license and proof of insurance before they are authorized to bring a vehicle on campus.
- All students must complete a drug consent form and participate in random drug testing.

- Violation of these procedures may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.
- Failure to follow safe driving procedures may result in the suspension of driving privileges.

STUDENT BUS TRANSPORTATION

The board shall provide transportation to and from school to eligible students of the school district. The transportation program shall be operated in accordance with provisions of the Code of Alabama and State Board of Education rules and regulations. The primary considerations of the transportation program shall be the safety and welfare of students. Students who are not regular bus riders may not ride the bus unless a written request is submitted and approved by the office. For bus route information, consult the **School Bus Locator** by visiting the district website or contact your local school. Procedures pertaining to student safety and the transportation program are as follows:

FOR THE STUDENTS

- Students must be at their bus stop on time. The bus will not wait for students who are tardy. Plan to be at the bus stop at least five (5) minutes early.
- All school rules apply while being transported on a school bus. The bus stop is considered to be school grounds and subject to expectations of rules.
- Students may not run to or from the bus stop.
- Students should be alert for vehicles in driveways and parking lots.
- Student should refrain from horseplay while waiting on the bus.
- Students should not move toward the bus until the driver has given permission. Follow the instructions of the driver at all times.
- Cell phones, I-Pod's, MP3 players, and music devices are allowed by driver permission only and only with earbuds or headphones. A driver may deny one **or** all riders the use of phones or music devices on their bus.
- Talk quietly and stay seated while the bus is in motion.
- Be courteous and respectful of others. No loud talking or shouting.
- Keep arms and head inside the windows.
- Be silent at railroad crossings.
- Keep books, backpacks, and other belongings out of the aisle.
- Do not use profanity or abusive language.
- Eating and drinking on the bus is prohibited.
- Do not write on or damage the seats. Students/parents may be responsible for damages.
- Never throw objects inside the bus or out of the window. Students/parents will be responsible for damages incurred by such action.
- Do not leave paper or trash on the bus. Thank you for helping to keep the bus clean.

SAFETY TIPS FOR STUDENTS

- Hold onto the handrail to prevent a slip or fall.
- Go directly to your seat and sit down.
- Move away from the bus as soon as you exit.
- Look to the rear of the bus for oncoming vehicles as you exit the bus.
- Do not play in the loading/unloading zones.
- Never go back to retrieve anything you may have dropped or left behind.
- Never bend down near or under the bus.
- Always stay where the bus driver can see you – think before you move!!

FOR THE PARENTS

- Students will only be picked up and dropped off at their designated stop.
- Parents should read and discuss school bus riding policies with their children and explain that the rules are written for the safety of everyone on the bus.
- Know the laws concerning stopping for school buses that are loading and unloading.

- Objects that could cause reduced visibility or distractions should not be carried on the bus. Items included, but not limited to balloons, kites, animals, insects, plants, and large posters.
- Parents and unauthorized persons are not allowed to board the school bus.

BUS DISCIPLINE

- Riding the school bus is a privilege, not a right. Misconduct on the bus is a safety hazard and may result in a student losing that privilege.
- Principals are authorized to suspend or terminate bus privileges.
- If a child loses his/her bus riding privilege, the parents assume the responsibility for transportation to and from school.

TECHNOLOGY

CELL PHONES/ELECTRONIC COMMUNICATIONS DEVICES

Personal wireless communication devices, personal mobile computers, and mobile phones must be turned off during school hours unless permission of the principal (or designee) for supervised classroom instruction or at the discretion of the principal. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times.

Students who choose to connect to the district network agree to the requirements of the Student Internet Acceptable Use Policy.

Students who bring mobile devices to school assume all risks of damage, theft, loss, or misuse of the device. The district holds no responsibility for damage or loss of personal devices.

USE OF DIGITAL DEVICE DURING ADMINISTRATION OF SECURE TESTS

The possession of a digital device including but not limited to mobile devices capable of capturing or relaying information is strictly prohibited during the administration of a secure test. If a student is observed in possession of a device during the administration of a secure test, the device will be confiscated and subject to search, the test will be invalidated, and student will be dismissed from testing and subject to disciplinary actions.

SOCIAL MEDIA

Any social media account or page that uses the official name of the Saraland City Board of Education; its logo or mark that purports to officially represent the board, the school system, a board facility, local school, school-sponsored activity or any other group or organization officially affiliated with the school system must be created and administered by a board employee who has been authorized by the Superintendent or designee to take such action. Social media are defined but not limited to: websites, blogs, wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public (i.e., Facebook, Twitter, LinkedIn, Flickr, YouTube, etc.). The Superintendent is authorized to develop such procedures as may be necessary to implement this policy.

INTERNET SAFETY & ACCEPTABLE USE OF COMPUTER TECHNOLOGY, Grades K-12

General – Saraland City School System is pleased to offer student access to the Internet. In order for the school system to make Internet access available, all students must take responsibility for appropriate and lawful use of this access. Access to resources is a privilege, not a right, and may be revoked if abused. Access entails responsibility. Refer to the Technology Acceptable Use Policy for further information.

Access – The school system's technology network is a limited forum, similar to the school newspaper, and therefore the school system may restrict your speech while using the network. No privacy of network activities should be expected.

- Individuals may only use approved resources.
- Individuals must not attempt to disrupt any services or data integrity by engaging in inappropriate activities.
- Any devices used on school grounds are subject to all rules covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the local school administration.

- School administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

Internet use – Saraland City School System has established measures to help protect Internet users. Although the Saraland City School System provides content filtering in addition to teacher/staff supervision, it is not possible to screen all materials. It is important for families to discuss the appropriate use of the Internet and to set expectations for the kinds and types of materials that are acceptable for viewing. Students gain access to the Internet by agreeing to the Acceptable Use Policy (AUP).

Electronic mail – Electronic mail access is intended to support only educational, instructional, and administrative functions.

Web publishing – Saraland City School System websites are limited to usage associated with activities of the school district. Student pictures or other personally identifiable information can be used in accordance with the signed Saraland City Schools Publication Agreement and in accordance with FERPA guidelines.

- Individual students may be identified unless permission to do so is denied by the parent or guardian in writing on an opt-out basis.
- Full names may only be used for academic purposes as well as in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.

The school system's web sites are publications designed to inform students, parents, and the community about school activities. Many teachers post assignments on websites. Although this is an excellent instructional tool there are times when the Internet may not be available. Lack of Internet access does not relieve the student of the responsibility of complying with classroom instructions from the teacher or contacting the teacher or school to obtain current instructions, assignments, or other guidance.

Data security –

- Users who are provided school issued accounts must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Saraland City School District.
- Students shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.
- Individuals may not attempt to log into school issued accounts using credentials other than the login(s) assigned to him/her.
- Users are expected to maintain and back up their critical files and data.

Privacy – To maintain network integrity and to insure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, school administrators reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities might be monitored at any time, without notice. Because communication on the Internet is public in nature, all users should be careful to maintain appropriate and responsible communications.

Rules and uses – The following rules and policies govern the use of the Saraland City School System's technology resources:

Personal safety and personal privacy – Students are prohibited from posting personal contact information about yourself. Never meet or agree to meet with a person you communicated with online. You will promptly disclose to your teacher, counselor, or principal any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal activities – Students will not use the school's technology resources to engage in any illegal act.

Inappropriate communication – Restrictions against inappropriate language apply to public messages, private messages, and material post on web pages. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person. Harassment is persistently acting in a manner

that distresses or annoys another person. If you are told by a person to stop sending messages, stop. Students are prohibited from recklessly posting false or defamatory information about a person or organization.

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

Disciplinary actions – Routine maintenance and monitoring of the network may lead to discovery that you have violated school policies or the law. The school system will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted while using school technology resources. In the event there is a claim that you have violated any of these policies, you will be provided due process rights and will be subject to criminal prosecution and civil liability. In addition, you will be subject to punishment as defined in the *School Code of Conduct*.

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

STUDENT ASSESSMENT PROGRAM

FORMATIVE ASSESSMENTS

Formative assessments are used throughout the year to provide feedback to teachers and students regarding student mastery of course of study objectives. Information gained through formative assessments provides opportunities for teachers to make adjustments to the ways in which they deliver instruction. For example, they may reteach a concept, use alternative instructional approaches, or offer more opportunities for practice and reinforcement. These activities can lead to improved student success. Teachers in Saraland utilize a variety of formative assessments including unit assessments, STAR reading and math, ACT Interim/Periodics, etc. Classroom teachers and school administrators can provide additional information about specific formative assessments utilized by grade level.

SUMMATIVE ASSESSMENTS

Students enrolled in Alabama public schools are assessed annually using a variety of state mandated standardized assessments. The following is a description of state mandated assessments administered in Saraland schools:

ACT Aspire (Grades 3-8 and 10) – ACT Aspire is a standards-based assessment system that gauges student progression from grades 3-8 and 10 in English, reading, writing, mathematics, and science by providing longitudinal assessment data from elementary grades to high school. It is linked to College Readiness Benchmark scores used on the ACT so students can be monitored to determine if they are on track for college.

Note: ACT Aspire online preparation resources available at <http://www.discoveractaspire.org/assessments/test-items/>.

ACT with Writing (Grade 11) – The ACT is the capstone of ACT College and Career Readiness Solutions, and it is aligned to Alabama's College and Career Readiness Standards. The ACT with Writing is administered to all Grade 11 students enrolled in Alabama public high schools **free of charge**. The ACT contains four curriculum-based tests which measure academic achievement in the areas of English, mathematics, reading, and science reasoning. The tests are measures of academic development that rely largely on students' skills in applying the content knowledge and reasoning skills acquired in their course work. The ACT is accepted by four-year colleges and universities in the United States for college admissions and scholarship application purposes. For additional information visit <http://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>. Note: ACT online preparation resources are available for high school students. Login information to be provided by school.

ACT WorkKeys (Grade 12) – ACT WorkKeys assessments are research-based measures of foundational work skills required for success across industries and occupations. Grade 12 students take the Applied Mathematics, Reading for Information, and Locating Information tests. Based on the scores attained on the three assessments, students may be eligible to earn a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (NCRC). The ACT NCRC is widely used by employers, educators, workforce developers, and others with a stake in the success of the economy. More than 2.8 million ACT NCRCs have been issued nationwide since the credential was introduced in 2006. Visit <http://www.act.org/workkeys/assess/sample.html> for additional information. Note: KeyTrain, an online WorkKeys preparation resource, is available for high school students. Login information to be provided by school.

ACCESS for ELLs 2.0 – ACCESS is administered annually to Alabama students in Grades K-12 identified as an English language learner. The assessment monitors students' progress in acquiring academic English within the school context, as well as language associated with language arts, mathematics, science, and social studies across four domains of Speaking, Listening, Reading, and Writing.

Alabama Alternate Assessment – The Alabama Alternate Assessment (AAA) is a criterion-referenced state assessment administered as an alternate to general education state assessments. The AAA is administered to students with significant cognitive disabilities working to achieve the Alabama Extended Standards.

STATE TESTING SCHEDULE

STATE TEST	GRADE	SUBJECTS	TEST DATE/WINDOW
ACT Aspire	3-8, 10	English, Math, Science, Reading, Writing	April 4 – 6, 2017 (paper testing) April 18 – May 12, 2017 (computer testing – contact school for test schedule)
ACT Plus Writing	11	English, Math, Science, Reading, Writing	April 19, 2017
ACT Workkeys (Online)	12	Applied Math, Reading for Information, Locating Information	February 7, 2017
ACCESS For ELs	K-12	Speaking-Listening- Reading- Writing	February 6 – April 7, 2017
Alabama Alternate Assessment (AAA)	3-12	Portfolio Evidence required for subjects specified in IEP	May 7, 2017 (submission deadline)

NOTE: No student takes all tests listed; nor is all day devoted to testing on the specified days.

PSAT

The PSAT/NMSQT (or National Merit Scholarship Qualifying Test) is a preliminary version of the SAT. Not only does the PSAT help prepare students to take the SAT or ACT, a great score on the PSAT can also open the door to National Merit Scholarships and other awards. Saraland High School will administer the PSAT on Oct. 19, 2016 to 10th graders enrolled in Pre-AP/AP courses and 11th graders with a PSAT composite score of 80% or higher.

ACT NATIONAL TESTING SCHEDULE

In addition to the April administration for 11th grade students, the ACT is given in a four-hour morning session on **various test dates for a fee**. Those registered for the ACT with Writing will test for forty (40) additional minutes. Students may register online, review sample test questions, and obtain more information concerning the ACT at www.act.org. The ACT will be administered at Saraland High School on the dates listed below. Students should contact the Guidance Department for more information. Note: ACT online preparation resources are available for high school students. Login information to be provided by school.

ACT National Test Date(s)	Registration Deadline	Late Fee Required
September 10, 2016	August 5, 2016	August 6-19, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016
February 11, 2017	January 13, 2017	January 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

COLLEGE BOARD AP EXAMINATION SCHEDULE (HIGH SCHOOL)

Advanced Placement (AP) curriculum consists of rigorous high school courses that are designed to mirror undergraduate college courses. After completing an AP class, students take the AP exam in that subject. A qualifying score on the exam can earn students credits and accelerated placement in college.

Advanced Placement Subject	Exam Date	Exam Time
Chemistry	Monday, May 1, 2017	8:00am
Physics 1: Algebra Based	Tuesday, May 2, 2017	Noon
English Literature and Composition	Wednesday, May 3, 2017	8:00am
US History	Friday, May 5, 2017	8:00am
Biology	Monday, May 8, 2017	8:00am
Calculus AB	Tuesday, May 9, 2017	8:00am
English Language and Composition	Wednesday May 10, 2017	8:00am
Statistics	Thursday, May 11, 2017	Noon
European History	Friday, May 12, 2017	Noon

ACADEMIC CALENDAR





2016-2017 School Calendar

July 2016							August 2016							September 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
							20						20							

October 2016							November 2016							December 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
			16				16						14							

January 2017							February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
							19						21							

April 2017							May 2017							June 2017								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1				1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30			
30																						
							15						19									

	Teacher Work/Prof days		Student days
	Holidays		Qtr end dates

Teachers (187 Days)

First Day Monday, August 1, 2016
Last Day Friday, May 26, 2017

Students (attend 178 days)

First Day Thursday, August 4, 2016
Last Day Thursday, May 25, 2017

Students will dismiss at 11:00 a.m. on December 20, 2016

Students will dismiss at 11:00 a.m. on May 25, 2017

Holidays

Labor Day September 5, 2016
Fall Break October 4-7, 2016
Veterans Day November 11, 2016
Thanksgiving November 21-25, 2016
Christmas December 21 - 30, 2016
MLK January 16, 2017
Mardi Gras February 27-March 1, 2017
Spring Break April 10-14, 2017

Teacher Work/Professional Days **

Students do not attend

Institute Day August 1, 2016
Work/Prof Day August 2-3, 2016
Work/Prof Day September 30, 2016
Work/Prof Day October 3, 2016
Work/Prof Day January 2-3, 2017
Work/Prof Day March 10, 2017
Work/Prof Day May 26, 2017

Graduation Thursday, May 25, 2017

Quarter Dates

End of 1st Quarter – 40 days Thursday, September 29, 2016

End of 2nd Quarter – 46 days Tuesday, December 20, 2016

1st Term 86 days

End of 3rd Quarter – 43 days Thursday, March 9, 2017

End of 4th Quarter – 49 days Thursday, May 25, 2017

2nd Term 92 days

Progress Report Dates

Friday, September 2, 2016
Thursday, November 10, 2016
Friday, February 3, 2017
Friday, April 21, 2017

Report Card Distribution Dates

Friday, October 14, 2016
Friday, January 6, 2017
Friday, March 17, 2017
Friday, May 26, 2017

Inclement Weather Days

Mardi Gras
(February 28 and March 1)

RECEIPT OF ACKNOWLEDGEMENT

Message to Parents/Guardians Concerning Saraland City School System Student Code of Conduct and the Student Internet Safety & Acceptable Use of Computer Technology (Grades K-12)

It is the desire of the Saraland City School System that each student and their parent(s)/guardian(s) receive a copy of the Student Code of Conduct and the Student Internet Safety & Acceptable Use of Computer Technology (Grades K-12). A copy of each is included in this handbook which is distributed to each student.

Please take time to read the Saraland City School System Grades K-12 Student-Parent Handbook. You are encouraged to ask any questions by contact your child's school office for additional assistance or information.

FORMS TO BE COMPLETED AND RETURNED TO SCHOOL

Please complete the following forms, remove from the handbook, and return to your child's homeroom teacher.

The handbook is available electronically for future reference and may be accessed via school or district webpages. Contact your child's school office to obtain a paper copy.

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

I and my parent/guardian have received and read the rules and regulations set forth in the student-parent handbook.

I have read the Saraland City School System Student Code of Conduct and I understand that my child or ward will be expected to abide by the rules and regulations contained in this code.

I have read, understand and agree that my child or ward will comply with the terms of the Saraland City School System Student Internet Safety & Acceptable Use of Computer Technology (Grades K-12).

Student Name	Student Signature	Date
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Parent Name	Parent Signature	Date
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***If completing student registration online, the Receipt of Acknowledgement can be submitted electronically through the Agreements section. Otherwise, signed agreements should be submitted to the school registrar.**