

GRADES K-4  
STUDENT-PARENT HANDBOOK  
2016-17



ATHENS CITY SCHOOLS

A COMMUNITY CONNECTED BY EDUCATION

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Dear Students and Parents:

We would like to recognize and thank the individuals on the following page for their time, input, and contribution into the ***Athens City Schools Elementary Handbook Grades K-4***. It is the Athens City Schools Board of Education's intent to have community input and feedback into the decisions that the board considers and approves for the students of our schools. Additionally, the board desires to have a document for parents and students to receive information that is easily understood and provides consistency throughout their school experience.

We believe that this handbook meets our expectations, but we will continue to look to improve year after year. There are several changes in our procedures for the upcoming school year and we encourage you to read through the entire document in order to stay current and up-to-date for a great school experience.

You will find additional information available on the Athens City Schools web site at: [www.acs-k12.org](http://www.acs-k12.org). Please utilize the tabs to find any information you may need, but do not hesitate to contact us at any time. Make direct inquiries to your school secretary or to the ACS Central Office through e-mailing [micki.mcpherson@acs-k12.org](mailto:micki.mcpherson@acs-k12.org) or calling 256-233-6600.

Thank you and we look forward to an exciting year in the.....

***Athens City Schools***

**Code of Conduct**

Chair – Beth Patton

Co-Chair – Darin Aderholt

Amanda Holloway – JN (Parent)  
Laura Leigh Terry – JN (Teacher)  
Tanya Alexander – BH (Teacher)  
Daniel Metcalfe – BH (Parent)  
Dawn Blakely – CE (Parent)  
Hannah Cain – CE (Teacher)  
Jason Jude – AE (Parent)  
Susan McGrady – (Parent)  
Brittany Wiseheart – AE (Teacher)

**Attendance and Tardy Policy**

Chair – Amy Williams

Co-Chair-Felicia Phillips

Scott Sutton

Carla Henson – JN (Parent)  
Angela Farrar – JN (Parent)  
Kim Bottcher – JN (Teacher)  
Holly Tomlin – JN (Teacher)  
Kelley Rigsby – BH (Teacher)  
Tanya Griffin – BH (Teacher)  
Paya Patel – BH (Parent)  
Claire Jones – BH (Parent)  
Nancy Christopher – CE (Parent)  
Mary Craig – CE (Parent)  
Ashley Brown – CE (Teacher)  
Sara Booco – CE (Teacher)  
Jenny Hodges – AE (Parent)  
Veronica Armenta – AE (Parent)  
Teresa McDougale – AE (Teacher)  
Virginia Malone – AE (Teacher)

**Dress Code**

Chair – Christy Swafford

Co-Chair – Kim Moore

Jennifer Tunstill – BH (Teacher)  
Jeanne Ward – BH (Teacher)  
Amy Thomas – BH (Parent)  
Mar Keya Stanley – BH (Parent)  
Dana Pressnell – JN (Parent)  
Letisha Brinkley – JN (Parent)  
Lori Hobbs – JN (Teacher)  
Lauren Zekoff – JN (Teacher)  
Vivian Jefferson – AE (Parent)  
Ronda Pyburn – AE (Parent)  
Julie Morgan – AE (Teacher)  
Kate Armstrong – AE (Teacher)  
Caroline Carthen – CE (Parent)  
Jenny Green – CE (Parent)  
Ellie Lovvorn – BH (Teacher)  
Bonnie Downs – CE (Teacher)

# **ATHENS CITY BOARD OF EDUCATION**

Dr. Trey Holladay, Superintendent

Mr. Russell Johnson, President  
Mrs. Beverly Malone, Vice-President

Mr. Tim Green  
Mr. James Lucas  
Mrs. Jennifer Manville  
Mr. Scott Henry  
Dr. Chris Paysinger

## **Superintendent's Office**

455 US Hwy 31 North  
Athens, Alabama 35611  
(256) 233-6600

## **ELEMENTARY SCHOOLS AND PRINCIPALS**

### **Athens Elementary**

515 North Madison Street  
Athens, Alabama 35611  
(256) 233-6609  
Scott Sutton, Principal

### **Brookhill Elementary**

320 Brookhill Drive  
Athens, Alabama 35611  
(256) 233-6603  
Phillip Jarmon, Principal

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

1701 West Hobbs Street  
Athens, Alabama 35611  
(256) 233-6627  
Kim Moore, Principal

### **Julian Newman Elementary**

517 Julian Newman Drive  
Athens, Alabama 35611  
(256) 233-6630  
Sharla Birdsong, Principal

## **MISSION STATEMENT**

Our mission is to be a progressive, high-quality school system that connects students and their families to a caring, traditional community.

## **BELIEF STATEMENTS**

1. We believe all students can learn.
2. We believe it is important for students to attend school every day and in a safe, secure, and supportive environment.
3. We believe technology is a progressive learning tool for students to reach their greatest potential and provides equity for student outcomes.
4. We believe every student deserves a rigorous, relevant, and engaging learning experience including extracurricular and fine arts experiences.
5. We believe students are valued individuals, and our system will respect and empower them to reach their greatest learning potential.
6. We believe every student is inherently unique and diversity enhances learning.
7. We believe it is important for every student to develop a sense of personal and community responsibility and for the system to promote community service opportunities.
8. We believe honesty and open communication are vital for healthy relationships.
9. We believe passionate teachers have the greatest impact on learning.
10. We believe that school staff should be connected with students and families outside the classroom because learning is a shared responsibility for which school, home, student, and community are accountable.
11. We believe leadership at every level matters.
12. We believe our system is tradition-rich and future-focused in preparing our students for a global society.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

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

Title IX/Section 504/ADA – Mrs. Dimika Cummings – (256) 233-6600

## **MESSAGE FROM THE PRINCIPALS**

Dear Parent:

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

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

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

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

We are anticipating a successful school year.

Scott Sutton, Principal  
Athens Elementary School

Phillip Jarmon, Principal  
Brookhill Elementary School

Kim Moore, Principal  
Cowart Elementary School

Sharla Birdsong, Principal  
Julian Newman Elementary School



## **GENERAL INFORMATION**

### **CHANGE OF ADDRESS**

Changes in your home address or phone number should be reported to the school office immediately. Any change in place of employment, home or 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.

### **COUNSELING AND GUIDANCE PROGRAM**

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

### **CUSTODY OF STUDENTS**

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

### **INTERVIEW WITH STUDENTS**

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

### **LOST AND FOUND**

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

### **PARTIES**

1. Class parties will be limited to two (2). These parties are planned and coordinated by the room mothers.
2. Each child should contribute \$8.00 toward the expense of these parties. For economic reasons, favors will be limited to the Christmas party only.
3. Invitations to parties may be sent to school when the entire class or either all the girls or all the boys are being invited.

### **SOLICITATION**

1. Solicitation by students of Athens City Schools is forbidden. This includes solicitation by students and parents at school.
2. School children may not be required to bring money to school for any organization.
3. Joining PTO/PTF is encouraged.
4. Participation in raising money for community or charitable events (such as Jump Rope for Heart, etc.) may be encouraged, but not required.

## **TELEPHONE**

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

## **VISITING SCHOOL**

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

## **ACADEMIC INFORMATION**

### **CONFERENCES**

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

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

#### **Student Responsibilities**

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

#### **Teacher Responsibilities**

1. The teacher shall promote good study habits for students.
2. Homework requirements shall be within the capabilities of the student and reinforce skills taught in the classroom.
3. Homework shall be evaluated in such a way as to benefit the individual student.
4. The teacher's discretion shall be used in making the assignments.
5. The teacher shall inform parents of the objectives for homework assignments.

## **Parent Responsibilities**

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

## **FIELD TRIPS AND EXCURSIONS**

Field trips and excursions are extensions of classroom instruction and provide worthwhile learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers shall develop systematic procedures for ensuring that all trips away from the school provide optimal learning opportunities for students.

The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

- Students shall be expected to exhibit good behavior and shall be subject to the same Student Code of Conduct applicable to regular classroom activities.
- Students must have a Field Trip Parental Permission Form 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 shall not be permitted to participate in such activity.

## **PHYSICAL EDUCATION**

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

## **REPORT CARDS**

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

## **RESPONSE to INSTRUCTION (RtI) AND PROBLEM SOLVING TEAMS**

Response to Instruction (RtI) integrates core classroom instruction, assessment, and interventions within a multi-tiered system to maximize student achievement and reduce behavior problems. Through the implementation of RtI, schools identify and monitor students who are at-risk of failing courses. Schools use problem-solving and data-based

decision making to provide research-based interventions to students who need additional assistance in core classes. Problem Solving Teams monitor student progress frequently and adjust the intensity of 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.

### **STUDENT PROMOTION AND RETENTION**

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress based on minimum standards required by the Alabama Courses of Study. The determination process should involve the principal and teacher(s) with the final authority for determining promotion and retention resting with the principal.

If a student needs to be retained based on the above criteria, the parent(s) or guardian(s) of that student will be informed. In all cases, the decision of whether a student should be promoted or retained will be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

### **TEXTBOOKS**

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

## **PROGRAMS FOR EXCEPTIONAL EDUCATION SERVICES**

### **GIFTED SERVICES**

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. All second grade students in the Athens City Schools will be observed as potential gifted referrals using a gifted behavior checklist provided by the Alabama State Department of Education. 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 the Special Education Department at 256-233-6600.

## **PROGRAMS FOR EXCEPTIONAL CHILDREN**

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

Information regarding services, supports, or referral procedures may be obtained from the school principal. All referrals, evaluations, and educational support are provided in accordance with the *Individuals with Disabilities Education Act of 2004* and the *Alabama Administrative Code Chapter 290-8-9 Special Education Services SUPP. NO. 11-2*.

## **EXCEPTIONAL EDUCATION CHILD FIND NOTICE**

The Athens City Schools ensure that all children residing in the jurisdiction of the local education agency, birth to twenty-one, regardless of the severity of their disability, and who need special education and related services are identified, located, and evaluated. Child Find also applies to children with disabilities who attend private schools, including children attending religious schools, within the Athens City Schools 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 even though they have not failed, been retained in a course or grade or are advancing from grade to grade.

If you know of a child who may be in need of exceptional education services or would like to receive additional information regarding services for students with disabilities contact the Special Education Department at 256-233-6600.

## **ATTENDANCE INFORMATION**

### **ATTENDANCE**

One of the most important things a parent or guardian can do for their child is ensure they are in school every day and on time. It is key to their learning, their success in school, and ultimately their success in life. Athens City Schools maintain an attendance policy and a 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). Below are the details of those policies. If you have any other questions, please contact the attendance officer or principal.

#### **General Provisions**

- A school day is defined as 7:45 a.m. until 2:45 p.m.
- A full day is defined as 50% of the day, with 11:15 being the cut-off time.
- Late arrivals should report to the office.
- Check-outs shall be conducted through the office.
- Any missed school will be categorized as an excused absence, excused tardy, unexcused absence, or unexcused tardy.
- Excessive absences and tardies will subject a student to truancy policies and procedures.

## **Absences**

### ***Excused Absences***

Absences are excused for the following:

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

Students are allowed up to five (5) excused absences per semester, for a total of ten (10) per year), with a written statement from a parent. The excuse shall state the reason for the absence, the date of the absence(s), and have a parent or guardian signature. Any and all absences in excess of ten (10) days require a written excuse from a medical physician.

### ***Unexcused Absences***

Absences that do not fall under one of the “excused absences” categories are deemed unexcused.

The following are also deemed unexcused:

1. Failure to send a note within three (3) days of the absence.
2. Failure to secure prior approval from the principal for vacations, visits, work, or other activities.
3. Five consecutive days absent without medical or legal documentation. If five or more days are missed in a row, there must be a medical or legal excuse.
4. Failure to provide a medical excuse after a student has accumulated ten (10) absences for the year.

## **Tardiness**

Being late to school or checking out of school are excused or unexcused for the same reasons as absences. Habitual tardiness greatly affect a child’s progress in school.

Tardies shall be accumulated as follows:

- 3 tardies (check-in or check-out) = 1 absence.
- If a student checks in or out 3 times unexcused or checks in or out 3 times excused, it will be converted to an unexcused or excused absence.

## **Truancy**

Truancy is the habitual and unlawful absence from school. Truancy is governed by Alabama law under §16-28-1, *et seq.* Code of Alabama. If a child is truant, the parent or guardian can be charged under Alabama law with a criminal action in Juvenile Court. Truancy is determined by unexcused absences and tardies.

Unexcused absences shall be addressed as follows:

- 1 unexcused absence = parental notification by letter from the principal
- 2 unexcused absences = parental notification by letter from the attendance officer
- 5 unexcused absences = mandatory attendance at the school's Early Warning Meeting
- 7 unexcused absences = a Petition is filed against the parent or guardian in the Limestone County Juvenile Court

The Early Warning meeting shall be set by the school attendance officer and is a mandatory meeting. This meeting is also an opportunity for the parent or guardian to discuss the attendance of their child with school officials, and to ask any questions regarding attendance. Failure to attend this meeting will result in an immediate Petition being filed against the parent or guardian.

If a Petition is filed in the Limestone County Juvenile Court against a parent or guardian for truancy, they will be required to appear before the Juvenile Court Judge. If found guilty of the charge, they shall receive a misdemeanor conviction, and may receive a fine of up to \$6000 and be sentenced up to 1 year 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.

#### **WITHDRAWALS**

1. Parents should notify the school office of plans for withdrawal as soon as possible prior to the student's last day.
2. Parents should have the new school request the student's records. The records will be mailed to the school to which the child is transferring.
3. The Immunization Card (Blue Card) may be picked up in the school office at the end of the day on the child's last day of attendance.
4. All school property must be turned in and all charges paid.

## CALENDAR

### SCHOOL CALENDAR

Flexible Professional Learning Days	August 1-4
Professional Learning Day	August 5
Institute Day	August 8
Teacher Workday	August 9
Student Start Date	August 10
Labor Day Holiday	September 5
Fall Break	October 10-12
Professional Learning Day	October 17
Veteran's Day Holiday	November 11
Thanksgiving Holidays	November 23-25
1 <sup>st</sup> Semester Ends; 1/2 day for Students	December 16
Christmas Holidays Begins	December 19
Professional Learning Day	January 2
Teacher Workday	January 3
Second Semester Begins; Students return	January 4
Martin Luther King, Jr. Holiday	January 16
Presidents' Day Holiday	February 20
Spring Break	March 13-17
Professional Learning Day	April 14
Last Day for Seniors	May 17
Graduation	May 19
2 <sup>nd</sup> Semester Ends; 1/2 day for Students	May 23

### SCHOOL PROGRESS REPORT/REPORT CARD CALENDAR

<i>Elementary Schools</i>	<i>1<sup>st</sup> Nine Wks.</i>	<i>2<sup>nd</sup> Nine Wks.</i>	<i>3<sup>rd</sup> Nine Wks.</i>	<i>4<sup>th</sup> Nine Wks.</i>
No. of days in 9 week grading period:	42	41.5	46	45.5
Grading period begins:	08/10/16	10/13/16	01/04/17	03/20/17
Send progress reports home on:	09/07/16	11/09/16	02/01/17	04/12/17
End of 9 week grading period:	10/07/16	12/16/16	03/10/17	05/23/17
Send report cards home on:	10/18/16	01/05/17	03/22/17	05/23/17



## HEALTH SERVICES

### ALLERGY GUIDELINES

If a student has a SEVERE allergy or intolerance, the student is required to have a signed health care provider (MD, NP, PA, DO, RD) statement indicating their allergy or intolerance and the type of reaction. If a student has a food allergy or intolerance which requires a modified diet, the student is required to have a signed health care provider **Diet Prescription for Meals at School** form.

The Alabama State Department of Education along with the US Department of Agriculture requires every school for lunch to offer milk with four other meal components to Pre-K through 12th grade. Each student (Pre-K through 12th grade) must take at least 3 meal components and one of those components must be a fruit and/or vegetable serving on their tray. For breakfast, each student (Pre-K through 12th grade) will be offered milk and must take at least 3 meal components on their tray.

Athens City Schools recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances. To ensure proper safety for your children and our students, Athens City Schools requires a signed health care provider's letter/note for any student with an allergy to food, dairy or any allergen (grass, dust, pets, etc.) that could cause health problems during school hours. The signed health care provider's letter/note must be updated at the beginning of every school year.

NOTE: Once a health care provider writes a letter/note indicating a student's allergy, only a health care provider can change the status of the student's allergy. A parent cannot write a letter/note indicating the student may have food items that have previously been deemed as allergies by a health care provider.

Athens City Schools does not claim to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. Our schools will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis.

We live in a world that is contaminated with potential allergens. Children with allergies must learn to avoid specific triggers. While the key responsibility lies with the student and his or her family, in the case of a young allergic child, the childcare community must also be aware. Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the co-operation and understanding of all members of Athens City Schools, including staff, students and parents.

Having a signed letter/note from your child's health care provider, indicating their allergy(s), severity, and how they are treated, is one of the most important steps in creating a safe school environment for everyone. As stated previously, this letter must be updated at the beginning of each school year. If you have any questions, please call your child's school.

## **CHILD NUTRITION PROGRAM**

Our mission is to provide affordable and nutritious meals to students of Athens City Schools.

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

Athens City School's uses a computerized system in the lunchrooms. This helps to expedite lines and helps to lengthen the time your child has to eat breakfast and lunch which uses offer versus serve. Each student has an account with an assigned 4-digit number they enter each time they go through the lunchroom line. Please make sure your child knows his/her 4-digit number. The following are specific details that you will need to know:

#### **\*Deposits**

\*Make deposits directly into the student's account at the serving line, or

\*Make on-line deposits through the automated payment system (please refer to the Athens City School's web site for specific details).

\*Send sibling's money separately if your child is participating.

\*If a student participates in our Free and Reduced Breakfast and Lunch Program, he/she may deposit funds into his/her account by entering his/her 4-digit number.

\*Send breakfast and lunch money in an envelope marked with your child's name, homeroom teacher, and 4-digit lunch number.

\*If you are sending a check, please write your child's name and lunch number on the check. **Please do not write a check for other purchases such as field trip money, fundraiser, etc. while paying for lunch.**

\*Only food eaten in the lunchroom can be purchased with the money you send to the lunchroom.

\*Parents may put restrictions on what and when extra food may be purchased.

#### **\*Negative Balance**

\*We will notify you or your child when your child's account balance is depleted.

\*Please send money the next school day to correct deficiencies or deposit funds online.

\*The Board of Education strongly discourages the charging of food and beverages to meal accounts **with negative balance.**

\*Uncollected cafeteria charges constitute a bad debt and are not allowed.

\*Extra servings and a la carte purchases are not allowed when a meal account has a negative balance.

\*It is understood that the parent or guardian of any student who purchases food and beverages from the Child Nutrition Program will provide funds through the meal account and is responsible for resolving all negative balance immediately.

Our primary goal is to feed our children the most nutritious meal with enough time to enjoy the meal. Students and parents are encouraged to take advantage of pre-payment and online payment options by depositing weekly or monthly amounts. The online payment option is available at any Athens City School's website including ACS district website. Free and Reduced Meal applications are also found on any school's website and the district website.

**Important:** Seniors will need to deplete their lunch accounts before the last day of school or resolve any debts. On the last day of school, any money left in your child's account will automatically roll over to the next school year.

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

Athens City Schools is pleased to announce the availability of applying for Free and Reduced Price Meals online! The process is SAFE, SECURE, PRIVATE, and AVAILABLE anytime, anywhere! Visit your school website for a direct link.

### **\*Application Process for Free and Reduced Meals**

- \* Athens City Schools encourages each family to complete an application.
- \* At the beginning of the school year, you will receive information on completing an application on line.
- \* Only one completed application per household is needed.
- \* List every child enrolled in the Athens City Schools on the same application.
- \* You are responsible for paying **full price for** all meals until the Child Nutrition Program has processed your application.
- \* The application is processed as quickly as possible; however, it can take several days.
- \* Please complete your application as soon as possible and turn in immediately.
- \* If your child received free or reduced meals last year, you have to complete a new application each year. You have up to thirty-days (30) from the first day of school to complete and submit another application. After the thirtieth (30<sup>th</sup>) day, you are responsible for paying full price until your application has been approved and reapproved by the Child Nutrition Program.

**Athens City Schools is an equal opportunity employer and provider.**

## ***Wellness Policy and School Parties***

In an effort to decrease the rate of childhood obesity in the United States, the USDA made changes to the National School Lunch Program, National School Breakfast Program and to the amount and types of foods and drinks allowed to be served during the school day. These foods will be replaced with more fruits and vegetables. 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 a fruit or juice and two other meal components to count as a meal. **Parents are not allowed to bring fast food into the school.**

Parties are not permitted during meal times. Contact your child's teacher and/or principal if you would like to bring a treat for a special occasion. We are requesting parties include some healthy alternatives along with the usual cookies, cupcakes, etc. We ask for your support as we try to develop a healthy school environment for our children. If you would like a detailed explanation of the changes mandated from the USDA, please see our web site at [www.acs-k12.org](http://www.acs-k12.org).

## **HEAD LICE**

Pediculosis, more commonly known as head lice, is routinely found in elementary and middle school aged children. Head lice can affect children across all races and social economic backgrounds. Based upon the recommendations from the Centers for Disease Control (CDC), The American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN), the following interventions are important to help control the spread of head lice in our school community:

1. Please 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). An adult louse is about the size of a sesame seed, and can be the same color as your child's hair. Nits are small, often silver or dark in color and are adhered to individual pieces of hair.
2. 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 treated, being careful to follow the product's direction carefully and completely.
3. Please contact your child's school nurse if you have had to treat your child for head lice. She is available to serve as a resource to you for any questions you may have regarding treatment, and will need to check your child's head to ensure there are no remaining live lice prior to your child returning to his/her classroom.
4. Head lice are a nuisance, but do NOT carry or transmit disease or infection. Mass screenings of school populations is no longer recommended and was not found to be effective in the control of head lice. Misdiagnosis often resulted from such screenings, leading to unnecessary treatment and related absence from school.
5. Likewise, "no-nit" policies are no longer recommended, due to evidence that nits found greater than ¼ inch from the scalp are not viable and very unlikely to hatch. Because nits are cemented to individual hair shafts, they are most unlikely to be transferred to another individual. Therefore, students who have been treated and

have no evidence of live lice when checked by the School Nurse are able to return to their classroom.

## **HEALTH SCREENING**

Students in grades K-12 are screened for vision and hearing as needs arise.

## **ILLNESS GUIDELINES**

**FEVER:** A student with a fever of 100.0F or higher should not come to school. If a student comes to school with a fever of 100.0F or higher, the student will be sent home. If no one can be reached to pick up the student, and the fever is escalating, 911 may be called to transport the student for medical treatment. This will depend on the assessment by the school nurse based on the clinical symptoms of the student. A student **MUST** be fever free for at least 24 hours (without the use of fever reducing medications, such as Tylenol or Motrin) before returning to school.

**HEADACHE:** Many things such as fever, stress, sinuses, viral illnesses, and dehydration can cause headaches. Some headaches can be serious while others are minor. When a student has a headache that is associated with a fever and/or neck pain/stiffness or a headache that lasts for more than a couple of hours, the student should be seen by a health care provider. A mild headache can interfere with a student's learning ability. When a student has a headache during school hours and the headache does not go away after 20-30 minutes, the student may be sent home.

**SORE THROAT:** Sore throats are very common. They 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. A student with a non-fever sore throat can be soothed by drinking cool (not hot) fluids, and identifying and treating the underlying cause (colds, sinus drainage, etc.).

**VOMITING:** When a student has been vomiting, the student should not return to school until they have NOT been vomiting for 24 hours. Note: Nurses will use their judgment when requesting students to be sent home from school for vomiting. Example: If a student gets too hot in P.E., they probably do not need to be sent home and do not need to stay out of school the next day.

**DIARRHEA:** Four or more loose/liquid stools in less than 12 hours is considered diarrhea. Certain forms of diarrhea can be contagious. When a student has 4 or more loose stools during school and/or associated with abdominal pain, headache, fever, vomiting, or foul smelling flatus, the student should see a health care professional. Remember, diarrhea can cause dehydration quickly, especially in younger children. When a student has multiple episodes of diarrhea that last longer than 12-24 hours, the student should see a health care provider as soon as possible.

**ABDOMINAL PAIN:** Any form of abdominal pain in a child should be taken seriously. Many things cause abdominal pain such as constipation, viral illnesses, food intolerances, strep throat, urinary problems/infections, digestion problems, and female related problems. A student who complains of abdominal pain should not come to school until a

health care provider has identified the problem, preferably. Any student with abdominal pain that lasts longer than 15-30 minutes may be sent home.

**COUGH:** 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. A student with an excessive cough may be sent home. If a student brings cough drops or cough medicine to school, the student must have a Prescriber/Parent Authorization Form (PPA) completed and signed by both a doctor and a parent.

**RASH:** There are all types of rashes. Some are nothing more than irritated skin, while others are very contagious. The guidelines include:

- Either clothing or a bandage **MUST** cover all rashes.
- A student with an undiagnosed rash lasting more than 2 days may be required to have a medical doctor's note in order to return to school.
- A student with a scalp rash may be required to have a medical doctor's note in order to return to school.
- A medical doctor should evaluate a student with a rash that is associated with a fever and/or cough.
- A medical doctor should evaluate a student with spotted rashes on the stomach, back, arms or legs.

## **IMMUNIZATIONS**

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

Each child enrolled in day care, Head Start, and public or private school in Alabama must have a valid Alabama Certificate of Immunization on file at the facility that they attend. 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 day care, Head Start, or school entry. 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.**

Children attending 5 year-old-kindergarten through 12th grade must have had 5 doses of diphtheria/tetanus/pertussis vaccine (4 if the 4th dose was received after the 4th birthday) and 4 doses of polio vaccine (3 if the 3rd dose was received after the 4th birthday). Booster doses of tetanus-diphtheria toxoid vaccine must be given every 5-10 years after the

preschool booster. Children in these grades should also have received 2 doses of measles-containing vaccine and 1 dose each of mumps and rubella vaccine, usually administered as 2 doses of MMR vaccine. Varicella (chickenpox) vaccine for kindergarten entry became a requirement in 2001. This requirement will increase by one grade cohort until Fall 2013, when varicella documentation will be required for all children, kindergarten through 12th grade. A positive test for varicella immunity or documentation of chickenpox disease is acceptable in lieu of the varicella vaccine. Please contact your health care provider if you have any questions.

## **MEDICATION PROTOCOL**

- All Prescriber/Parent Authorization (PPA) forms must be renewed at the beginning of every school year and anytime the doctor makes a change to the prescription. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific time, etc.). Cutting, crushing, or sprinkling a pill/tablet/capsule can be done only with a written prescriber order. Changes to the medication orders by a parent/guardian will not be accepted. The school nurse will verify all questionable changes with the prescriber.  
*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.*

## **PRESCRIPTION MEDICATION**

All medications must be hand delivered by the parent or guardian to the office staff or nurse. This includes all students who "Self-Administer" and/or "Self Carry" medications. The nurse must verify all orders before students are allowed to carry and self-administer their medications. The nurse or certified medication assistant will count all controlled substances in the presence of the parent or guardian. Students are not allowed to carry medication on them while at school without proper physician orders giving permission to carry medication.

- ◆ ALL prescription medications must:
  - Be brought in by a parent or guardian to the nurse and they must sign a proper medication form that indicates the medications were received, counted, and secured by the school.
  - Be in the original container with a current pharmacy prescription label attached.
  - Have the correct student's name on the prescription label.
  - Have a valid date of expiration. Expired medications will not be accepted.
  - Not be mixed with any other medications (unless indicated on the label).

- Have a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and parent/guardian per prescription.

## **OVER-THE-COUNTER MEDICATIONS**

- ◆ Over the counter medications will be administered as follows:
  - Requires completion of the Prescriber/Parent authorization form signed by the parent/guardian.
  - 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 only.
  - If prescribed in excess of the manufacturer's recommended dosage, the parent/guardian will be required to complete a new Prescriber/Parent Authorization form and have it signed by the physician.
  - 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.
  - Natural remedies, herbs, and nutritional supplements follow the same protocol as over-the-counter medication.
  - Narcotics will not be allowed to be given at school.
- ◆ 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.
- ◆ The following are procedures for medications that students may need to possess on them for self –medication:
  - Cough drops are considered OTC medications and will require a PPA form.
  - Inhalers – The school nurse must have a copy of the prescription label and box in her office. If the box is unavailable, the pharmacy can provide the inhalers prescription label.
  - 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.
- 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.
- 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 meant 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. *Note: Most medications will be given by the parent/guardian at home. Medications that are prescribed for three times per day should be given at home, just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is if the prescriber has ordered the medication to be given before or along with meals.*
- When a student will be attending an alternative school, it is the parent's responsibility to transport his or her child's medicine to and from the student's home school and to and from the alternative school.
- 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.

Athens City Schools follows the State of Alabama guidelines for the administration of medications to students. Only school nurses and certified medication assistants are legally allowed to administer medications to students in the State of Alabama.

## **MENINGOCOCCAL DISEASE AND VACCINE**

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. The bacteria that cause meningococcal disease are very common.

### **Meningococcal vaccine: Who should get the vaccine and when?**

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

For more information concerning this or vaccine recommendations visit [www.adph.org/immunizations](http://www.adph.org/immunizations).

## **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.

### **FIRE AND SEVERE WEATHER DRILLS**

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

### **TORNADO WATCH – REQUIRED PROCEDURE**

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 all actions as specified in the approved Civil Defense plan. When a tornado watch is in effect at the conclusion of the normal school day, students will be released according to regular dismissal and transportation plans.

### **TORNADO WARNING – REQUIRED PROCEDURE**

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 specified in the approved Civil Defense 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(ren).

### **SCHOOL CLOSINGS**

1. School may be cancelled or dismissed early due to weather or other emergency conditions.
2. Students and parents are expected to plan in advance for this possibility and discuss what to do and where to go in this type of situation.
3. The decision to cancel school, open late or dismiss early will be determined by the school system's superintendent.
4. Parents will be notified by an automated phone system as well as it being posted on the school website and announcements on television and/or radio.
5. Latchkey services will not be provided on days that school is dismissed early due to inclement weather.

6. If school must dismiss before 2:30 p.m., children will only be allowed to leave with adults to whom parents have given written permission (including emergency contacts). This must be on file at the school.

## **SCHOOL SAFETY PLANS**

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

## **STUDENT SAFETY**

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

## **STUDENT CONDUCT**

### **ANTI-HARASSMENT POLICY**

#### ***Harassment, Violence, and Threats of Violence Prohibited***

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 sanctions.

#### ***Definitions***

- A. The term “harassment” as used in the policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, at a school-sponsored function or elsewhere where it causes or reasonably threatens a substantial disruption of or material interference with classwork or other activities including, but not limited to, written, electronic, verbal, or physical acts, including cyberbullying, that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories or personal characteristics set forth below.
- B. To constitute harassment, a pattern of behavior may do any of the following:
  - Place a student in reasonable fear of harm to his or her person or damage to his or her property.

- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- C. The term “violence” as used in the policy means the infliction of physical force by a student to cause injury to another student or damage to the property of another student.
- D. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- E. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- F. The term “cyberbullying” as used in this policy means willful and repeated use of electronic device(s), such as computers, cell phones, and other electronic devices to demean, threaten, offend or harm the victim. Cyberbullying includes, but is not limited to, the use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to harass, intimidate, or threaten another student.
- G. The term “student” as used in the policy means a student who is enrolled in the Athens City School System.

### ***Description of Behavior Expected of Students***

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student’s race
- The student’s sex
- The student’s religion
- The student’s national origin
- The student’s disability

- The student's sexual orientation
- Any other distinguishing characteristic

### ***Consequences for Violations***

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

### ***Reporting, Investigation, and Complaint Resolution Procedures***

Complaints alleging violations of the policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

Upon request of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of the policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

Acts of reprisal or retaliation against any student who has reported a violation of the policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

### ***Promulgation of Policy and Related Procedure, Rules and Forms***

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods are customarily used for such purposes, including publication on the Athens City Board of Education web site.

## **DISCIPLINE**

The rules by which students are governed are made for their best interests. Disciplinary

actions are generally of a minor type and are dealt with by the teacher. More serious disciplinary actions or habitual misbehavior will be referred to the principal. Discipline actions may include:

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

## **DRESS CODE**

All students are required to comply with the following guidelines:

- 1. Shoes must be worn and properly laced or fastened. Tennis shoes are required for participation in P.E. classes. Shoes determined to be dangerous or a safety hazard will not be worn.
- 2. Clothing will be worn as the manufacturers designed them.
- 3. Students will not wear clothing that reveals the body in an inappropriate manner.
- 4. Hats, caps, and other head attire will not be worn in school.
- 5. Any clothing, ornaments or accessories that distract from the educational process will not be worn.
- 6. With the approval of the principal or designee, student participants of school-sponsored activities, e.g. dress up day, may dress in a manner that does not conform to the dress code.
- 7. The principal or designee is authorized to determine inappropriate dress and to declare violations of these requirements.

## **SEXUAL HARASSMENT OF STUDENTS POLICY**

### ***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 when

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

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

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

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

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

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

A student who feels that he/she has been sexually harassed should report the incident to the school principal or designated administrator. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. Students are urged to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the principal in person or may be made in writing, signed by the complainant. If such report is first made verbally then it will be the responsibility of the complainant to reduce the same to writing and to sign the written complaint. Upon delivery of the written complaint to the reporting officer, he/she shall forthwith commence an investigation of such written complaint.

### ***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 designated reporting officer 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 reporting officer 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 discipline code.

## **STUDENT CODE OF CONDUCT**

### **Classification of Violations**

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

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

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

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

### **MINOR OFFENSES – CLASS I**

- 1.01 Excessive distraction of other students.** Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions, provoking other students.
- 1.02 Illegal organizations:** Any participation in fraternities, sororities, and secret societies which endangers school property, students, or employees, or substantially disrupts the educational process.
- 1.03 Tardiness.** Reporting late to school or class.
- 1.04 Use of profane or obscene language.**
- 1.05 Non-conformity to dress code.** (See File JCDB)
- 1.06 Minor disruption on a school bus.**
- 1.07 Inappropriate public display of affection.** Is interpreted as any physical contact such as hand holding, arms around waists, etc.
- 1.08 Unauthorized absence from class or school.**



- 1.09 Repeated refusal to complete class assignments and failure to bring required instructional materials to class.**
- 1.10 Vehicular violations.**
- 1.11 Littering of school property.**
- 1.12 Soliciting, procuring, causing, encouraging, aiding, abetting, or assisting another to commit any of the foregoing offenses.**
- 1.13 Any other violation which the principal may deem reasonable to fall within this category.**

#### **ADMINISTRATIVE RESPONSES – CLASS I**

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

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

#### **INTERMEDIATE OFFENSES – CLASS II**

- 2.00 Electronic communication devices.** The possession, except for health or other extraordinary needs (and with prior permission of the principal) of a pocket pager, cellular phone or other electronic communication devices.
- 2.01 Defiance of Board employee’s authority.** Any verbal or non-verbal refusal to comply lawful and reasonable direction or order of a Board employee.
- 2.02 Possession, control, or use of tobacco products.** The use of any tobacco products while under school jurisdiction.
- 2.03 Battery upon students.** The actual and intentional pushing or striking another student against the will of the other or the intentional causing bodily harm to an individual.
- 2.04 Fighting.** Any physical conflict between two or more individuals.
- 2.05 Vandalism.** Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.
- 2.06 Stealing – Larceny – Petty Theft.** The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100 belonging to or in the lawful possession or custody of another.
- 2.07 Possession of stolen property with the knowledge that it is stolen.**
- 2.08 Threats and extortion.** The verbal, written, or electronic communication, malicious threatening of injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from

doing any act against his/her will. NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.

- 2.09 Trespassing.** The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- 2:10 Possession of fireworks or firecrackers.**
- 2:11 Offensive touching of another person.**
- 2:12 Written or verbal propositions to promote sexual acts.**
- 2:13 Use of obscene manifestations (verbal, written, physical) toward another person.**
- 2:14 Directing obscene or profane language to a Board employee or visitor.**  
Verbal assault upon a Board employee or visitor.
- 2:15 Leaving premise without permission.**
- 2:16 Cheating – serious or repeated violations.**
- 2:17 Unauthorized absence from class or school.**
- 2.18 Threat, harassment or intimidation of a student.** The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so or doing some act which creates a well-founded fear in person that such harm is likely. Harassing behavior will include unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the victim and results in a substantial disruption of or material interference in the educational process.
- 2.19 Loitering.** Remaining in the restroom, cafeteria, hallway, parking lot, gym areas, or any other unauthorized area.
- 2.20 Inappropriate Use of Technology Resources.**
- 2.21 Possession of pocket knife.**
- 2.22 Violation of the conditions of principal's probation.**
- 2.23 Gambling.** Any participation in games of chance for money and/or other things of value.
- 2.24 Intentionally providing false information to Board employee.** Including, but not limited to, forgery of parent's(s) name(s); intentionally providing false information to parents, such as changing grades.
- 2.25 Cyberbullying.** The willful and repeated use of electronic device(s), such as computers, cell phones, and other electronic devices to demean, threaten, offend, or harm the victim, and which takes places on school property, on school bus, at a school-sponsored function or elsewhere where it causes or reasonably threatens a substantial disruption of or material interference with classwork or other school activities. Cyberbullying includes, but is not limited to, willful and repeated use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to harass, intimidate, or threaten another student.
- 2.26 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.**
- 2.27 Any other offense which the principal may deem reasonable to fall within this category.**

## ADMINISTRATIVE RESPONSES – CLASS II

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

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

## MAJOR OFFENSES – CLASS III

- 3.01 Drugs and alcohol.** Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, alcoholic beverages, or other intoxicant of any kind. For purposes of this policy, the phrase “alcoholic beverages” includes, but is 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.
- 3.02 Arson.** The willful and malicious burning of any part of a building or its contents.
- 3.03 Battery upon Board employee.** The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his/her will, or the intentional causing of bodily harm to a School Board employee.
- 3.04 Robbery.** The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- 3.05 Stealing – Larceny – Grand Theft.** The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- 3.06 Burglary of school property.** The breaking into, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.07 Criminal mischief.** Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another.
- 3.08 Possession of firearms.** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.
- 3.09 Discharging of any pistol, rifle, shotgun, air gun, pellet gun or BB gun, or any other device on school property.**
- 3.10 Possession of weapons.** Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed.
- 3.11 Bomb threats.** Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.
- 3.12 Explosives.** Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.

- 3:13 Sexual acts.** Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- 3:14 Aggravated battery.** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3:15 Inciting or participating in major student disorder.** Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property; personal injury to participants or others.
- 3:16 Unjustified activation of a fire alarm system.**
- 3:17 Igniting fireworks and/or firecrackers.**
- 3:18 Sexual Harassment.**
- 3:19 Written or Verbal Propositions to Promote Sexual Acts.**
- 3:20 Threats of Death or Serious Bodily Harm.** The verbal, written or electronic communication of a threat to kill or do serious bodily harm to another person.
- 3:21 Violation of the Conditions of Principal's Probation.**
- 3:22 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.**
- 3:23 Any other offense which the principal may deem reasonable to fall within this category.**

### **ADMINISTRATIVE RESPONSES - CLASS III**

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

- ◆ Out-of-school suspension not to exceed 10 days (not to exceed a cumulative total of 10 days per semester for non-special education students and 10 days per academic year for special education students)
- ◆ Expulsion
- ◆ Legal action
- ◆ Assignment to Alternative Placement

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

## **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**

For school directory information, please see the Athens City School website at [www.acs-k12.org](http://www.acs-k12.org).

## **PARENTAL 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. Under Alabama law, 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 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. (Code of Alabama, §16-28-12)

## **STUDENT DUE PROCESS**

Before being punished for violation of a Board policy or local school rule and regulation, (but not necessarily before being removed from the immediate academic setting), the local school principal or designee will ensure that students are accorded appropriate due process.

The following minimal due process will be accorded the student:

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

## **STUDENT GRIEVANCES**

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators. The term “grievance” applies to matters which fall within the discretionary powers of the principal, Superintendent and/or Board. Any student with a personal grievance is to discuss the matter with the teacher involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school principal. One faculty member of the student's choice or his/her parent(s) or guardian(s) may be present at such meeting. A grievance is defined as written claim submitted by a student of a violation, misinterpretation, or inequitable application of local Board policy, local school rules and regulations, or local administrative procedure.

In the event that the grievance cannot be settled at the school level, then the student through his/her parent(s) or guardian(s) may pursue the grievance to the Superintendent and then to the Board.

## **SUMMARY OF CIVIL LIABILITIES AND CRIMINAL PENALTIES**

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property, at school-sponsored events, on the way to or from school, or against school employees.

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

Each parent/guardian or other person having control or custody of a child required to attend school who fails to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local Board of Education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to ninety {90} days.)

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

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

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

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

### **Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 97-784)**

The school principal shall notify appropriate law enforcement officials when a person violates local Board of Education policies concerning drugs, alcohol, weapons, physical

harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule hearing within five (5) school days.

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

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

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

### **Vandalism (Act 94-819)**

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

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

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

### **Drop-out/Driver's License**

#### **(Act 94-820 which amended Act 93-368 as codified in Sec. 16-28-40. Code of AL 1975)**

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

## **STUDENT TRANSPORTATION**

### **BICYCLES**

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

## **STUDENT TRANSPORTATION**

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

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

### **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. Failure to be at your bus stop on time may result in bus riding privileges being suspended.
- Do NOT run to or from the bus stop.
- Be alert for vehicles in driveways and parking lots.
- Refrain from horseplay while waiting on the bus.
- Do not move toward the bus until the driver has given you permission.
- **The use of cell phones on the bus is prohibited.** If a student is observed using a cell phone on the bus, the cell phone will be confiscated by the bus driver and turned in to the appropriate school principal.

### **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 are: balloons, kites, animals, insects, plants, 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.

### **On the Bus:**

- Follow the instructions of the driver at all times.
- 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 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:**

- 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!!

**TECHNOLOGY**

**CELL PHONES/ELECTRONIC COMMUNICATIONS DEVICES**

Personal wireless communication devices, mobile computers, and mobile phones must be turned off during school hours unless device is being used for supervised classroom instruction solely for educational purposes at the discretion of the teacher. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic device. School administrators may read, examine, or inspect the contents upon reasonable suspicion that the device contains evidence of a violation of civil and/or criminal law, Board policy, or the Code of Student Conduct.

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.

Students who choose to connect to the district network agree to the requirements of the Student Internet & Electronic Mail Acceptable Use Policy and should consider the personal devices to the same level of monitoring and access as any district-owned device. The district reserves the right to monitor Internet and network use of personal devices on all district networks.

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

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

### **I. General**

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

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

### **II. 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. Students should expect no privacy in the contents of personal files or record of web research activities on the network. The school system reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any information transmitted or received in connection with such usage. If a user is believed to be in violation of any of the technology guidelines, a system administrator may review communications and provide documentation related to any violation. The school system does not guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via the Internet.

- A. The use of all Athens City School District's technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation.
- B. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for use.
- C. Individuals identified as a real or suspected security risk will be denied access.
- D. Individuals must not attempt to disrupt any technology services or data integrity by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excessive network and/or Internet activity, or modification of equipment or infrastructure.

- E. Individuals must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering systems, either with or without malicious intent.
- F. Personal technology-related devices such as, but not limited to laptops, cell phones, smart-phones, iTouch/iPods/iPads, cameras or other eDevices, etc. 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. The use of personal devices during school hours, using school network access, is subject to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws.
- G. The district technology director, and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

### **III. Internet Use**

The Internet is a global network made up of many smaller contributing networks connecting millions of users throughout the world. Through the Internet, students can explore thousands of libraries, databases, museums, and other resources to enhance educational experiences. In compliance with the Children's Internet Protection Act that was signed into law December 21, 2000, the Athens City School System has established several measures to help protect Internet users.

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

- A. The intent of the Athens City School District is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- C. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- D. Internet activity can and will be monitored, along with other aspects of technology usage.
- E. Successful or unsuccessful attempts to bypass the Internet filters by using proxies or other resources are a violation of this policy.

### **IV. Electronic Mail**

Electronic mail access is intended to support only educational, instructional, and administrative functions. Students are not allowed to use instructional time and school resources to check personal email accounts via the Internet. The school system cannot

guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via electronic mail.

## **V. Web Publishing**

The Athens City Schools' web sites are limited to usage associated with activities of the school district. The web site(s) cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.

- A. Student pictures or other personally identifiable information can be used in accordance with FERPA guidelines.
- B. Individual students may be identified by full name unless permission to do so is denied by the parent or guardian in writing to the school principal. Full names may only be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.
- C. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

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

- A. The term "web site(s)" includes the web pages that are an integral part of the site as well as the web sites and/or pages to which a link has been provided within a school system site or page. Only schools, departments, activities, and teachers of the Athens City School System will have web pages sponsored by and linked together under the Athens City School's homepage. The Athens City School System takes no responsibility for sites that may unknowingly link to school-sponsored web pages.
- B. Material (including but not limited to text, graphics, photographs, artwork, audio, video, etc.) generated by or using the resources of a school, a school-sponsored activity, or the school system may only be shown on a web site or page with the approval of the technology coordinator, principal and/or superintendent.
- C. The provisions of the Family Educational Rights and Privacy Act, 20 U.S. C. 1232g will be observed regarding the inclusion of student and family data on web sites.
- D. 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.
- E. Students attempting to or found to have tampered with web site content or operation, without authorization, shall be considered to have committed a Class III offense punishable as provided in the *Student Code of Conduct*.

## **VI. Data Security**

- A. Students are expected to follow all local, state and federal laws and system policy regarding the protection of student and staff confidential data.
- B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but the school district cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.

- C. Users are responsible for their individual network accounts and must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Athens City School District. Any such unauthorized usage shall be reported immediately to the local school principal and/or the district technology director.
- D. 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. Students should not go looking for security problems, as this will be construed as an illegal attempt to gain access.
- E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, specific software packages, or the Internet.
- F. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered.
- G. Users are expected to maintain and back up their critical files and data. To maintain effective network performance, data stored on the servers will be deleted on a regular basis.

## **VII. Privacy**

To maintain network integrity and to insure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the technology director, local school administrators, and/or other designated technology staff 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 may be monitored at any time, without notice.

- A. Users should not have any expectation that their use of technology resources, including files stored by them on the Athens City Schools' network, will be private and will be secure from access by others.
- B. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.
- C. Athens City School District cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.
- D. Users should not store personal and/or private information on the district and/or schools technology resources.

## **VIII. Rules and Uses**

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

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

You are prohibited from posting personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Never meet or agree

to meet with a person you communicated with online. You will promptly disclose to your teacher, counselor, or principal any message you receive that is inappropriate or makes you feel uncomfortable. Under no conditions should you provide your password to another person.

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

**B. Illegal Activities**

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

**C. Inappropriate Communication and Cyberbullying**

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

**D. Respecting Resource Limits**

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

**E. 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.

**F. Care of Equipment**

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

**G. Inappropriate Access to Material**

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

school system fully expects that you will follow your parent's instructions in this matter.

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

1. As cited in Board Policy IFBGB, all copyright laws and license agreements between the vendor and the school system shall be observed.
2. You are not authorized to make copies of any software owned by the Athens City School System without the knowledge and permission of the System Technology Coordinator. In addition, you are prohibited from using school equipment to make illegal copies of personal software or to download copyrighted materials. Illegal, unauthorized, or unlicensed copies of software or files must not be used on school system equipment and will be removed if identified.

### **IX. 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*.

### **X. Limitation of Liability**

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

## STUDENT ASSESSMENT PROGRAM

### STATE TESTING SCHEDULE

STATE TEST	GRADE	SUBJECTS	TESTING WINDOW	DAYS
ACCESS for ELLs	K-12	Speaking-Listening- Reading-Writing	February 6 – April 7, 2017	2-3 Days
Alternate ACCESS for ELLs	K-12	Speaking-Listening- Reading-Writing	February 6 – April 7, 2017	2-3 Days
ACT Aspire	3-8	Reading-Math <i>Optional: English- Writing-Science</i>	Apr. 3 -May 12, 2017	1-5 Days
Alabama Alternate Assessment	3-12	Portfolio Evidence Required for Subjects Specified in IEP	May 7, 2017 (Deadline)	Throughout Year

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

### USE OF DIGITAL DEVICE DURING ADMINISTRATION OF SECURE TESTS

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.



**FORM TO BE COMPLETED AND RETURNED TO SCHOOL**

Please complete the following form, remove from the handbook, and return to the school office.

Keep the handbook for future reference.

# PARENTAL INVOLVEMENT FORM

## **Message to Parents/Guardians Concerning the Athens City Schools Student Code of Conduct and the Student Internet Safety & Acceptable Use of Computer Technology (Grades K-4)**

It is the desire of the Athens City School System that each student and their parent/s and/or guardian/s receive a copy of the Student Code of Conduct and the Student Internet Safety & Acceptable Use of Computer Technology (Grades K-4). A copy of each is included in the student-parent handbook and a copy of the student-parent handbook is distributed to each student.

Please take a few minutes to read the Athens City Schools Elementary Student-Parent Handbook. You are encouraged to ask any questions. You may wish to contact your child's school office for additional assistance or information.

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

I have read the Athens City Schools Student Code of Conduct and the Student Internet Safety & Acceptable Use of Computer Technology (Grades K-4). I understand that my child/children will be expected to abide by the rules and regulations contained in these policies.

Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_