

**GRADES K-12**

**STUDENT-PARENT HANDBOOK**



**SARALAND CITY SCHOOL SYSTEM**

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

**2019-2020**

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## INTRODUCTION

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

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

## VISION STATEMENT

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

## MISSION STATEMENT

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

## GUIDING PRINCIPLES

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

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

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

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

## NON-DISCRIMINATION STATEMENT

Saraland City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

For inquiries regarding nondiscrimination policies, contact Dr. Kristen Sousa, Title IX Coordinator, [ksousa@saralandboe.org](mailto:ksousa@saralandboe.org) or Mrs. Amy Pippins, 504 Coordinator, [apippins@saralandboe.org](mailto:apippins@saralandboe.org). Concerns may be mailed to 4010 Lil' Spartan Drive, Saraland, AL 36571. Assistance may also be requested by phone at 251.375.5420.

## RESIDENCY AND ENROLLMENT

The Saraland City School System was established by the residents of Saraland for students residing in Saraland. Residence as used herein means the fixed, permanent, full-time and primary domicile of the parent(s), legal guardian(s), welfare-appointed custodian(s), or court-appointed foster parent(s) of a student. The legal residence, as used herein, shall mean that true, fixed, full-time and permanent home to which, whenever absent, the person in question has the intention of returning. Residence does not include a temporary or secondary place of residence established for some specific purpose. In other words, to be eligible to attend Saraland City Schools, the student must reside in a physical structure constituting a home (a house, apartment, condominium, etc.), which is located in the limits of this school district, with a person legally responsible for student care. Residence shall depend on the facts and circumstances of each case; however, the residence must be a place where important activities such as eating, sleeping, studying, working, etc. occur during a significant part of each day. For more information, refer to Board Policy 5.10 for Admittance/Enrollment Requirements.

# SARALAND CITY BOARD OF EDUCATION

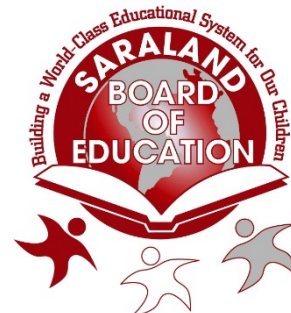
4010 Lil' Spartan Drive  
Saraland, AL 36571  
Phone: 251.375.5420  
Fax: 251.375.5430  
Web: [www.saralandboe.com](http://www.saralandboe.com)



Dr. Aaron Milner, Superintendent

## Board Members

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



## SARALAND SCHOOLS

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

### GRADES K-1

#### Saraland Early Education Center

4000 Lil' Spartan Drive  
Saraland, Alabama 36571  
Phone: 251.602.8930  
Fax: 251.602.8932  
Web: [www.seecspartans.com](http://www.seecspartans.com)  
Twitter: @SaralandEarlyEd  
Facebook: Saraland Early Education Center  
Dr. Kim Williams, Principal

### GRADES 2-5

#### Saraland Elementary School

229 McKeough Avenue  
Saraland, Alabama 36571  
Phone: 251.679.5739  
Fax: 251.679.5749  
Web: [www.sespartans.com](http://www.sespartans.com)  
Twitter: @SaralandElem  
Facebook: Saraland Elementary School  
Dr. Stan Stokley, Principal  
Mrs. Stephanie Dial, Assistant Principal

### GRADES 6-8

#### Saraland Middle School

401 Baldwin Road  
Saraland, Alabama 36571  
Phone: 251.679.9405  
Fax: 251.679.9456  
Web: [www.smspactans.com](http://www.smspactans.com)  
Twitter: @SaralandMiddle  
Facebook: Saraland Middle School  
Mr. Alex Crane, Principal  
Mrs. Valerie Washburn, Assistant Principal

### GRADES 9-12

#### Saraland High School

1115 Industrial Pkwy  
Saraland, Alabama 36571  
Phone: 251.602.8970  
Fax: 251.602.8994  
Web: [www.shspartans.com](http://www.shspartans.com)  
Twitter: @SaralandHigh  
Facebook: Saraland High School  
Mrs. Beverly Spondike, Principal  
Mr. Darrell McCollum, Assistant Principal  
Mr. Jeff Ward, Assistant Principal

## **GENERAL INFORMATION**

### **CHANGE OF ADDRESS**

Changes in home address or phone number should be reported to the school office immediately. Changes of address require updated proofs of residency. Any change in employment or phone number should also be reported to school office. Accurate information is necessary in the event a parent/guardian must be contacted due to an emergency or student illness.

### **LOCKERS**

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

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

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

### **LOST AND FOUND**

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

### **PERSONAL PROPERTY**

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

### **SCHOOL VISITORS**

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

### **TELEPHONE USE**

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

### **BEFORE AND AFTER SCHOOL CARE**

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

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

### **DELIVERIES TO STUDENTS**

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

**SCHOOL HOURS\***

School	Breakfast Begins	Take-In Bell	Tardy Bell	School Dismissal
Saraland Early Ed	7:40am	8:10 am	8:20 am	3:20 pm
Saraland Elementary	7:30 am	8:00 am	8:10 am	3:10 pm
Saraland Middle	7:05 am	7:25 am	7:30 am	2:40 pm
Saraland High	7:00 am	7:20 am	7:30 am	2:33 pm

\* Times are subject to change due to student enrollment.

**MIDDLE SCHOOL BELL SCHEDULE (6-8) \***

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

**HIGH SCHOOL BELL SCHEDULE (9-12) \***

Breakfast Served	7:00				
Take-In	7:20				
1 <sup>st</sup> Block/Homeroom	7:30-9:22				
Break A	8:25-8:37	Break B	8:40-8:52	Break C	9:10-9:22
2 <sup>nd</sup> Block	9:27-10:57				
3 <sup>rd</sup> Block	11:02-12:55				
		Lunch A	11:02-11:25		
		Lunch B	11:33-11:56		
		Lunch C	12:04-12:27		
		Lunch D	12:35-12:58		
4 <sup>th</sup> Block	1:03-2:33				
Dismissal	2:33				

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

**EARLY EDUCATION CENTER AND ELEMENTARY SCHOOL CLASS PARTIES**

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

**DIGITAL COMMUNICATION**

School activity and event details are promoted through a variety of electronic media to include school webpages, Facebook and Twitter accounts as well as a district Instagram page. Stay connected by following and liking Saraland City Schools. For more information contact, Dr. Frankie Mathis, at [fmathis@saralandboe.org](mailto:fmathis@saralandboe.org).

**MEDIA CENTER**

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

## FUNDRAISERS

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

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

## ACADEMICS

### STUDENT PROMOTION AND RETENTION

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

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

**Grades 9-12** – Students enrolled in the ninth grade prior to the 2019-2020 school year must meet the following criteria in order to be promoted to the next grade level, where as one (1) Carnegie unit is defined as one (1) credit:

**9<sup>th</sup> Grade:** Successful completion of middle school

**10<sup>th</sup> Grade:** Successful attainment of six (6) Carnegie units

**11<sup>th</sup> Grade:** Successful attainment of twelve (12) Carnegie units

**12<sup>th</sup> Grade:** Successful attainment of eighteen (18) Carnegie units and eligible to complete all graduation requirements within the school year

Students enrolled in the ninth grade for the first time during the 2019-2020 school year must meet the following criteria in order to be promoted to the next grade level, where as one (1) Carnegie unit is defined as one (1) credit:

**9<sup>th</sup> Grade:** Successful completion of middle school

**10<sup>th</sup> Grade:** Successful attainment of seven (7) Carnegie units

**11<sup>th</sup> Grade:** Successful attainment of fourteen (14) Carnegie units

**12<sup>th</sup> Grade:** Successful attainment of twenty-one (21) Carnegie units and eligible to complete all graduation requirements within the school year

### DIPLOMA REQUIREMENTS AND ENDORSEMENTS

(effective for students enrolled in the ninth grade for the 2019-2020 school year)

SCSS Regular Diploma\* (26 Carnegie units):

Core Curriculum includes math, science, social studies, and English and requires 4 credits to be earned in each subject area based on state guidelines

LIFE PE, Beginning Kinesiology or state approved substitution (1 credit)

Career Prep (1 credit)

Health (0.5 credit)

CTE, Fine Art, and/or Foreign Language (3 credits)

Additional Electives (4.5 – 8.5 per diploma endorsement requirements)

Requirements for Advanced Academic Endorsement\*\* (30 Carnegie units):

Meet all Regular diploma requirements and earn a passing is score in all attempted coursework

Earn two (2) credits in the same World Language

Requirements for Advanced Honors Academic Endorsement\*\* (30 Carnegie units):

Meet all Regular diploma requirements, maintain an overall 3.5 gpa\*\*\*, earn a passing score in all attempted coursework, and complete core requirements at HR, AP, or DE level

Pass Algebra I HR, Geometry HR, Algebra II with Trigonometry HR, and one other HR, AP, or DE mathematics course

Pass Biology HR, Chemistry HR and/or Physics HR, and two other HR, AP, or DE science courses

Earn two (2) credits in the same World Language

For students enrolled in 9<sup>th</sup> grade prior to 2019-2020, twenty-four (24) credits are required to earn a regular diploma\* while twenty-eight (28) credits are required to receive the advanced academic endorsement\*\* as



well as the advanced honors academic endorsement\*\*. Students enrolled in 9<sup>th</sup> grade prior to 2018-2019 may be eligible to receive the advanced honors academic endorsement with an overall 3.2 gpa\*\*\*.

## HIGH SCHOOL EXAMS

Comprehensive exams will be administered quarterly. These exams are required and constitute 20% of the quarter average. A semester average of 60 (D) or higher is required to earn high school credit for a course.

Calculation of quarter average:  $\{(Quarter\ Average \times 4) + (Exam)\} \div 5 = Quarter\ Average$

Calculation of semester average:  $\{(Quarter\ 1\ Average) + (Quarter\ 2\ Average)\} \div 2 = Semester\ Average$

## WEIGHTING HIGH SCHOOL GRADES

The weighted grade process for class ranking purposes begins ninth grade year and continues through grade twelve. Board approved eighth grade courses will receive appropriate high school credit and will be included in cumulative GPA; however, these courses will not be included in ranking GPA. Identification of Valedictorian and Salutatorian will be discontinued with the 2022 Cohort (see Latin Honors).

## LATIN HONORS

Effective for the 2022 Cohort (students enrolled in 9<sup>th</sup> grade during the 2018-2019 school year), Latin honors will be used to recognize the top 15% of each graduating class based on the following designation:

Summa Cum Laude (with highest honors), 95<sup>th</sup> percentile or higher

Magna Cum Laude (with high honors), 90<sup>th</sup> – 94<sup>th</sup> percentile

Cum Laude (with honors), 85<sup>th</sup>-89<sup>th</sup> percentile

## CRITERIA FOR HONOR ROLL / HONORS DAY RECOGNITION

Recognition criteria for academic honors in grades K-5 are as follows:

**A honor roll** – All A's in all subjects as well as all S's in Citizenship, Work-study, and PE.

**A/B honor roll** – A's or B's in all subjects as well as all S's in Citizenship, Work-study, and PE.

Recognition criteria for academic honors in grades 6-12 are as follows:

**A honor roll** – All A's in all subjects.

**A/B honor roll** – A's or B's in all subjects.

## VIRTUAL SCHOOL

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

## HIGH SCHOOL TRANSCRIPT REQUESTS

High school students will request transcript copies electronically using parchment.com. If additional information is needed, contact a Saraland High School counselor or the registrar for more information.

## HIGH SCHOOL EARLY COLLEGE AND DUAL ENROLLMENT PROGRAMS

Early College and Dual Enrollment offer high school students the opportunity to earn college credit concurrently while in high school. For approved coursework, students receive both high school and college credit through these programs of study. Earned credit may transfer to the student's attending college following high school graduation. Interested students should contact a high school counselor for more information.

## EARLY RELEASE FOR SENIORS

The early release option is an earned privilege available to Seniors at Saraland High School. Seniors who are in good academic standing may be released up to a maximum of two (2) blocks at the end of the school day. Students who participate in the early release option must leave the school premises each day at the scheduled early release time. They are not to remain in the building or on the school property, nor be on any other school property throughout the district while school is in session. Students participating in after school activities should leave campus and return to that activity after school has been dismissed. Students who fail to comply with early release guidelines may have the privilege suspended.

Students seeking the Advanced Honors Academic Endorsement are required to maintain a full academic course load all four years of high school. These students are not eligible for the early release option.

## **HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS**

Eighth grade students who meet academic requirements are eligible to enroll in the following high school courses: Algebra I, Spanish I, or Business Technology Applications (BTA). The final grade earned in the course will become part of the student's high school transcript. A cumulative average of a 90/A or higher in Pre-AP Math 7 is required to enroll in Algebra I while a cumulative average of an 80/B or higher in Spanish 7 is required to enroll in the high school Spanish I course. All eighth grade students are eligible to enroll in BTA.

## **FIELD TRIPS AND EXCURSIONS**

Field trips and excursions are extensions of classroom instruction and provide quality learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers adhere to district procedures to ensure student safety is a priority on all trips away from school. The following minimal procedures shall be adhered to for all field trips and excursions away from school:

- Students are expected to exhibit their best behavior, and the Student Code of Conduct is fully applicable for all activities.
- Students must submit to school officials a parental permission form, completed and signed by their parent / guardian, prior to departing on each school sponsored field trip. Students not submitting a signed permission form will not participate in the field trip activity.

## **HOMEWORK**

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

## **PARENT CONFERENCES**

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

## **PARENTAL INVOLVEMENT**

The Saraland City School Board of Education believes that in order to achieve the maximum educational growth for students, there must be a conscious, collaborative partnership between the parents/guardians of students and the school. Parents/guardians of students in Saraland City School System are encouraged to learn about the educational programs, goals, objectives, and activities at their child's school. The Board encourages parents/guardians to participate in activities designed to involve and educate parents. However, respecting the privacy of all students and striving to provide an environment free of disruptions, parental visitation is limited to non-instructional time. Additional information regarding the parental involvement is located in the LEA Consolidated Plan is available at [www.saralandboe.com](http://www.saralandboe.com) under the Federal Programs Department.

## **PROGRESS REPORTS**

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

## **REPORT CARDS**

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

## RESPONSE TO INSTRUCTION (RtI) AND PROBLEM-SOLVING TEAMS

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

## SCHOOL AND CLUB/EXTRACURRICULAR ACTIVITY FEES

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

**Early Education Center and Elementary School Fees** – Registration Donation (all students K-5): \$25.00

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

Course	Fee	Course	Fee
Art (per semester)	\$15.00	Science Lab	\$15.00
CTE Teen Discoveries/Connections (per semester)	\$15.00	CTE Teen Connections (yearlong course)	\$40.00
Strings	\$30.00	Other Elective Courses	\$15.00
Chorus	\$30.00	PE (Uniform/Lock)	\$25.00
CTE Business Technology Applications	\$25.00	Band	\$50.00

\*Fees subject to change.

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

Course	Fee	Course	Fee
Science Lab	\$15.00	Driver's Education & Safety	\$30.00
Band	\$50.00	Health	\$15.00
Robotics	\$20.00	PE (Uniform/Lock)	\$25.00
Art	\$25.00	ACCESS Class (per course)	\$15.00
Chorus	\$50.00	Drama/Theatre	\$15.00
Dance	\$30.00	Other Elective Courses	\$15.00
CTE Business, Management & Administration	\$25.00	CTE Health Science	\$25.00
CTE Engineering	\$25.00	CTE Welding	\$35.00
CTE Food, Wellness, and Dietetics	\$25.00	Percussion	\$30.00

\*Fees subject to change.

**Yearbook** – Preserve personal memories of friends and classmates, showcase accomplishments, and memorable moments, buy a yearbook: Early Ed and Elementary - \$ 40.00; Middle - \$50.00; High - \$75.00

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

### Early Education Center:

Club/Organization	Fee	Club/Organization	Fee
PALS (Parents & Teachers Advocating for Little Spartans)	\$5.00	Project Outreach	\$30.00

### Elementary School:

Club/Organization	Fee	Club/Organization	Fee
PTO	\$5.00	Project Outreach	\$30.00
National Elementary Honor Society	\$20.00	Choir	\$20.00
Running Club	\$25.00		

**Middle School:**

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

**High School Club Fees:**

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

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

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

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

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

**ONLINE PAYMENT OPTION**

Payments for fees, field trips, snacks, spirit wear, and online deposits to student meal accounts are accepted online at [www.paypams.com](http://www.paypams.com).

**WORTHLESS CHECKS**

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

## ADDITIONAL EDUCATION SERVICES

### FEDERAL PROGRAMS

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

### ENGLISH LEARNERS PROGRAM

The English Learners Program includes the identification of students who are limited-English proficient (LEP) and non-English speaking (NES). Once EL students are identified, appropriate educational programs are developed, and student progress is monitored. For additional information, call 251.275.5420 or email Dr. Kristen Sousa, English Learner Coordinator, [ksousa@saralandboe.org](mailto:ksousa@saralandboe.org) or Mrs. Lindsey Simmons, English Learner Resource Teacher, [lsimmons@saralandboe.org](mailto:lsimmons@saralandboe.org).

### COUNSELING SERVICES

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

### SUMMER SCHOOL

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

### GIFTED SERVICES

Intellectually gifted students are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents, or guardians, peers, self, and other individuals with knowledge of the student's abilities may refer a student for consideration for gifted services. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. Parents must be informed when their child has been referred. For each student referred, information is gathered in the areas of aptitude, characteristics, and performance. A matrix is used to record information and points are assigned in each area according to established criteria. The total number of points determines eligibility for gifted services. A referral for gifted services can be made by contacting the gifted specialist, principal, or Mrs. Amy Pippins, Director of Special Services, at 251-375-5420 or [apippins@saralandboe.org](mailto:apippins@saralandboe.org).

### SPECIAL EDUCATION SERVICES

Saraland City Schools provides special education and related services to students determined eligible for services in accordance with state and federal guidelines. A special education referral may be made by a parent/guardian, school personnel, or relevant individuals who suspect a child may have a disability. Referrals can be made verbally or in writing, and all information regarding the special education process can be obtained from the school's principal or by contacting Mrs. Amy Pippins, Director of Special Services, at 251-375-5420 or [apippins@saralandboe.org](mailto:apippins@saralandboe.org). All referrals, evaluations, and educational support are provided in accordance with the *Individuals with Disabilities Education Act of 2004* and the *Alabama Administrative Code Chapter 290-8-9 Special Education Services*.

### NOTIFICATION OF TRANSFER OF SPECIAL EDUCATION RECORDS

Records for special education students are digitally maintained through a statewide student database. Upon transferring to another public education agency in the state of Alabama, a student's special education records will transfer electronically upon enrollment in the new agency. There is no electronic transfer of records for students when enrolling in out of state schools. The receiving school must submit a written request for records.

## CHILD FIND NOTICE FOR CHILDREN WITH DISABILITIES

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

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

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

## ATTENDANCE

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

Details of those policies follow on subsequent pages. If you have any other questions, please contact the principal or Mrs. Lou Schambeau, Attendance Officer, at 251.375.5420 or [lschambeau@saralandboe.org](mailto:lschambeau@saralandboe.org).

- Students between the ages of six (6) and seventeen (17) shall be required to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school year.
- A school day is defined as the starting and ending time of the entire day.
- Students must be in attendance one-half of the instructional day to be counted present. The parent or guardian **must send a written note** if the student is checked out prior to completing one-half of the instructional day. In grades 6-12, attendance is recorded each period/block. In grades 9-12, excessive absences in a block may result in loss of credit.
- Checkouts should be conducted through the main office no later than 2:15pm for middle / high school students or 2:30pm for early ed / elementary school students.
- Students are required to be on time for school.
- Late arrivals should report to the main office to check in.
- Any missed school will be categorized as an excused absence, excused tardy, unexcused absence, or unexcused tardy.
- Excessive absences will subject a student, parent or guardian to truancy policies and procedures.

## TARDINESS

Being late to school or checking out of school is excused or unexcused for the same reasons as absences. A student is considered tardy if he/she is not in class when the tardy bell rings. Any student who arrives after school has begun must report to the office to check in. Habitual tardiness greatly affects a child's progress in school. Per semester, tardiness to school or class for resident students in grades 6-12 shall be addressed as follows:

4 <sup>th</sup> tardy	One (1) hour after school detention, parent notification
5 <sup>th</sup> tardy	One (1) hour after school detention assignment or Saturday School, parent notification
6 <sup>th</sup> tardy	One (1) day ISS assignment, parent notification
7 <sup>th</sup> tardy	Two (2) day ISS assignment and notification letter from attendance officer
8 <sup>th</sup> tardy	One (1) day out of school suspension, parent notification

9 <sup>th</sup> tardy and each subsequent tardy	One (1) day out of school suspension, referral to the Early Warning Truancy/Discipline Program, revoke driving privileges (if applicable)
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If a student in grades checks in or out five (5) times unexcused, it will be converted to an unexcused absence per period/block for the purpose of loss of credit.

In grades K-5, administrative conferences will be scheduled with parents of students with excessive tardies in order to develop a corrective plan of action.

## ABSENCES

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

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

Students in grades K-8 are allowed up to ten (10) excused absences per year with a written statement from a parent or guardian. The excuse shall state the reason for the absence, the date of the absence(s), and have a parent/guardian signature. When a parent or guardian has exhausted ten (10) parent notes, all future absences will require a written excuse from a medical physician or clinician to be coded as excused. High school students are allowed five (5) excused absences per term.

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

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

## EXCESSIVE ABSENCES

High school students who are absent five (5) or more days per semester will not receive credit for the course, unless otherwise approved by the principal. Five (5) unexcused tardies to the same class shall constitute one (1) unexcused absence for said class. In cases where there are extenuating circumstances, the principal may extend the maximum number of absences a student may accumulate before credit is withheld. Driving privileges may also be revoked - up to 45 days - for students who accumulate excessive absences or tardies.

## TRUANCY

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

- One (1) unexcused absence: Parent or guardian notification
- Five (5) unexcused absences (including suspension days): Mandatory attendance at the school’s Early Warning Truancy/Discipline Program
- Seven (7) or more unexcused absences: a petition may be filed against the parent or guardian in the Mobile County Juvenile Court

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

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

### **DENIAL OF DRIVER'S LICENSE OR LEARNER'S PERMIT**

The Department of Public Safety may deny or revoke a driver's license or learner's permit for any student who has 10 consecutive or 15 cumulative unexcused absences per single semester. The Superintendent or designee will use the Student Enrollment/Exclusion form to notify the Department of Public Safety when a student is not in compliance with the attendance policy. The Superintendent or designee will advise a student of any report sent to the Department of Public Safety. A student will have the opportunity to appeal within 15 days of the issuance of enrollment status. The appeal should include a written statement of reasons for the appeal and be submitted to the Superintendent or his designee.

### **ATTENDANCE AWARDS**

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

### **COLLEGE VISITS**

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

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

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

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

### **MAKE-UP WORK FOR UNEXCUSED ABSENCES**

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

### **SCHOOL PARTICIPATION ABSENCES**

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make-up missed work. Students who are absent from school must have permission from the principal to participate in any school extracurricular or co-curricular activities (i.e., athletic contest, cheerleading, scholars' bowl, etc.).

### **EARLY DISMISSAL FROM SCHOOL**

To comply with school early dismissal procedures, parent/guardians of students must present photo identification to school office personnel before a student will be permitted an early dismissal from school. Such persons are not to go directly to classrooms for this purpose. All students must sign out through the front office before leaving campus.



## CHANGES IN STUDENT TRANSPORTATION

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

## WITHDRAWALS

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

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

## CHILD NUTRITION PROGRAM

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

School	Cafeteria Manager	Email	Phone Number
Early Ed	Lori Brooks	<a href="mailto:lbrooks@saralandboe.org">lbrooks@saralandboe.org</a>	251.602.8934
Elementary	Rhonda Hennis	<a href="mailto:rghennis@saralandboe.org">rghennis@saralandboe.org</a>	251.679.5817
Middle	Sadie Lofton	<a href="mailto:srlofton@saralandboe.org">srlofton@saralandboe.org</a>	251.679.9467
High	Penelope Morton	<a href="mailto:pmorton@saralandboe.org">pmorton@saralandboe.org</a>	251.602.8977

## MEAL PRICES

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

Board Approved – June 7, 2018

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

## MENUS

Cafeteria menus are published monthly on the district and each school's website.

## LUNCH ACCOUNT

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

## LUNCH ACCOUNT DEPOSITS

- Make deposits directly into the student's meal account at the serving line. Payments should include student's name and lunch account number.
- Make online deposits to the meal account using [www.paypams.com](http://www.paypams.com), an automated payment system. For assistance with PayPams, contact Mrs. Pam Patterson, CNP Specialist, at 251.602.9017 or

[ppatterson@saralandboe.org](mailto:ppatterson@saralandboe.org). Specific online payment instructions are also located on school and district websites.

- Students participating in the Free and Reduced Breakfast and Lunch Program may also deposit additional funds for meal payment or à la carte purchases into his/her meal account.
- Breakfast and lunch money for early ed/elementary students should be sent to school in an envelope marked with your child's name, homeroom teacher, and 5-digit meal account number, unless payments for meals are processed using [www.paypams.com](http://www.paypams.com).
- Please do not include funds for other purchases such as field trip money, fundraisers, etc. on checks designated for meal payment.
- Only food served in the lunchroom can be purchased with the money deposited in meal accounts.
- On the last day of school, any funds remaining on a student's lunch account will automatically roll over to the next school year.

### **LUNCH ACCOUNT NEGATIVE BALANCES**

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

### **FREE AND REDUCED PRICED MEAL APPLICATION**

Saraland City School System is pleased to announce the availability of applying for Free and Reduced Price Meals online. The process is secure, private, and available anytime, anywhere! Visit a school or the district website for information and a link to the application or contact Mrs. Pam Patterson, CNP Specialist, at 251.602.9017.

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

### **WELLNESS POLICY**

In an effort to decrease the rate of childhood obesity in the United States, the USDA made changes to the National School Breakfast and Lunch Program and to the amount and types of foods and drinks allowed during the school day. Carbonated beverages are not permitted in early ed/elementary school at any time and are limited in the high school. A lunch must include a fruit and/or vegetable along with at least two to three other items with a total of at least three food components to count as a meal. Breakfast must include at least three meal components to count as a meal. Fried foods will be limited.

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

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

## HEALTH SERVICES

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

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

### ALLERGY GUIDELINES

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

### COMMUNICABLE DISEASES

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

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

- Examine your child's head regularly, especially behind his/her ears and at the nape of his/her neck for crawling lice and/or nits (eggs).
- Crawling lice and/or nits found within ¼ inch from the scalp are signs of a positive head lice infestation, which requires treatment with an over-the-counter or prescription lice-killing product. All infested family members must be addressed, being careful to follow the product's direction carefully and completely.
- Children with live bugs will not be allowed in school until their heads have been treated and the nits removed. All nits must be removed to prevent re-infestation. Saraland Schools have a Nit-Free policy, which means all nits must be removed before the student re-enters the classroom.
- Please contact your child's school nurse if you have had to treat your child for head lice. The nurse is available to serve as a resource and will need to check your child's head to ensure there are no remaining live lice or nits prior to your child returning to his/her classroom.

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

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

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

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

## **ILLNESS GUIDELINES**

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

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

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

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

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

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

## **HEALTH SCREENING, ASSESSMENT, AND CARE**

The school nurse may provide screenings in the area of vision, hearing, dental, scoliosis, blood pressure, and various other assessments/referrals. The school nurse also provides chronic disease management and education for students, along with identification, assessment, intervention, and evaluation of student health concerns. Vision screening is performed with all K, 2<sup>nd</sup>, and 4<sup>th</sup> grade classes. Hearing screening is performed at early ed, elementary, and middle school every other year. Dental screening is performed by a dentist in the month of February for 1<sup>st</sup> and 3<sup>rd</sup> grades. Scoliosis screening is performed on all 5<sup>th</sup> through 9<sup>th</sup> grade students. The school nurses perform all screenings for referrals from special education and other intervention programs. If a parent/guardian would like to request a vision and/or hearing screening be performed on their student, please send a request to the school nurse.

The Saraland City School System is in compliance with the offering of immunization clinics in the school setting. In the spring of the year, the clinics are offered for Tdap, Meningitis, and HPV.

## **IMMUNIZATIONS**

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

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

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

## **MEDICATION PROTOCOL**

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

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

## **MEDICATION GUIDELINES**

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

## **PRESCRIPTION MEDICATIONS**

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

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

- Requires completion of the Prescriber/Parent Authorization form signed by the Parent/guardian and physician.
- Must be provided by the parent in the original sealed container identifying the medication name, dosage, and manufacturer's labeling.

- Distributed according to manufacturer's recommendations/physician's order.
- No aspirin or aspirin containing medication (salicylate) will be given to children or teenagers under the age of 18 years of age, unless prescribed by a physician.

#### **ALL NON-PRESCRIPTION MEDICATIONS MUST HAVE:**

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

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

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

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

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

#### **INFLUENZA ILLNESS**

In accordance with the Influenza Act (2017-368), the SCSS shall provide information about Influenza Disease, Guidelines, and Prevention. Influenza Clinics are held in the school setting for employees and all students. Information on when clinics will be held in the schools will be sent home with all students.

#### **MENINGOCOCCAL MENINGITIS AWARENESS**

In accordance with the Jessica Elkins Act (2014-274), the SCSS shall provide awareness and vaccine information regarding Meningococcal Meningitis for parents of students in grades 6-12. Parents/Guardians are recommended to go to [cdc.gov](http://cdc.gov) and type in meningococcal disease in the search box for information on awareness, prevention, and vaccination of Meningococcal Meningitis.

#### **SUNSCREEN USE AT SCHOOL**

Students will be allowed to possess and use federal Food and Drug Administration regulated over-the-counter sunscreen at school and at school-based events. Any student, parent, or guardian requesting a Board employee to apply sunscreen to a student shall present the nurse a Parent Prescriber Authorization Form. The student, parent, or guardian are responsible for providing sunscreen. Sunscreen must be: 1) safe for the age of a particular child; 2) in the original container; 3) within the expiration date noted on the product; and 4) properly labeled and with the child's full name.

#### **BACKPACK AWARENESS POLICY**

Information on Backpack awareness shall be provided to parents, students, and school system employees. Backpack Act (2017-19) provides awareness of the dangers of heavy backpacks. Go to [www.bacsupport.com](http://www.bacsupport.com) for more information.

#### **NALOXONE**

Saraland City Schools will stock Naloxone for Opioid overdose on the Saraland High School campus in accordance with the Alabama Department of Public Health and Alabama State Department of Education.

## **SAFETY AND EMERGENCY PROCEDURES**

### **ASBESTOS MANAGEMENT PLAN**

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

### **USE OF SURVEILLANCE EQUIPMENT**

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Saraland Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. In compliance with state and federal laws pertaining to privacy, the viewing of surveillance video is restricted to Saraland City School System personnel.

### **SAFETY PLANS**

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

### **FIRE, LOCKDOWN, AND SEVERE WEATHER DRILLS**

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

### **TORNADO WATCH**

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

### **TORNADO WARNING**

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

### **SCHOOL CLOSINGS**

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

## **EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

### **STUDENT PUBLICATIONS**

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

### **STUDENT CLUBS AND ORGANIZATIONS**

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

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

It is the objective of the Saraland Board of Education to assure that all students who wish to participate in competitive extracurricular activities be given the opportunity to do so in a safe, drug-free environment and that all students participating in competitive extracurricular activities, while under the supervision of the school system, be completely free from the effect of alcohol and/or the presence of illegal or controlled substances. In

an effort to meet this objective, the Board reserves the right to require any student desiring to participate in competitive extracurricular activities event, practice, competition, or at any other time while under the supervision of the school system, to conduct a random unannounced drug screening.

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

### **ATHLETIC PHYSICAL EDUCATION**

Saraland High School student athletes may enroll in an elective course related to team sport affiliation. However, should a student be removed from the team or choose to not participate, the student's schedule will be changed to reflect team membership.

### **STUDENT PRIVILEGES**

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

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

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

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

## **STUDENT CONDUCT**

### **ENERGY DRINKS**

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

### **SMOKING/USE OF TOBACCO PRODUCTS**

Students will not be permitted to possess, smoke, use, or transfer tobacco products or nicotine delivery devices in any form while in school buildings, on school property, in school buses, during any school sponsored activities, or on the way to and from school sponsored activities. For purposes of this policy, the phrase "tobacco products" includes, but is not limited to cigarettes, chewing tobacco, cigars, cigarillos, pipes, vape, and/or any electronic device that can be used to deliver nicotine or any other substance to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe. Students found in possession are subject to disciplinary actions, and in accordance with Alabama law, authorities will be notified. Confiscated tobacco and nicotine delivery devices will not be returned.



**ALCOHOL/DRUG ABUSE**

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

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

The Board may, upon the recommendation of the Superintendent, expel a student found to be in violation of Board policy and/or the law regarding illegal substances brought before them. Before the students can return to school, they must produce a negative urinalysis test. The urinalysis test must be conducted by a Board approved agency and funded by the parent or guardian.

**USE AND POSSESSION**

Students will not be allowed to appear upon the campus, or at any school sponsored activity, function, or event not on campus, during the day or evening of that same day after having, on that said day, consumed or used or possessed any controlled substances. Controlled substances include but are not limited to narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, intoxicants, or mind altering substances, of any kind. Violators will be subjected to the penalties and punishments herein defined to include a forty-five (45) assignment to the Saraland Alternative Learning Center (SALC) as well as recommendation for expulsion.

Use and/or possession of alcohol or illicit drugs, as previously defined, is a Class III Major Offense. The Superintendent may recommend for expulsion from Saraland City School System any student who uses or possesses, or attempts to use or possess controlled substances may include but are not limited to narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, mind altering substances, or intoxicants of any kind.

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

**SALE AND TRANSFER**

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

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

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

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

**FIREARMS AND WEAPONS**

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

For purposes of this policy, the terms “deadly weapon” and “dangerous instrument” include, but are not limited to, razors, razor blades, box openers, firearms, explosive devices (including fireworks of any description), any items brandished or intended to be used as clubs, all sharp or pointed objects brandished or intended to be used as weapons, a replica of a weapon, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

### **PENALTIES FOR FIREARMS AND WEAPONS VIOLATIONS**

Students who are found in violation of the Board policy 5.32 will be placed on immediate suspension from school. In addition, parents and police authorities will be notified. Students will be expelled for possession of weapons of any kind, at any time, on school property, or school sponsored functions. The Board and the Superintendent may modify or extend the expulsion requirement on a case-by-case basis.

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

### **ANTI-HARASSMENT (ANTI-BULLYING) POLICY**

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in the Policy 3.46. Students who violate this policy will be subject to disciplinary actions. Complaints alleging violations must be made on Board-approved complaint forms included at the end of this handbook and also available at the principal’s or counselor’s office.

### **NO FIGHT POLICY**

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

## UNIFORM POLICY

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

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

### Early Ed, Elementary, and Middle School Students:

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

### High School Students:

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

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

- Students must be neat, clean, and well-groomed while at school. An unkempt or sloppy appearance is inappropriate.
- Uniforms and outerwear must be neat, clean, with no holes, tears, or inappropriate patches.
- Shirts must be neat, tucked, and not look unkempt at all times.
- Students must wear appropriate undergarments. Undergarments cannot be visible.
- Skirts and shorts must be no shorter than three inches above the knee.
- Caps, hats, hoodies, bandannas, and other types of headwear or sunglasses are not to be worn at any time in the school building. Students wearing such items in the building during school hours will have them confiscated.
- Uniform shoes must be worn at all times.
- Hair must be clean and well-groomed; should not impair vision or be of a length that would be dangerous around equipment.
- Distracting hair styles or hair colors are prohibited.
- Decorative contact lenses, facial and tongue jewelry are prohibited.
- The carrying of chains or chains connected to wallets are prohibited.
- Undershirts or personal items which represent trends or groups that are counter to the accomplishment of school goals or could be disruptive to the learning environment are prohibited.
- No oversized clothing or sagging pants will be permitted.
- Bottoms should fit at the natural waist line – no hip huggers, low cut, corduroy, frayed hems, draw strings, jean-type or cargo-type bottoms will be permitted.
- With the approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in the activity. The wearing of any such uniform or outfit should be limited to the activities and must conform to the uniform policy if worn in the classroom setting.
- Uniform shorts may be worn year-round at middle and high schools.
- Students may wear a red blazer with school color pants and a white button-down shirt/blouse on days as designated by the principal.

**UNIFORM POLICY**

	<b>Early Ed/Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Tops</b>	Solid Red 3-button Polo shirt or sweatshirt, Saraland Spartan Polo shirt or sweatshirt Girls: Also, White Peter-Pan collar shirt with jumper only	Solid White 3-button Polo style	Solid Red 3-button Polo style
<b>Fridays Only</b>	Spirit shirts	Spirit shirts	Spirit shirts
<b>Bottoms</b>	Khaki knee-length shorts or Long Khaki pants with belt loops Girls: Also, Saraland plaid jumper #194 or skort #907 (Plaid #24) <i>(Skirt, jumper and short length no more than 3 inches above knee)</i>	Gray knee-length shorts or Long Gray pants with belt loops Girls: Also, Gray skirts, or Saraland Plaid skort #907 (Plaid #24) <i>(Skirt and short length no more than 3 inches above knee)</i>	Gray knee-length shorts or Long Gray pants with belt loops Girls: Also, Gray skirts or Saraland Plaid skort #907 (Plaid #24) <i>(Skirt and short length no more than 3 inches above knee)</i>
<b>Belts</b>	Black	Black leather	Black leather
<b>Socks</b>	White	Solid Black or White	Solid Black or White
<b>Shoes</b>	Solid Black (white trim allowed) Girls: Also, Black/White saddle oxfords	Solid Black leather, canvas, or athletic style Girls: Also, Black/White saddle oxfords	Solid Black leather lace-up or athletic style Girls: Also, Black/White saddle oxfords
<b>Outerwear</b>	Solid Red, Black, or Gray jacket or sweatshirt or Saraland Spartan sweatshirt <i>(No hooded sweatshirts)</i>	Solid Black, Red or Gray fleece, sweatshirt or jacket <i>(No hooded sweatshirts)</i>	Solid Black fleece, sweatshirt, or jacket <i>(No hooded sweatshirts)</i>

**DETENTION**

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

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

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

**OUT-OF-SCHOOL SUSPENSION**

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

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

- While suspended, a student may not attend or participate in any school system function or enter any school system property for any reason.
- When a student is suspended, his/her teachers must be notified immediately concerning the date and

duration of the suspension.

- A suspended student must comply with the full length of the suspension unless the principal approves an alternative.

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

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

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

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

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

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

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

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

### **SARALAND ALTERNATIVE LEARNING CENTER (SALC)**

The Saraland Alternative Learning Center (SALC) may be utilized by school administration to enforce Saraland City Schools Code of Conduct. The SALC is an alternative placement option used to address disciplinary infractions of students in grades 7-12. Student transportation is not provided to the SALC and will be the responsibility of the parent whose child has committed the infraction. Hours of operation are 8:00am – 2:00pm. Additional non-compliance with the Saraland City Schools Code of Conduct while assigned to the SALC may result in a recommendation of expulsion from Saraland City Schools.

The SALC is located behind Saraland Middle School. Parents and students attending the SALC should enter the campus using the south entrance and drive behind the middle school to the identified building. At no time should parents or students reporting to the SALC enter the front office area of Saraland Middle School. For more information please contact Dr. Brian Finnigan, Director of the Saraland Alternative Learning Center at [bfinnigan@saralandboe.org](mailto:bfinnigan@saralandboe.org).

## **PHYSICAL RESTRAINT**

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

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

## **REFUSAL TO IDENTIFY SELF**

All students must, upon request, identify themselves to school authorities while in school buildings, on school grounds, or at school-sponsored events. A person who refuses to state identification upon request of school officials will be considered trespassing and is subject to disciplinary action including suspension or expulsion.

## **SEXUAL HARASSMENT OF STUDENTS**

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

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

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

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

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

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

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

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

**Sanctions** – A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge. A substantiated charge against a student in the school shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student code of conduct.

## STUDENT CODE OF CONDUCT

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

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

Code of conduct offenses are cumulative for students, in that past disciplinary records for a student with chronic behavioral referrals are considered for subsequent discipline infractions. A general education student who accumulates three suspendable offenses or ten days of suspension per year may be subject to a Board hearing for possible expulsion or placement in the Saraland Alternative Learning Center (SALC) for a minimum of 45 days.

The Saraland City School System does not implement corporal punishment in its local schools. School administrators adhere to the Board approved Student Code of Conduct when disciplining students.

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

### MINOR OFFENSES: CLASS I

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

- 1.20 The possession of a digital device (including but not limited to cell phones, MP3 players, cameras or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test.** If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing and the student's test will be invalidated.
- 1.21 Use of Earphones or Earbuds:** Students are prohibited from unauthorized use or wearing of earphones or earbuds. Listening devices are not to be visible without explicit permission from school personnel.

### **ADMINISTRATIVE RESPONSES: CLASS I**

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

- Student conference
- Parent contact(s)/conference(s)
- Time out
- Work detail
- After-school detention
- Suspension from school/bus
- Out-of-school suspension not to exceed three days (not to exceed a cumulative total of ten days per semester for general education student or ten days per academic year for student with disabilities)
- Assignment to in-school suspension (alternative to suspension)
- Assignment to Saturday School
- Assignment for a minimum of forty-five days (45) to the Saraland Alternative Learning Center (SALC) for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action), grades 7-12
- Expulsion for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action)
- Items **not allowed** at school include but are not limited to: fireworks, permanent markers, aerosol cans, electronic toys, trading cards, playing cards, games, liquid paper, video games, and water guns. Possession of prohibited items may constitute a Class I violation.

Personal communication mobile devices will be confiscated as follows:

First offense: parent will retrieve device (Contact school to schedule conference to arrange for device return.

High school conferences will only be held on the Monday following device confiscation or a subsequent Monday.)

Second offense: one (1) day suspension, parent will retrieve device

Third offense: three (3) day suspension, parent will retrieve device

### **INTERMEDIATE OFFENSES: CLASS II**

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



- 2.09 Threats – Extortion:** The verbal, written, electronic or printed communication including malicious threatening of injury to the person, property or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any person to do any act or refrain from doing any act against his/her will. **NOTE:** Completion of the threat, either by the victim's complying with demands or carrying out of the threats against the victim, constitutes a Class III offense.
- 2.10 Trespassing:** The willful entering or remaining in any structure or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- 2.11 Use of Obscene Manifestations** (verbal, written, or gestures directed toward another person)
- 2.12 Directing Obscene or Profane Language to a School Board Employee**
- 2.13 Leaving Class or Campus without Permission**
- 2.14 Unsolicited Written, Electronic or Verbal Proposition to Engage in Sexual Acts**
- 2.15 Possessing of Fireworks, Firecrackers, or Smoke Bombs**
- 2.16 Cheating (serious or repeated violations)**
- 2.17 Intentionally Defaming the Character of Another Person:** To knowingly spread personal information about another student(s) or Board employee(s) that tends to damage character and reputation; to openly harass another student(s) or a Board employee(s) regarding issues generally considered personal.
- 2.18 Any other violation that the principal deems reasonable to be included in this category.**

#### **ADMINISTRATIVE RESPONSES: CLASS II**

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

- Parent contact(s)/conference(s)
- Out-of-school suspension
- Assignment to alternative setting
- Assignment to in-school suspension
- Assignment for a minimum of forty-five days (45) to the Saraland Alternative Learning Center (SALC) for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action), grades 7-12
- Expulsion for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action)

Confiscated tobacco and nicotine delivery devices will not be returned.

First offense: One (1) day out of school suspension.

Second offense: Two (2) day out of school suspension.

Third offense: Three (3) day out of school suspension.

Fourth offense: Forty-five (45) day assignment to the Saraland Alternative Learning Center (grades 7-12)

#### **MAJOR OFFENSES: CLASS III**

- 3.01 Drugs and Alcohol:** Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.
- 3.02 Arson:** The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their children.
- 3.03 Battery Upon Board Employee:** The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.
- 3.04 Robbery:** The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- 3.05 Stealing – Larceny – Grand Theft:** The intentional unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.
- 3.06 Burglary of School Property:** The breaking into or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.07 Criminal Mischief:** Willful and malicious injury or damages at or in excess of \$200.00 to public property or real property belonging to another.

- 3.08 Possession of Firearms:** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a class C felony.
- 3.09 Possession of Weapons:** Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.10 Bomb Threats:** Any such communication(s) directed to a Board employee that has the effect of interrupting the educational environment.
- 3.11 Explosives:** Preparing, possessing, or igniting on Board property explosives likely to cause serious bodily injury or property damage.
- 3.12 Sexual Acts:** Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- 3.13 Aggravated Battery:** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.14 Inciting or Participating in Major Student Disorder:** Leading, encouraging, or assisting in major disruptions that result in destruction or damage of private or public property; personal injury to participants or others.
- 3.15 Unjustified Activation of a Fire Alarm System**
- 3.16 Igniting Fireworks, Firecrackers, or Smoke Bombs**
- 3.17 Any other violation that the principal deems reasonable to be included in this category.**

#### **ADMINISTRATIVE RESPONSES: CLASS III**

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

- Out-of-school suspension
- Expulsion
- Legal action
- Assignment to alternative setting
- Assignment for a minimum of forty-five days (45) to the Saraland Alternative Learning Center (SALC) for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action), grades 7-12
- Participation in the Chemical Abuse Prevention Program (CAPP) for first time offenses involving alcohol or drugs
- All Class III offense violations must be reported to the Superintendent immediately.

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

#### **STUDENT SEARCHES**

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

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

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

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

## **RIGHTS AND RESPONSIBILITIES**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 1974**

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

These rights are:

- Inspect and review information contained in their education records, to challenge the contents of the education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in the files if the decisions of the hearing panels are not acceptable to the challenging party.
- Consent before students are required to submit to a survey that concerns one or more of the eight protected areas as designated by the statute. It also provides the right to receive notice and an opportunity to opt a student out of protected area surveys, non-emergency invasive physical exams, or screenings.
- Consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent. Information may be disclosed to school officials with legitimate educational interests.
- File a complaint with the Family Policy Compliance Office (FPCO), US Dept of Education; Washington, DC. with the alleged failure(s) by the school district to comply with FERPA requirements.

### **NOTICE FOR DISCLOSURE OF SCHOOL DIRECTORY INFORMATION**

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

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

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

## PARENTAL INFORMATION AND RESPONSIBILITY

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

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

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

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

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

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

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

## STUDENT DUE PROCESS

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

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

## TRANSPORTATION

### HIGH SCHOOL STUDENT PARKING/DRIVING ON CAMPUS

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

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

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

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

- Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws, including observing speed limits, no texting while driving, etc.
- System and school rules and regulations must be followed at all times. Loud radios and other driving distractions are not permissible while operating a motor vehicle on school campus.
- Students must provide a copy of their driver's license and proof of insurance before they are authorized to bring a vehicle on campus.
- All students must complete a drug consent form and participate in random drug testing.
- Violation of these procedures may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.
- Failure to follow safe driving procedures may result in the suspension of driving privileges.
- Excessive absences, tardies, or discipline infractions may result in driving privileges being revoked.

## **STUDENT BUS TRANSPORTATION**

The Board shall provide transportation to and from school to eligible students of the school district. The transportation program shall be operated in accordance with provisions of the Code of Alabama and State Board of Education rules and regulations. The primary considerations of the transportation program shall be the safety and welfare of students. Students who are not regular bus riders may not ride the bus unless a written request is submitted and approved by the office. For bus route information, contact your local school or the Director of Operations, Mr. Daniel Clark at (251) 586.2449. Procedures pertaining to student safety and the transportation program are as follows:

### **FOR THE STUDENTS**

- Students must be at their bus stop on time. The bus will not wait for students who are tardy. Plan to be at the bus stop at least ten (10) minutes early.
- The bus stop is considered to be school grounds. All school rules apply while being transported on a school bus. Violations of the Code of Conduct will result in appropriate disciplinary actions.
- Students may not run to or from the bus stop.
- Students should be alert for vehicles in driveways and parking lots.
- Student should refrain from horseplay while waiting on the bus.
- Students should not move toward the bus until the driver has given permission. Follow the instructions of the driver at all times.
- Cell phones, I-Pod's, MP3 players, and music devices are allowed by driver permission only and only with earbuds or headphones. A driver may deny one **or** all riders the use of phones or music devices on their bus.
- Talk quietly and stay seated while the bus is in motion.
- Be courteous and respectful of others. No loud talking or shouting.
- Keep arms and head inside the windows.
- Be silent at railroad crossings.
- Keep books, backpacks, and other belongings out of the aisle.
- Do not use profanity or abusive language.
- Eating and drinking on the bus is prohibited.
- Do not write on or damage the seats. Students/parents may be responsible for damages.
- Never throw objects inside the bus or out of the window. Students/parents will be responsible for damages incurred by such action.
- Do not leave paper or trash on the bus. Thank you for helping to keep the bus clean.

**SAFETY TIPS FOR STUDENTS**

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

**FOR THE PARENTS**

- Students will only be picked up and dropped off at their designated stop.
- Parents should read and discuss school bus riding policies with their children and explain that the rules are written for the safety of everyone on the bus.
- Know the laws concerning stopping for school buses that are loading and unloading.
- Objects that could cause reduced visibility or distractions should not be carried on the bus. Items included, but not limited to balloons, kites, animals, insects, plants, and large posters.
- Parents and unauthorized persons are not allowed to board the school bus.
- Saraland Early Education Center (SEEC) bus riders will not be allowed to exit the bus without a parent, legal guardian, or designee present at the student's approved bus stop and will be returned to the SEEC at the end of the route where the student can be picked up. After a student has been returned to SEEC two (2) times, the student will be removed from the bus for one week. Additional failure to meet the student at the approved bus stop may result in long term removal from the 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 and subject the student to additional disciplinary consequences.
- School officials 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.
- Additionally, students may receive detention, ISS, or suspension for violations of school rules during transport.

**TECHNOLOGY****CELL PHONES/ELECTRONIC COMMUNICATIONS DEVICES**

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

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

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

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

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

**SOCIAL MEDIA**

Any social media account or page that uses the official name of the Saraland City Board of Education; its logo or mark that purports to officially represent the Board, the school system, a Board facility, local school, school-sponsored activity or any other group or organization officially affiliated with the school system must be created and administered by a Board employee who has been authorized by the Superintendent or designee to take such

action. Social media are defined but not limited to: websites, blogs, wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public (i.e., Facebook, Twitter, LinkedIn, Flickr, YouTube, etc.). The Superintendent is authorized to develop such procedures as may be necessary to implement this policy.

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

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

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

- Individuals may only use approved resources.
- Individuals must not attempt to circumvent content filtering, disrupt any services or data integrity by engaging in inappropriate activities.
- Any devices used on school grounds are subject to all rules covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the local school administration.
- School administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts to include wifi privileges for a minimum of 30 days. A student found to be in violation of the Acceptable Use Policy (AUP) is subject to disciplinary action.

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

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

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

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

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

#### **Data security** –

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

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

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

**Personal safety and personal privacy** – Students are prohibited from posting personal contact information about themselves. Students should never meet or agree to meet with a person communicated with online. Students should promptly disclose to a teacher, counselor, or principal any message received that is inappropriate.

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

**Inappropriate communication** – Restrictions against inappropriate language apply to public messages, private messages, and material post on web pages. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If told by a person to stop sending messages, stop. Students are prohibited from recklessly posting false or defamatory information about a person or organization.

**Plagiarism** – Plagiarism of another’s published work whether in printed text or the Internet is prohibited. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

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

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

## STUDENT ASSESSMENT PROGRAM

### FORMATIVE ASSESSMENTS

Formative assessments are used throughout the year to provide feedback to teachers and students regarding student mastery of course of study objectives. Information gained through formative assessments provides opportunities for teachers to make adjustments to the ways in which they deliver instruction. For example, they may reteach a concept, use alternative instructional approaches, or offer more opportunities for practice and reinforcement. These activities can lead to improved student success. Teachers in Saraland utilize a variety of formative assessments including but not limited to unit assessments, DIBELS, and iReady. Classroom teachers and school administrators can provide additional information about specific formative assessments utilized by each grade level.



## SUMMATIVE ASSESSMENTS

Students enrolled in Alabama public schools are assessed annually using a variety of state mandated standardized assessments. The summative assessment program for grades 2-8 and 10 is currently under development by the Alabama Department of Education (ALSDE). For the 2019-2020 school year, school accountability will be measured by the ACAP assessments for students in grades 2-8. Other state mandated assessments that will be administered include: the Pre-ACT (9<sup>th</sup>-10<sup>th</sup> grade students), the ACT (11<sup>th</sup> grade students), and ACT WorkKeys assessments (12<sup>th</sup> grade students). The following is a description of the state mandated assessments administered in Saraland schools:

**Alabama Comprehensive Assessment Program (ACAP) (Grades 2-8)** – Beginning in the 2019-2020 school year, all 2<sup>nd</sup>-8<sup>th</sup> grade students will participate in a new statewide assessment. This assessment will take replace the Scantron Performance Series test that has been administered for the last two years. The assessment is called the *ACAP Summative*. Some new features of this new assessment are:

- Second grade student will take the ACAP, but their scores will only be used to measure growth for their 3<sup>rd</sup> grade year.
- There is a writing component in the tests for grades 4 through 8.
- Grades 4, 6, and 8 will take the Science portion (previously the science assessment was given in 5<sup>th</sup> and 7<sup>th</sup> grades).

**Pre-ACT (Grades 9 and 10)** – Using an abbreviated test, the PreACT simulates the ACT testing experience on all four ACT test subjects: English, math, reading and science. Pre-ACT test results predict future success on the ACT test and provide both current achievement and projected future ACT test scores on the familiar 1-36 ACT score scale.

**ACT with Writing (Grade 11)** – The ACT is the capstone of ACT College and Career Readiness Solutions, and it is aligned to Alabama's College and Career Readiness Standards. The ACT with Writing is administered to all grade 11 students enrolled in Alabama public high schools **free of charge**. The ACT contains four curriculum-based tests which measure academic achievement in the areas of English, mathematics, reading, and science reasoning. The tests are measures of academic development that rely largely on students' skills in applying the content knowledge and reasoning skills acquired in their course work. The ACT is accepted by four-year colleges and universities in the United States for college admissions and scholarship application purposes.

For additional information on the ACT, visit <http://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>. Note: ACT online preparation resources are available for high school students. Login information will be provided by the school. For ACT preparation information, contact Saraland High School Instructional Partner, Mr. Scott Croley at [scroley@saralandboe.org](mailto:scroley@saralandboe.org).

Saraland High School students in grade 10 will also be administered the ACT without the writing assessment free of charge on March 10, 2020.

**ACT WorkKeys (Grade 12)** – ACT WorkKeys assessments are research-based measures of foundational work skills required for success across industries and occupations. Grade 12 students take the Applied Mathematics, Graphic Literacy, and Workplace Documents tests. Based on the scores attained on the three assessments, students may be eligible to earn a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (NCRC). The ACT NCRC is widely used by employers, educators, workforce developers, and others with a stake in the success of the economy. More than 2.8 million ACT NCRCs have been issued nationwide since the credential was introduced in 2006. Visit [www.act.org/workkeys/](http://www.act.org/workkeys/) for additional information. Note: ACT Curriculum, an online WorkKeys preparation resource, is available for high school students. Login information to be provided by school. For more information, contact Mr. Scott Croley, Instructional Partner, at 251.602.8970 or [scroley@saralandboe.org](mailto:scroley@saralandboe.org).

**ACCESS for ELLs 2.0** – ACCESS is administered annually to Alabama students in Grades K-12 identified as an English language learner. The assessment monitors students' progress in acquiring academic English within the school context, as well as language associated with language arts, mathematics, science, and social studies across four domains of Speaking, Listening, Reading, and Writing. For more information, email Mrs. Lindsey Simmons, English Learner Resource Teacher, [lsimmons@saralandboe.org](mailto:lsimmons@saralandboe.org).

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

## SUMMATIVE AND STATE TEST SCHEDULE

STATE TEST	GRADE	SUBJECTS	TEST DATE/WINDOW
ACAP	2-8	Math and Reading (Science – grades 4, 6, 8)	March 30 – May 1, 2020
Pre-ACT	10	English, Math, Science, Reading, Writing	October 2-3, 2019
ACT WorkKeys (Online)	12	Applied Math, Reading for Information, Locating Information	October 28-30, 2019
Pre-ACT	9	English, Math, Science, Reading, Writing	March 10, 2020
ACT (no Writing)	10	English, Math, Science, Reading, Writing	March 10, 2020
ACT with Writing	11	English, Math, Science, Reading, Writing	March 10, 2020
ACCESS for ELs	K-12	Speaking-Listening- Reading-Writing	Spring 2020 TBD
Alabama Alternate ACAP	3-12	Required for subjects specified in student IEP	Spring 2020 TBD

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

## PSAT

The PSAT/NMSQT (or National Merit Scholarship Qualifying Test) is a preliminary version of the SAT. Not only does the PSAT help prepare students to take the SAT or ACT, a great score on the PSAT can also open the door to National Merit Scholarships and other awards. Saraland High School is scheduled to administer the PSAT on October 30, 2019 to 10<sup>th</sup> graders enrolled in Honors/AP courses and to 11<sup>th</sup> graders with a previously earned PSAT composite score of 80% or higher. Students with questions should contact a high school counselor.

## ACT NATIONAL TESTING SCHEDULE

In addition to the March administration for 10<sup>th</sup> and 11<sup>th</sup> grade students, the ACT is given in a four-hour morning session on **various test dates for a fee**. Those registered for the ACT with Writing will test for forty (40) additional minutes. Students may register online, review sample test questions, and obtain more information concerning the ACT at [www.act.org](http://www.act.org). The ACT will be administered at Saraland High School on the dates listed below. Students should contact the Guidance Department for more information. Note: ACT online preparation resources are available for high school students. Login information to be provided by school. For more information, contact Mr. Scott Croley, Instructional Partner, at 251.602.8970 or [scroley@saralandboe.org](mailto:scroley@saralandboe.org).

ACT National Test Date(s)	Registration Deadline	Late Fee Required
September 14, 2019	August 16, 2019	August 17-30, 2019
October 26, 2019	September 20, 2019	September 21-October 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
April 4, 2020	February 28, 2020	February 29-March 13, 2020
June 13, 2020	May 8, 2020	May 9-22, 2020
July 18, 2020	June 19, 2020	June 20-26, 2020

## COLLEGE BOARD AP EXAMINATION SCHEDULE (HIGH SCHOOL)

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

Advanced Placement Subject	Exam Date	Exam Time
Calculus AB	Tuesday, May 5, 2020	8:00am
English Literature and Composition	Wednesday, May 6, 2020	8:00am
European History	Wednesday, May 6, 2020	Noon
Chemistry	Thursday, May 7, 2020	8:00am
Physics 1: Algebra Based Chemistry	Thursday, May 7, 2020	Noon
US History	Friday, May 8, 2020	8:00am
Biology	Monday, May 11, 2020	8:00am
English Language and Composition	Wednesday, May 13, 2020	8:00am
Statistics	Friday, May 15, 2020	Noon

## Saraland City School System Harassment Complaint Form

School System: \_\_\_\_\_ School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

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

INFRACTION REPORTED BY: _____ STUDENT _____ PARENT/GUARDIAN			
<i>Date of Incident</i>		<i>Time</i>	
<i>Specific Location of Incident</i>			
DESCRIPTION			
OTHER INFORMATION			

Ala. Code § 16-28B-3. HARASSMENT. A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board. To constitute harassment, a pattern of behavior may do any of the following:

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

Student \_\_\_\_\_ Date \_\_\_\_\_

OR

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# ACADEMIC CALENDAR

## Saraland City Schools 2019-2020 School Calendar

BOARD APPROVED  
February 4, 2019

July 2019							August 2019							September 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
20							18							20						
October 2019							November 2019							December 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
20							15							15						
January 2020							February 2020							March 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
19							17							22						
April 2020							May 2020							June 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
17							31							15						

<span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> Teacher Work/PD Day	<span style="display: inline-block; width: 15px; height: 15px; background-color: lightblue; border: 1px solid black;"></span> Student Day
<span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span> Holiday	<span style="display: inline-block; width: 15px; height: 15px; background-color: lightblue; border: 2px solid black;"></span> End of Quarter

<b>Teachers (187 Days)</b>	
First Day	August 2, 2019
Last Day	May 22, 2020
<b>Students (178 Days)</b>	
First Day	August 7, 2019
Last Day	May 21, 2020
11am Dismissal	December 20, 2019
11am Dismissal	May 21, 2020
<b>Holidays</b>	
Labor Day	September 2, 2019
Fall Break	October 18, 2019
Veterans Day	November 11, 2019
Thanksgiving	November 25–29, 2019
Christmas	December 23–January 1, 2020
MLK	January 20, 2020
Mardi Gras	February 24–25, 2020
Spring Break	April 6–10, 2020
<b>Teacher Work/PD Days (NO CLASSES FOR STUDENTS)</b>	
Institute Day	August 2, 2019
Work/PD Day	August 5–6, 2019
Work/PD Day	October 16–17, 2019
Work/PD Day	January 2–3, 2020
Work/PD Day	February 26, 2020
Work/PD Day	May 22, 2020
<b>Saraland High School Graduation</b> May 21, 2020	

<b>Quarter Dates</b>	
End of 1 <sup>st</sup> Quarter – 49 days	Tuesday, October 15, 2019
End of 2 <sup>nd</sup> Quarter – 39 days	Friday, December 20, 2019
<b>1<sup>st</sup> Term 88 days</b>	
End of 3 <sup>rd</sup> Quarter – 34 days	Friday, February 21, 2020
End of 4 <sup>th</sup> Quarter – 56 days	Thursday, May 21, 2020
<b>2<sup>nd</sup> Term 90 days</b>	

<b>Progress Report Dates</b>	<b>Report Card Distribution Dates</b>
Wednesday, September 11, 2019	Thursday, October 24, 2019
Wednesday, November 13, 2019	Thursday, January 9, 2020
Wednesday, January 29, 2020	Thursday, March 5, 2020
Wednesday, April 15, 2020	Friday, May 22, 2020

**Inclement Weather Day**  
February 24, 2020

# RECEIPT OF ACKNOWLEDGEMENT

## Message to Parents/Guardians Regarding the Saraland City School System Student-Parent Handbook for Grades K-12

It is the desire of the Saraland City School System that each student and their parent/guardian receive a copy of the Saraland City School System Grades K-12 Student-Parent Handbook. Important policies contained in this handbook include the Student Code of Conduct and the Student Internet Safety & Acceptable Use of Computer Technology Policy.

Please read the Handbook in its entirety and contact your child's school office with questions related to its contents.

The handbook is available electronically and may be accessed via school or district webpages. Paper copies are available in each school office as well as the Board office.

Student and parent/guardian will sign an electronic agreement or a paper acknowledgement to confirm receipt and review of the rules and regulations set forth in the Student-Parent Handbook. By signing the acknowledgment, parents affirm that students will abide by the rules and regulations contained in the Student Code of Conduct, as well as, agree that students will comply with the terms of the Saraland City School System Student Internet Safety & Acceptable Use of Computer Technology Policy.

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Student Name	Student Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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