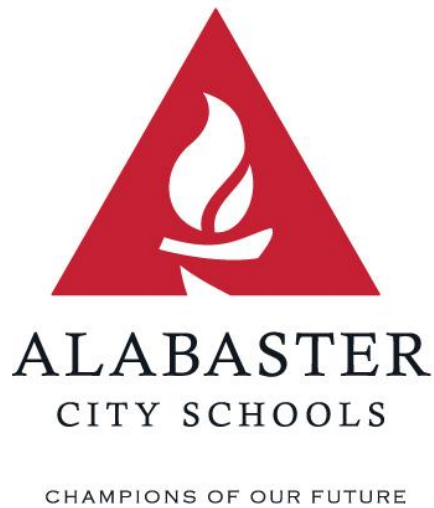




STUDENT CODE OF CONDUCT AND ATTENDANCE

**MIDDLE AND HIGH SCHOOL
2026-2027**

ALABASTER CITY SCHOOLS
2013 WARRIOR PARKWAY
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The information in this book has been approved by the Alabaster City Board of Education.

***** PLEASE REMEMBER *****

The guidelines and expectations set forth in this document are applicable to all students who are in the Alabaster City School System, inclusive of both traditional (all-day) and non-traditional (virtual, charter, homeschool) students.

All students and their parents/guardians are required to sign or electronically sign an acknowledgment of the receipt of a copy of the Student Code of Conduct and Attendance at the beginning of each school year.

It is the intent of the Alabaster City Board of Education that our schools remain safe and drug free for all students and the school employees. The Board, therefore, has established policies and practices consistent with laws that promote a safe school environment - free of illegal drugs, alcohol, or weapons on a school bus or campus.

All policies of the Alabaster City Board of Education are provided on the system website
www.acsboe.org

Our Mission

Preparing students for their future.

Our Vision

To partner with families and the community to inspire and prepare graduates to be responsible and productive champions of their future.

Our Beliefs

These values and beliefs guide teaching, learning, and working in the Alabaster City Schools:

1. Our schools are safe, caring, learning communities engaged in continuous improvement, committed to the pursuit of excellence, and dedicated to the success of each student.
2. Our employees are qualified, dedicated, innovative, and student-centered, engaged in continued learning.
3. Our schools provide quality instructional programs, enriching extracurricular experiences, and a wide variety of opportunities for students to explore their interests, expand their dreams, and develop their talents.
4. Our schools partner with families, business, industry, post-secondary institutions, community agencies, and government to create and sustain outstanding facilities, technology, learning resources, and experiences to maximize student achievement.
5. Our schools embrace diversity, promote respectful relationships, and have high expectations and performance standards for all students and adults.
6. Our schools value integrity, open communication, shared responsibility, innovation, and accountability.

STATEMENT OF NON-DISCRIMINATION

The Alabaster City Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in any of its programs and activities and provides equal access to the Boy Scouts and other designated groups. The following persons have been designated to handle inquiries regarding nondiscrimination policies.

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jennifer.cofer@acsboe.org

Dr. Latanza M. Harrison; *Assistant Superintendent of Human Resources (Title IX)*

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For a more detailed listing of Central Office Personnel, please see our website: www.acsboe.org

ALABASTER CITY SCHOOLS

Creek View Elementary
(205) 685-6100
Charissa Cole; Principal

Meadow View Elementary
(205) 685-4300
Amanda Harvie; Principal

Thompson Intermediate
(205) 685-6200
Dr. Jamelia Hayes; Principal

Thompson Middle School
(205) 685-8100
Dr. Neely Woodley; Principal

Thompson High School
(205) 685-6700
Dr. Wesley Hester; Principal

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STUDENT CODE OF CONDUCT AND ATTENDANCE - INTRODUCTION

Alabaster City Schools believe that instruction should occur in an environment conducive to learning because effective quality instruction requires orderly procedures and discipline. The purpose of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly, and professional atmosphere in which students and school personnel work cooperatively toward mutually accepted goals. Acting in the best interest of all the residents of the city of Alabaster, the Alabaster City Board of Education requires principals, faculties, staff, students, parents, and guardians to comply with this adopted **Student Code of Conduct and Attendance** handbook.

As students progress in public schools, it is reasonable to assume that an increase in age and maturity will result in the student's assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary actions, the expectation of student behavior identified in this handbook will apply to all students in grades 6 through 12.

The contents of this handbook...

- Describe roles of the home, student, school, and school personnel.
- Describe student rights and responsibilities.
- Define student discipline in the context of the Board of Education's philosophy.
- Identify formal disciplinary actions.
- Identify classifications of violations and describe procedures for disciplinary actions.
- Standardize procedures for administering formal disciplinary actions.
- Conform to the mandates provided in the Education for All Handicapped Children Act; The Rehabilitation Act of 1973; and The Alabama Exceptional Child Act.

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Alabaster City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color, or age. Ref: Sec 1983, Civil Rights Act 42 U.S.C.: Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination of Employment Act; Equal Pay Act of 1963; and the Title IX of the Education Amendment of 1972. For more information contact the Title IX, 504 and/or ADA Coordinator, 2013 Warrior Parkway, Alabaster, AL 35007 or call (205) 663-8400.

DUE PROCESS

The policy of the Alabaster City Board of Education is to adhere to due process when carrying out the procedures contained in this handbook. Principals are responsible for familiarizing their staff with due process procedures and providing each staff member with a copy of this handbook.

The handbook has been published with the following concepts in mind:

1. School rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents, and guardians must be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students must comply with required procedures set forth in the **Student Code of Conduct and Attendance**.
5. When addressing disciplinary action, a student should be informed of the school rule(s) that has been violated and given an opportunity to share his/her account of the incident with school personnel.
6. School personnel are permitted to speak to students regarding school-related issues without obtaining prior parent permission.

The consensus of the Board is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety, and welfare of students and ensuring the efficient operation of the schools.

ROLES OF THE PARENTS, STUDENTS, SCHOOLS AND SCHOOL PERSONNEL

In order for effective teaching and learning to take place, there must be a cooperative relationship among students, parents/guardians, and educators. This relationship may be described as follows:

Parents and Guardians who

- Keep in regular communication with the school authorities concerning their child's progress and conduct.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, neat, and clean.
- Bring to the attention of the school authorities any problem or condition which affects their child or other children.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work, and emergency telephone numbers and addresses at the school, including doctor, hospital preferences, and an emergency health care form.
- Attend scheduled parent-teacher conferences.

Students who

- Attend all classes daily and are punctual in attendance.
- Are prepared to come to class with appropriate working materials.
- Are respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conducts themselves in a safe and responsible manner.
- Are clean, neat, and appropriately dressed.
- Show a positive, cooperative attitude toward school.
- Abide by the rules and regulations set forth by the school and Board.

Schools that

- Provide a safe and effective learning environment.
- Encourage the use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Welcome and encourage participation by parents and guardians.
- Encourage the school staff, parents/guardians, and students to use the services of community agencies.
- Encourage parents/guardians to keep in regular communication with the school and to seek ways to involve students, parents, and community members in the educational process.

School Personnel who

- Are regular in attendance and punctual.
- Are prepared to perform their duties with appropriate materials and lesson plans.
- Are respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are clean, neat, and appropriately dressed.
- Abide by the rules and regulations set forth by the school and Board.
- Seek changes in an orderly and recognized manner.
- Seek continuous improvement of professional knowledge and skills.
- Have positive, cooperative attitudes toward parents/guardians, students, co-workers, and the total school program.
- Strive **whenever appropriate** to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal disciplinary action including:
 - Student's program adjustment.

- Referral to guidance personnel for group or individual counseling with counselors, peer counseling, psychological evaluations, and other services deemed appropriate.
- Conferences and/or contacts between administrators, parents and guardians, teachers, and students.
- Referral to special education or appropriate agencies for special problems.

JURISDICTION OF SCHOOL BOARD

Alabaster City students are subject to the rules of the Alabaster City Board of Education during the school day, while in attendance at school-related activities, and while being transported to and from school or school-related activities.

Jurisdictional control over student behavior may be extended beyond the school campus whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school community.

Administrators and teachers have jurisdiction to implement the disciplinary procedures of the Code of Conduct on any campus in the school system even though the student(s) may not be enrolled at the school in which the violation(s) occurs.

GUIDANCE SERVICES

Philosophical Basis

Personal concerns of students can seriously limit or enhance educational development. Schools have the responsibility to provide a guidance program and to make relevant and objective information available to students in such a manner that it will enhance educational development.

Student Responsibilities are

- To use guidance services for their educational and personal improvement.
- To schedule an appointment with guidance personnel in advance unless the problem or concern is an emergency.
- To work cooperatively with guidance personnel.

Student Rights are

- To be informed as to the nature of the guidance services available in school.
- To have access to individual and group guidance.

FACILITY DOG

Alabaster City Schools is committed to promoting a safe, inclusive, and supportive learning environment for all students. The presence of a facility service dog is one of the many resources Alabaster City Schools utilizes to enhance the well-being and academic success of our community.

SPECIAL EDUCATION

Philosophical Basis

Schools will provide appropriate special education services for any eligible student residing within the ACS zone unless the student is residing and/or receiving services in a state facility or institution.

Student Responsibilities are

- To use special education for educational and personal improvement.

Student Rights are

- To be informed of the least restrictive environment needed for appropriate education.
- To have access to small group instruction based on an individualized educational program where appropriate.

WARRIOR SUPPORT TEAMS (WST)

Warrior Support Teams (WSTs) will help to guide general education intervention services for all students who have academic or behavior difficulties. WST is a school-initiated process. Parents will be notified and informed of these instructional strategies. The WST is central to the school's successful implementation of the Response to Instruction (RTI) framework. The WST is responsible for the day-to-day decisions which ensure that (1) students receive instruction and

interventions matched to their identified needs, (2) appropriate progress monitoring tools are utilized to provide evidence of student's response to instruction and intervention, and (3) progress monitoring data are used to make timely instructional decisions which maximize student outcomes.

Team members could include the following:

- Classroom teachers
- Intervention teachers
- Instructional Coaches (Reading, Literacy, Math, Graduation, etc.)
- Special Education teachers
- School Counselor/School Psychologist/School Social Worker

Response to Instruction (RTI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction and intervention that is matched to student's academic, social-emotional, and behavioral needs. The purpose of the RTI framework is to combine core instruction, assessment, and interventions within a multi-tiered system to increase student achievement and reduce behavior problems.

Simply put, RTI involves

- Doing what is involved to teach students.
- Teaching students using scientifically validated methods.
- Checking regularly to see how well students are learning.
- Adjusting instruction as needed to improve student outcomes.
- Supporting students' social-emotional needs.

CURRICULUM

Philosophical Basis

Student opinion regarding curriculum offerings is extremely important and, therefore, deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by the student's age, grade level, and maturity.

Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

Student Responsibilities are

- To request participation in academic programs and extracurricular activities that are compatible with ability.
- To seek assistance in course selection from informed professionals in the school.
- To contribute to an atmosphere free from bias and prejudice.
- To cooperate fully and exert every effort to achieve mastery of the basic skills.

Student Rights are

- To have equal access to educational opportunities offered by their home school.
- To receive curriculum information that will facilitate informed choices.
- To receive instruction in courses of study under competent instructors in an atmosphere free from bias and prejudice.
- To participate in appropriate instructional programs in elementary, middle, and high schools.

FREE SPEECH/EXPRESSION

Philosophical Basis

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

Student Responsibilities are

- To respect the rights of others and to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.

- To act in a manner which preserves the dignity of all persons.
- To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.

Student Rights are

- To form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, libelous, or disruptive to the educational process.
- To affirm identity with the American ideals as are exemplified in the Constitution of the United States.
- To refrain from any activities which violate the precepts of their own religion.

PLAGIARISM AND ACADEMIC DISHONESTY

Integrity means to integrate one's values and beliefs into every activity that is undertaken. The Alabaster City School District believes that honesty is right and that stealing and cheating are wrong. Academic integrity means doing one's own work to the best of one's ability, without the unauthorized help of assistance of someone else. Therefore, in an effort to foster academic integrity in all Alabaster City students, this honor code has been created to help students recognize, understand, and practice ethical conduct with regard to their academic assignments.

There are various academic scenarios pertaining to the completion of academic assignments that would be considered unethical. These instances include, but are not limited to the following:

- Cheating: copying another student's work, and is inclusive of both giving and receiving information on an academic assignment; or the use of artificial intelligence (AI) tools and resources to produce or complete work without obtaining advanced approval from the assigning teacher.
- Plagiarism: defined as either the intentional or unintentional use of another person's words, ideas, or data without providing the proper acknowledgment of the source through quotations, references, or footnotes.
- Fabrication/Falsification: scenario in which one either invents or distorts the origin or content of information used as authority. This is inclusive of citing a source that does not exist, citing information from a source that does not actually contain the information that was cited, as well as listing a bibliography source when the source was neither referenced or cited in the assignment.

Generally, when academic assignments are made, the expectation is that each student will do their own work without the help or assistance of others. Exceptions to this expectation might include group projects in which the teacher authorized certain students to work together on a particular assignment.

In instances involving AI specifically, Alabaster City Schools expects the following guidelines to be honored:

- As a guiding principle in this area, AI tools should be used to enhance, never replace, a student's own critical thinking, analysis, or original work;
- Acceptable, ethically responsible uses of AI include activities such as brainstorming ideas, receiving research assistance (provided it is cross-referenced against established credible sources), and checking one's accuracy before submission;
- Students may not use AI to complete assignments without meaningful personal effort or submit AI-generated content as their original work;
- If used in academic research, AI-generated summaries, essays, code, or other similar work product may not be submitted without proper citation;
- Teachers may allow or disallow AI tools in their respective classrooms and will communicate clearly with their students about the use of such tools;
- When AI tools are allowed, students must clearly disclose and properly cite the role of AI in the final work product.
- Inappropriate or unethical use of AI tools constitutes academic misconduct and may result in natural academic consequences.

When instances of academic dishonesty have been discovered, typically, either reduced credit or possibly no credit (i.e., a "zero") will be awarded. Further, instances of academic dishonesty will be documented in the student's individual conduct file, and additional consequences may also be assigned as applicable to the particular incident.

GRADES

Philosophical Basis

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades will not be used as a means of maintaining order in a classroom.

Student Responsibilities are

- To become informed of the method of grade determination in each class.
- To maintain standards of academic performance equal to ability and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

Student Rights are

- To be knowledgeable of a teacher's method of grade determination in each class at the beginning of each year or semester course.
- To receive periodic progress reports.

PRIVACY AND PROPERTY RIGHTS

Philosophical Basis

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

Student Responsibilities are

- To attend school-related activities without bringing materials or objects prohibited by law or Board policy or which detract from the educational process.
- To respect the property rights of their fellow students, as well as those of others, on school grounds or at school activities, and to refrain from destruction of, or damage to, such property.

Student Rights are

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or Board policy.
- To attend school in an educational environment in which personal property is respected.

STUDENT RECORDS

Philosophical Basis

Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be collected, maintained, and distributed under safeguards of privacy. These safeguards may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use.

Student and Parent/Guardian Responsibilities are

- To inform the school of any information that may be useful in making appropriate educational decisions.

Student and Parent/Guardian Rights are

- To inspect, review, and challenge the information contained in records directly relating to the student.
- To be protected by legal provisions that prohibit the release of personally identifiable information to anyone other than legally authorized persons without the consent of the parent(s), guardian, or eligible student.

CUSTODY

Access to Student Records

Alabaster City Schools adheres to the Family Educational Rights and Privacy Act (FERPA) by providing biological parents with access to their child's educational records upon request, unless the school is provided with a court order or other legal document that specifically revokes the parent's right to inspect and review their child's records or providing access otherwise violates the law.

School Enrollment and Record Maintenance

The enrolling parent or guardian (i.e., the parent/guardian whose address is used for school enrollment in joint custody agreements or the primary custodian as specified in the court order) is responsible for enrolling a student and providing the school with up-to-date information that complies with custody agreements and court orders, including check-in/check-out permissions for the other parent/guardian and listing the other parent/guardian as an emergency contact. Alabaster City Schools is unable to monitor changes to custody agreements or court orders. Therefore, it is the responsibility of the enrolling parent to modify information in the student record if there is a change to a custody agreement or court order. If the non-enrolling parent would like to change information, they should contact the enrolling parent to update the record.

Authorization for Student Pick-Up and Check-In/Check-Out Authorization

Parents and guardians are responsible for ensuring that they pick up and check out their children only when authorized to do so by court order or custody agreement. Alabaster City Schools staff cannot interpret and monitor every custody agreement to verify that a parent listed as an emergency contact or having check-in/check-out permissions is authorized to do so on a specific day or at a specific time. If a parent or guardian is listed in the student's records as having permission, the school will allow them to check in or check out the student at any time. Parents and guardians must manage and adhere to their custody agreements independently.

STUDENT PUBLICATIONS

Philosophical Basis

Education is the process of inquiring and learning, acquiring and imparting knowledge, and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects.

Student Responsibilities are

- To refrain from publishing libelous or obscene materials deemed disruptive to the educational process.
- To seek full information on the topic about which they write.
- To observe the accepted rules for responsible journalism under the guidance of the faculty advisor and/or principal.

Student Rights are

- To participate, as part of the educational process, in the development and distribution of publications.

SUMMARY OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following summaries of laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. Local boards of education are required to provide notice to parents, guardians, and students.

Attendance and Conduct (§16-28-12)

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

Child Abuse and Neglect Reporting (§26-14-1)

Certain persons and institutions are required by law to report known or suspected child abuse or neglect under a penalty of a misdemeanor, fine, or sentence. Those who are required by law to report are: hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, daycare workers or employees, mental health professionals, or any other personnel called upon to render aid of medical assistance to a known or suspected victim of child abuse or neglect. Besides those persons who are required by law to report child abuse and neglect, any person may make such report, if such person has reasonable cause to suspect that a child is being abused or neglected.

Distribution of Private Images (§13A-6-240 Act 2024-98)

In accordance with Alabama Act 2024-98, students are prohibited from distributing, disseminating, public displaying, advertising, promoting, presenting, soliciting, possessing, possessing with intent to distribute, and production of child sexual abuse material as defined in Division 4 of Article 4 of Chapter 12 of Title 13A, Code of Alabama 1975. Such prohibition shall include any private, explicit or pornographic images generated with artificial intelligence. Any students engaged in any of the above acts may not only be charged with a crime, but may also be held civilly liable to the individual depicted in the relevant image. In addition, any student engaged in any of the above acts on school property or with a school device or at a school sponsored activity may also be subject to discipline under the Board's Student Code of Conduct.

Driver's License and Disciplinary Point System - Age of Student Eligibility (§32-6-7.4)

Taylor's Law links student behavior in school to the driver licensing procedure for teen license applicants. Each student over the age of 12 years who is enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property(or at a school sponsored activity) to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. The disciplinary points imposed for a disciplinary action shall be as follows: one day in-school suspension – 1 point, one day of out-of-school suspension – 2 points, alternative school placement – 6 points, expulsion – 20 points. Schools are required to provide documentation of enrollment status and disciplinary points on a form approved by the Department of Education of any student 15 years of age or older who is properly enrolled in a school under the jurisdiction of the official, for presentation to the Department of Public Safety, on application for, or renewal or reinstatement of, a driver's license or a learner's license to operate a vehicle.

Drop-Out/Driver's License (§16-25-40)

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

Drug Dealing (§6-5-72)

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (§16-1-24.1)

The school principal shall notify appropriate law enforcement officials when a person violates the local boards of education policies concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

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

Firearm Possession (§16-1-24.3)

All city and county boards of education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

Sexual Harassment (§26-14-3)

A student who believes that he or she has been or is being subjected to any form of sexual harassment, including distribution of explicit images, shall immediately report the matter to a teacher, the school counselor, principal, or the Superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, school counselor, principal, or the Superintendent. A student's request to make his or her report to someone of the same sex will be granted.

Title IX is a federal statute that prohibits sex discrimination in any educational program or activity receiving federal funds. Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX protects students, employees, applicants for employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity. All students (as well as other persons) at institutions/districts that receive federal funds are protected by Title IX - regardless of their sex, sexual orientation, gender identity, disability, race, or national origin - in all aspects of a recipient’s educational programs and activities (OCR Title IX Resource Guide). Information regarding Title IX Sexual Harassment, including filing a Title IX Sexual Harassment complaint, can be found on our website at <https://www.acsboe.org/page/title-ix>.

Teacher Assault (§13A-6-21)

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

Tobacco Possession (§28-11-13)

It is unlawful for any minor to purchase, use, possess, or transport tobacco or tobacco products within this state (see Alabama Law §28-11-14 for additional reference).

Vandalism (§6-5-380)

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

Weapons in Schools (§13A-11-72)

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

LOCAL SCHOOL BOARDS OF EDUCATION ARE REQUIRED TO PUBLISH THE FOLLOW ACT AND SECTION

Expectations of Parents Regarding Attendance and Behavior in Public Schools, Alabama Code §16-28-12

“(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days.

The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.”

“(b) Each local public 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.”

“(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails 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 local board of education and documented by

the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred.

The Superintendent or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor.

The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school."

Seclusion and Restraint for ALL Students, Alabama Administrative Code §290-3-1-.02(1)(f)

1. Definition

(iii) Physical Restraint - Direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

(iv) Physical Restraint that restricts the flow of air to the student's lungs - any method (face-down, face-up, or on your side) or physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs. Use of this type of restraint is prohibited in Alabama public schools and educational programs.

(v) Seclusion - a procedure that isolates and confines the student in a separate, locked area until he or she is no longer in immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques on restraint is physically present in the same unlocked room as the student, time-out as defined in paragraph (1)(vi) of this rule, in-school detention, detention, or a student-requested break in a different location in the room or in a separate room. Use of seclusion is prohibited in Alabama public schools and educational programs.

2. Requirements

(i) The use of seclusion is prohibited in Alabama public schools and educational programs.

(v) The use of physical restraints is prohibited in Alabama public schools and educational 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. Notwithstanding the foregoing, physical restraint is prohibited in Alabama public schools and educational programs when used as a form of discipline or punishment.

(vi) All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

JAMARI TERRELL WILLIAMS STUDENT BULLYING PREVENTION ACT POLICY - Code of Alabama §16-1-30

I. Bullying, Intimidation, Violence, and Threats of Violence Prohibited - No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct and applicable law, subject to the investigating school administrator's authority and decision.

II. Definitions - In this policy, these terms shall have the following meanings:

A. "Bullying" means a continuous pattern of intentional behavior on or off of the school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions 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 this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property;

- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school whether the conduct occurs on or off school property, online, or electronically;
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
 - B. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
 - C. "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
 - D. "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied, and the person communicating the threat has the ability to carry out the threat.
 - E. "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
 - F. "Intimidation" means an unjustified threat or another action that is intended to cause fear or apprehension to a student.
 - G. "Student" as used in this policy means a person who is enrolled in the Alabaster City public school system.
- III. Description of Behavior Expected of Students -
- A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
 - B. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
 - Race
 - Sex
 - Religion
 - National Origin
 - Disability
- IV. Consequences for Violations - A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.
- V. Reporting, Investigation, and Complaint Resolution Procedures -
- A. Complaints alleging violations of this policy may be made on a Board approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the Principal or the Principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report

unless at the discretion of the school principal or the principal's designee, the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- B. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonable prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanction may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations may also be imposed by the Principal or the school system. The person reporting the violation may, upon request, be given an explanation of the outcome of the investigation and of the steps taken to prevent a recurrence of the violation, subject to any limitations on the disclosure thereof that may be imposed by law. A person reporting a violation who is not satisfied with the outcome of the investigation may appeal the decision in writing to the Superintendent.
 - C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- VI. Promulgation of Policy and Related Procedures, Rules, and Forms – This policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the website of Alabaster City Schools and each school shall be available at each school office and shall be included in the student handbook that is distributed to each student at the beginning of each school year.
 - VII. Construction of Policy – This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence, or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, and threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, violence, threats of violence, or intimidation not specifically listed herein. Students who engage in bullying, violence, threats of violence, or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

OPT-IN FOR MENTAL HEALTH SERVICES BY PARENT OR LEGAL GUARDIAN

No student under the age of sixteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

For purposes of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (e.g., Erin's Law; Jamari Terrell Williams Student Bullying Prevention Act). Furthermore, "ongoing school counseling services" shall not include those school counseling services which are split into domains not requiring a mental health therapist or other mental health therapeutic license."

This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance with the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

A. **Written Notification** – At least annually, the school system shall provide parents and legal guardians a written notification regarding school-provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may allow, limit, or prevent their student’s participation in the programs.

The written notification may be provided electronically, including through the school system’s online enrollment portal or by such other means and methods as are customarily used for such purposes.

B. **Opt-In To Participate in Mental Health Services** –

1. *General Requirement* – For a student under the age of sixteen to participate in mental health services, written permission by the student’s parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.
2. *Rescinding Permission* – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration
3. *Requests for Opt-In and Referrals Authorized* – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt to obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstance arise for which services could be beneficial; and/or (2) provide a parent or legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.
4. *Exception for Imminent Threat* – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

C. **Information for Parents/Legal Guardians** – If a student’s parent or legal guardian elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments. Nothing in this Opt-In for Mental Health Services shall be construed to limit the fundamental rights of parents to direct the care, custody, and control of their children.

D. **Record Keeping** – Written records maintained by the school system and directly related to a student’s mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education records generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law.

Records pertaining to a student’s mental health services will be kept separately from academic records unless including such record(s) in the student’s academic record is necessary to implement a state and/or federal law (e.g., special education referral process).

ANNUAL NOTIFICATION REGARDING SCHOOL PROVIDED OR SPONSORED MENTAL HEALTH SERVICES

Mental Health Services

The school system provides or sponsors the following mental health services::

1. **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc.
2. **Crisis intervention** - short-term, on-going assistance by school counselor or professional for a specific situation.
3. **School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting.

Review of Materials

You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal.

Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services

Under Alabama law, no student under the age of sixteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for each service listed for them to participate in that service. You will be notified by the school counselor or designee if this applies to your student and given the opportunity to opt-in.**

Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

Parents of students with disabilities: Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or §504 plan. Consent for those services will be obtained and information regarding your child's mental health services will be provided through the usual special education process.

[1] For purposes of this notification and policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (e.g., Erin's Law; Jamari Terrell Williams Student Bullying Prevention Act). "Ongoing school counseling services" for purposes of a required Opt-In shall not include those school counseling services which are split into domains not requiring a mental health therapist or other mental health therapeutic license.

DEFINITIONS AND RULES RELATING TO FORMAL DISCIPLINARY ACTION

All students shall be afforded an opportunity for due process in all matters pertaining to disciplinary matters.

Detention

Detention is defined as a required period of time that may be used for study, isolation, or work detail before or after school. Detention assignments are supervised by school personnel and take place inside the school building. It is the parent's responsibility to provide transportation.

In-School Detention

In-school detention is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or principal's designee has the authority to assign students to in-school detention for a reasonable and specified period of time.

Suspension

Suspension is defined as the temporary removal of a student from school for a violation of school policies, rules, regulations, or for interfering with the orderly operation of the school. Without an appropriate meeting, cumulative suspensions shall not exceed 10 (ten) days per year for special education students. In the event a proposed suspension results in cumulative suspensions exceeding ten (10) full days per year for special education students, an appropriate meeting will be held.

Only the Superintendent or designee, principal, or assistant administrator shall have the authority to suspend students.

- A. Days absent from school because of suspension are unexcused.
- B. At the discretion of the principal, credit for classwork, major assignments, tests, and final exams may be given to students.
- C. Any single suspension shall not exceed ten (10) school days without an administrative hearing by the Superintendent or the Superintendent's designee. Any suspension of 10 or more days is considered "long-term suspension".
- D. The Superintendent or the Superintendent's designee will be notified of all suspensions.
- E. A student being suspended will be informed of the reason for suspension, the number of suspension days, and any appeal rights. A disciplinary action notice form will be mailed to the custodial parent or legal guardian.
- F. The custodial parent or guardian will be given the opportunity to confer with the principal before the student is readmitted to school.
- G. After an administrative hearing, the Superintendent or the Superintendent's designee may suspend the student until action is taken by the Board.
- H. Students suspended for any portion of the school day are not allowed to participate in or attend any school-related activities as directed by the school administrator.

Alternative School Placement

The Alabaster City Schools operates an Alternative Educational Program to which students may be referred depending on the circumstances and conduct involved instead of receiving long-term suspension or expulsion. There is no guarantee or commitment on the part of the Alabaster City Schools or its employees that all high school curriculum can be duplicated while a student is in attendance at the Alternative School.

Students who commit a Class III or IV violation, as defined by the Student Code of Conduct, or who repeatedly commit Class II violations such that they frequently disrupt the education of others may be referred to the Alternative School Program by the school administrators. Additionally, students that presently have criminal charges pending may be placed at the Alternative School until those charges have been adjudicated.

Alternative School placements are used in the place of a long-term suspension and/or expulsion. Students who are assigned to the alternative school may not attend any school-related function while enrolled. This includes, but is not limited to, all extracurricular activities including sports games and competitions, school dances, field trips, group class activities, graduation ceremonies, and other school activities. Students are expected to follow all guidelines and procedures established at the school. Transportation to the Alternative School is not provided at the expense of the Board. Upon a student's completion of his/her alternative school assignment and return back to the home school, the local school administrator will conduct a transition conference to support a successful new start.

Expulsion

Expulsion is denial of school attendance by the Board of Education. Expulsion may be recommended for the remainder of the school year or for a time period determined on a case-by-case basis. Upon the receipt of the principal's recommendation, the Superintendent shall schedule an administrative hearing. In the event the expulsion is recommended, the custodial parent will be notified by registered mail prior to action by the Alabaster City Board of Education.

Early Warning

The Early Warning Program is a school/community-based program to assist public school personnel, parents, and law enforcement personnel in providing for early intervention for children and youth who are truant or in danger of becoming truant or for conduct.

Juvenile Court Referral

Students may be referred to Juvenile Court for attendance or behavior-related problems. Once a student is referred, the Court will take such action as it deems appropriate. Student referrals will be in the form of a complaint or petition. The kinds of petitions are as follows:

- A. **Child In Need of Supervision (CHINS)**, for status offenders;
- B. **Delinquent**, for juveniles committing misdemeanors or felonies;
- C. **Dependent**, for abused or neglected juveniles.

Formal Discipline Hearing

When the proposed discipline is expulsion, out-of-school suspension for more than 10 days, or alternative school placement over 15 days, the school system shall schedule a hearing within 10 school days after the initial suspension from school unless good cause is shown or the parties agree to an extension. The school system shall send a written notice regarding the hearing to the student and/or the student's parent/guardian within 5 days of the hearing.

CLASSIFICATION OF VIOLATIONS

Proper behavior is that which enhances the learning environment. Classroom teachers are responsible for maintaining classroom discipline and will deal with general classroom disruptions. **Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe should the student be referred to the principal or the principal's designee.**

Parents or guardians of students who consistently disrupt class and/or exhibit poor work habits should be notified by the teacher or other school officials and/or referred to a guidance counselor. When a student is brought to the office of the supervising employee, the principal/designee shall hear the student's explanation and consult further with other school personnel, if necessary, before determining the classification of violation or disciplinary measure.

Violations of the Code of Conduct are grouped into four classes: Class I, Class II, Class III, and Class IV. Each classification is followed by a disciplinary action that is to be implemented by the principal or the principal's designee. Parental contact (verbal and/or written) will be made as disciplinary consequences are assigned to a student for misconduct.

CLASS I VIOLATIONS

101 **EXCESSIVE TARDINESS** - Three or more incidents of reporting late to school, class, or assigned area

101.1 **TARDIES TO SCHOOL**

101.2 **TARDIES TO CLASS**

102 **DISTRACTION OF OTHER STUDENTS OR THE SCHOOL PROGRAM IN GENERAL** - Any behavior which is disruptive to the educational process.

103 **NON-CONFORMITY TO DRESS CODE**

104 **MINOR DISRUPTION ON A SCHOOL BUS**

105 **INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**

106 **LITTERING OF SCHOOL PROPERTY**

107 **FAILURE TO COME TO CLASS PREPARED WITH ALL NECESSARY MATERIALS**

108 **UNAUTHORIZED USE OF SCHOOL OR ANOTHER PERSON'S PERSONAL PROPERTY**

109 **POSSESSION OF NUISANCE ITEMS** - Any item which disrupts the instructional day at school or is a distraction on a bus is not allowed. Such items will be confiscated and may be claimed by a parent or guardian. Examples include but are not limited to: iPods/MP3 players, radios, toys, trading cards, playing cards, or other hand-held video games. Students bring these items to school at their own risk. The local school is not responsible for attempting to recover these items should they be lost or stolen while at school.

110 **FAILURE TO ATTEND ASSIGNED CONSEQUENCES**

111 **ANY OTHER OFFENSE WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY**

Class I Disciplinary Actions

First Violation:

Principal/teacher/student conference, parental contact, or in-school parental conference if warranted. Placement in detention, in-school detention, loss of school privileges, or extra work assignments may be assigned.

Subsequent Violations:

Disciplinary action may include detention, extra academic work, in-school detention, loss of school privileges, and/or referral to the Early Warning Program. Repeated or cumulative Class I Violations may result in suspension from school and/or bus.

CLASS II VIOLATIONS

201 DEFIANCE OR DISRESPECT OF SCHOOL BOARD EMPLOYEES AUTHORITY

201.1 DEFIANCE

201.2 DISRESPECT

202 POSSESSION AND/OR USE OF PRESCRIPTION, NON-PRESCRIPTION MEDICATION, INHALANTS, AEROSOL SPRAYS, OR OTHER OVER-THE-COUNTER PRODUCTS Failure to comply with the Alabaster City Board of Education Medication Policy and Procedures. Required medications must be delivered to the school by the parent or other responsible adult accompanied by the completed Alabama State Department of Education designated medication authorization form and kept in accordance with the Alabaster City Board of Education medication policy and procedures.

203 INTENTIONALLY TOUCHING OR STRIKING ANOTHER PERSON AGAINST THE WILL OF THE OTHER

204 USE OF PROFANE OR OBSCENE LANGUAGE OR POSSESSION OF PORNOGRAPHIC, SUGGESTIVE, OR INAPPROPRIATE MATERIAL

205 VANDALISM - Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another. A police report will be filed and the student will be expected to pay for damages.

206 "SKIPPING" CLASS OR SCHOOL – Unauthorized absence from class or school. Group skip days are included in this category and are not permitted by the Board of Education.

207 ACADEMIC DISHONESTY – A breach of academic integrity as outlined in the Plagiarism and Academic Dishonesty section in this book. Typically, with instances of academic dishonesty, the student will receive either reduced credit or no credit on the particular assignment along with other appropriate disciplinary action.

208 GAMBLING – Any participation in games of chance for money and/or other items of value.

209 INTENTIONALLY PROVIDING FALSE INFORMATION TO A SCHOOL BOARD EMPLOYEE

210 STEALING, LARCENY, PETTY THEFT – The intentional taking, and/or carrying away of property valued at less than \$100 belonging to or in the possession or custody of another.

211 POSSESSION OF STOLEN PROPERTY- The possession of stolen property valued at or less than \$100 with the knowledge that it is stolen.

212 THREATS TO DO EXTORTION – Verbal or written

213 TRESPASSING- Willfully entering or remaining in any school property after being warned by an authorized person.

214 POSSESSION AND/OR IGNITING FIREWORKS OR FIRECRACKERS

215 INAPPROPRIATE SEXUAL BEHAVIOR-VERBAL, WRITTEN OR PHYSICAL

216 USE OF PHYSICAL OR GRAPHIC OBSCENE GESTURES

217 THE UNAUTHORIZED USE OR MISUSE OF ELECTRONIC COMMUNICATION DEVICES- This includes using a device to record, take pictures off, or post to social media harassing or unauthorized images of students/staff on school grounds without permission

218 POSSESSION OF INAPPROPRIATE DEVICES – Including but not limited to ammunition, artificial weapons, facsimiles and/or replicas.

219 DISRUPTION ON A SCHOOL BUS

220 UNAUTHORIZED ORGANIZATION - Any on-campus participation in non-sanctioned fraternities, sororities, secret societies, or non-affiliated school clubs.

221 MINOR VIOLATIONS OF STUDENT ACCEPTABLE USE POLICY FOR THE USE OF TECHNOLOGY

- 222 **MINOR MISUSES OF BATHROOM FACILITY** - Includes wasting bathroom supplies, intentionally clogging toilet/sinks, writing in stalls, violating another student's privacy, etc.
- 223 **ALLOWING OR GAINING UNAUTHORIZED ACCESS TO SCHOOL BUILDING**- Includes opening doors without permission, entering school without following proper procedures
- 224 **MAJOR DISTRACTION OF THE SCHOOL PROGRAM**- Any behavior which is significantly disruptive to the educational process.
- 225 **UNAUTHORIZED SALE/DISTRIBUTION OF ITEMS**- selling or distributing unauthorized items
- 226 **USE OF SLURS: RACIAL, ETHNIC, OR OTHER** - Verbal or written insults, comments, or remarks that are derogatory or demeaning in nature, including, but not limited to comments about one's race, ethnicity, or sexual orientation.
- 227 **THREAT, HARASSMENT, INTIMIDATION OR BULLYING OF STUDENTS** – The threat by word or act to do harm to another student, which causes discomfort or unease to another student. Harassment is inclusive of name-calling, as well as conduct, which directly affect another individual's emotional state of mind.
- 228 **ANY OTHER OFFENSE WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY**

Class II Disciplinary Action

Class II violations are serious enough that they may require an in-school parental conference plus the appropriate disciplinary action.

First and Second Violations

First and second violations require parental notification and/or one or more of the following disciplinary actions: in-school detention, extended work assignments, before and after-school detention, loss of school privileges, or suspension from school and/or bus. Law enforcement and/or juvenile court personnel may be contacted.

Subsequent Violations

Subsequent violations may result in suspension of up to ten (10) school days plus additional disciplinary action as warranted. Special circumstances may warrant contact with law enforcement, referral to the Early Warning Program, Alternative School, or the filing of a complaint or petition in Juvenile Court.

CLASS III VIOLATIONS

- 301 **MISUSE OR ABUSE OF PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS, INHALANTS, AEROSOL, SPRAYS, OR OTHER OVER-THE-COUNTER PRODUCTS** - Required medications must be delivered to the school by the parent or other responsible adult accompanied by the complete Alabama State Department of Education designation medication authorization form and kept in accordance with the Alabaster City Board of Education medication policy and procedures.
- 302 **STEALING, THEFT, POSSESSION OF STOLEN PROPERTY** - Knowingly or intentionally taking, obtaining, receiving, or exerting unauthorized control over property values at more than \$100 belonging to another person.
- 303 **BURGLARY OF SCHOOL PROPERTY** - Entering or remaining in a structure or conveyance with the intent to commit an offense therein.
- 304 **CRIMINAL MISCHIEF/VANDALISM** - Willful and malicious injury or damages at or in excess of \$200 to public property or to real or personal property belonging to another.
- 305 **POSSESSION OF A KNIFE**
- 306 **POSSESSION OF DANGEROUS DEVICES** - including but not limited to mace, tear gas, "blank" guns, facsimiles, replicas, and/or artificial weapons or any items used inappropriately with intent to harm.
- 307 **INDIVIDUALS AND/OR GROUPS INCITING OR PARTICIPATING IN UNAUTHORIZED DEMONSTRATIONS AND/OR DISORDERLY ACTIVITIES** - which lead to disruption of the normal school program. This includes any gang-related behavior and instigators.
- 308 **THREAT, HARASSMENT, INTIMIDATION OR BULLYING OF STUDENTS**-The threat by word or act to do harm to another student with an apparent ability to do so, or doing some act which creates a well-founded fear in the person that such violence is imminent. Harassment is inclusive of name-calling, as well as conduct, which directly affects another individual's emotional state of mind. Racial slurs are a form of bullying included in this violation.

- 309 **FIGHTING** - Any physical conflict involving two or more individuals.
- 310 **DIRECTING OBSCENE, PROFANE LANGUAGE OR GESTURES (VERBAL OR WRITTEN) TO A SCHOOL BOARD EMPLOYEE**
- 311 **SEXUAL HARASSMENT** - Any unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.
- 312 **MAJOR VIOLATION OF STUDENT ACCEPTABLE USE POLICY FOR THE USE OF TECHNOLOGY** - Examples of major violations could include: tampering with another student's class work; the intentional use of school system or personal technology, while on school property, to break laws involving theft, identity theft, and distribution of stolen and/or illegal items; the intentional destruction of school-owned technology equipment; the intentional disruption of network services resulting in school or district level network outages; viewing or sending of obscene material.
- 313 **INTENTIONALLY PROVIDING FALSE INFORMATION TO A SCHOOL BOARD EMPLOYEE OR HINDERING THE INVESTIGATION IN REGARD TO A CLASS III OFFENSE**
- 314 **UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM OR ITS COMPONENTS, EMERGENCY OR SECURITY SYSTEMS-** This includes activation of fire extinguishers.
- 315 **ASSAULT**
- 316 **THE MISUSE AND/OR ABUSE OF ELECTRONIC COMMUNICATION DEVICES** - Sending inappropriate messages and/or images via electronic communication devices or any other form of technology whether owned or owned by the school district, at any time may result in serious school, personal, and/or civil criminal legal consequences. This includes posting fights, harassing images of students/staff
- 317 **SEXUAL OFFENSES** - Acts of a sexual nature including, but not limited to, lewd behavior, indecent exposure, sexual contact, sexual intercourse, sexting, viewing or sharing obscene material, including AI images or other conduct intended to result in sexual gratification.
- 318 **POSSESSION AND/OR USE OF TOBACCO PRODUCTS, LIGHTERS, MATCHES, ELECTRONIC CIGARETTES/VAPOR, SYNTHETIC NICOTINE PRODUCTS.**
- 318.1 **TOBACCO, POSSESSION**
- 318.2 **TOBACCO, SALE**
- 318.3 **TOBACCO, USE**
- 318.4 **E-CIGARETTES/VAPOR**
- 318.5 **SYNTHETIC NICOTINE**
- 319 **MAJOR MISUSE OF BATHROOM FACILITY** - includes vandalism/destruction of property, making bathroom unusable, using camera/video in bathroom, using wrong bathroom, etc.
- 320 **POSSESSION/CONSUMPTION OF CBD PRODUCTS** - includes gummies, supplements, oils, etc.
- 321 **ALLOWING OR GAINING UNAUTHORIZED ACCESS TO SCHOOL BUILDING-** Includes opening doors without permission for nonstudents, entering school without following proper procedures after school hours, propping doors open
- 322 **MAKING FALSE ACCUSATIONS AGAINST BOE EMPLOYEE**
- 323 **SAFETY/HEALTH ENDANGERMENT** - Endangering the safety of others due to the risk of infection, bloodborne pathogens, and use of piercing tool(s).
- 324 **ANY OTHER OFFENSE WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.**

Class III Disciplinary Action

The disciplinary action for such violations committed on school premises or during school-related functions may be in-school detention or out-of-school and/or bus suspension for up to ten (10) days with possible recommendation for expulsion or referral to Alternative School. Educational class/counseling may be required. Parental contact will be made as soon as possible.

Law enforcement and/or juvenile court personnel **may** be contacted and a complaint or petition may be filed after consultation with juvenile authorities.

CLASS IV VIOLATIONS

- 401 **ALCOHOL AND ILLEGAL DRUGS OR MOOD ALTERING SUBSTANCE** - The unauthorized use, sale, transfer, possession, soliciting, trafficking, misuse, and/or abuse of drugs. These include alcoholic beverages, barbiturates, central

nervous system stimulants, hallucinogens, synthetic replicas, drug paraphernalia, THC products including gummies, wax, oils, vapor, any mood-altering substance, and all other drugs to which the narcotic and drug abuse laws of the United States, local municipalities, and the State of Alabama apply.

401.1 **ALCOHOL, POSSESSION**

401.2 **ALCOHOL, SALE**

401.3 **ALCOHOL, USE**

401.4 **DRUGS, POSSESSION**

401.5 **DRUGS, SALE**

401.6 **DRUGS, USE**

402 **ARSON** – The willful and malicious burning of any part of School Board property.

403 **ASSAULT UPON SCHOOL BOARD EMPLOYEES** – The intentional touching or striking of a school employee against his or her will or the intentional causing of bodily harm to a School Board employee.

404 **POSSESSION OR DISCHARGING OF DANGEROUS WEAPONS OR DEVICES** – in the school building, on the school campus, in a vehicle, or at any school-related function. The term “dangerous weapon” means a firearm or anything designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but not limited to, a bazooka, hand grenade, missile, or explosive or “incendiary device,” a pistol, rifle, or shotgun, or a switch-blade knife, gravity knife, stiletto, sword or dagger.

404.1 **KNIFE USE**

405 **EXPLOSIVES** – Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.

406 **SEXUAL MISCONDUCT** - Acts of a sexual nature including, but not limited to, abuse, battery, electronic pornography, attempted rape, rape, including AI images.

407 **AGGRAVATED ASSAULT** – Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

408 **ROBBERY** – The taking of money or other personal property from a person by force, violence, assault, or putting the person in fear of the same.

409 **THE CHARGE OF A CRIME** – As defined under the laws of the city, State of Alabama, or United States while on school property or participating in a school activity (§16-1-24.1, *Code of Alabama*, 1975).

410 **BOMB THREAT** – Any such communication(s) which has the effect of interrupting the education environment.

411 **POSSESSION OF A HANDGUN RESULTS IN EXPULSION FROM THE ALABASTER CITY SCHOOL SYSTEM FOR A PERIOD OF NOT LESS THAN ONE YEAR.**

411.1 **HANDGUN, POSSESSION**

411.2 **HANDGUN, SALE**

411.3 **HANDGUN, USE**

411.4 **RIFLE/SHOTGUN, POSSESSION**

411.5 **RIFLE/SHOTGUN, SALE**

411.6 **RIFLE/SHOTGUN, USE**

412 **INTENTIONALLY PROVIDING FALSE INFORMATION TO A SCHOOL BOARD EMPLOYEE OR HINDERING THE INVESTIGATION IN REGARD TO A CLASS IV OFFENSE**

413 **MISUSE OR ABUSE OF PRESCRIPTION DRUGS** – The unauthorized use, sale, transfer, possession, soliciting, trafficking, misuse of prescription drugs. These include any drug that requires a doctor’s prescription to legally possess.

414 **TERRORIST THREAT** - Threatening by any means (verbal, written, or otherwise) to commit a crime of violence or to damage any property in a manner that intentionally or recklessly terrorizes another person or causes disruption of school activities.

415 **THE INTENTIONAL THREAT, HARASSMENT, INTIMIDATION, STRIKING OR BULLYING OF A SCHOOL BOARD EMPLOYEE** – The threat by word or act to do harm to an employee, with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such violence is imminent. Harassment is inclusive of name-calling, as well as conduct, which directly affects another individual’s emotional state of mind.

416 **ANY SECOND MAJOR OFFENSE FROM THE CLASS III CATEGORY**

Class IV Disciplinary Action

The disciplinary action for such violation committed on school premises or during school related functions shall be suspended up to ten (10) days with possible recommendation for expulsion. Parental contact will be made as soon as possible. Law enforcement and/or juvenile court personnel shall be contacted and a complaint or petition may be filed after consultation with juvenile authorities. Additional disciplinary actions as a result of Class IV Violation may result in one of the following:

1. Additional suspension days from school and/or bus or other disciplinary action as determined by the principal after consultation with the Superintendent or the Superintendent's designee.
2. Long-term assignments to the Alternative School.
3. Expulsion from the Alabaster City School System.

The Alabaster City Board of Education finds that there is a compelling public interest in ensuring that all schools are safe and drug-free. The Alabaster City Board of Education is consistent with Ala. Code §16-1-24.1 adopted disciplinary actions which **will** be enacted in addition to any other disciplinary outlined in the Code of Conduct.

When a student violates any Alabaster City Board of Education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the principal **shall** notify appropriate law enforcement officials. If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. The local schools **shall** immediately suspend that person from attending regular classes and schedule an administrative hearing at the earliest possible date, which shall not be later than five (5) days.

If the student is found to have violated any Alabaster City Board of Education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the student **shall not** be readmitted to an Alabaster City school until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities, and (2) the student has satisfied all other requirements imposed for readmission.

Readmission of any student determined to be guilty of an offense involving drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, may be conditioned upon the student meeting certain conditions mandated by the Board of Education, the Superintendent and/or the Superintendent's designee.

GRIEVANCE PROCEDURES

The Superintendent is authorized to develop procedures that will provide for fair consideration and orderly review of all student complaints and grievances. The purpose of the grievance procedures is to provide for the prompt and equitable resolution of Local School Concerns/Short-term Consequences (attendance, instruction, short-term disciplinary decisions), as well as appeals regarding matters related to disciplinary actions resulting in long-term suspensions greater than 10 school days per incident ("Long-Term Suspension"), alternative school placements greater than 15 school days per incident ("Long-Term Alternative School Placement"), and exclusion from the regular school setting for more than 90 but less than 180 school days per incident ("Expulsion").

Procedures

Each level of the procedure shall be observed, and proper channels followed. At the request of the student or parent/legal guardian, exceptions may be granted by the Superintendent.

A. Level One: Procedures for Local School Concerns/Short-term Consequences (attendance, instruction, short-term disciplinary decisions).

The aggrieved student/parent/legal guardian may seek resolution of the complaint or grievance through informal communications as close as possible to the point of origin. A student/parent/legal guardian with a grievance should first take it to his/her immediate teacher, or if the complaint concerns that teacher and the student/parent/legal guardian does not feel comfortable, he or she may take it to the school administration. The decision by the principal is final with no further right of appeal.

Grievances under Level One include short-term disciplinary decisions, including but not limited to short-term suspensions (up to 10 school days), in-school suspensions, lunch detentions, Saturday Schools, bus suspensions, silent lunches, alternative school placement up to 15 school days, and other disciplinary decisions which do not constitute a Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion of a student.

B. Level Two: Procedures for Long-Term Disciplinary Consequences (Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion)

If a student receives a Long-Term Suspension or Long-Term Alternative School Placement, the student is afforded the opportunity for a disciplinary hearing before a Hearing Officer/Board designee. The disciplinary hearing will take place within 10 school days after the initial suspension or referral to the alternative school, unless a different date is mutually agreed upon.

If a student receives an Expulsion, the student is afforded the opportunity for a disciplinary hearing before The Board of Education. The Board of Education will hear exclusions from the regular school setting for more than 90 but fewer than 180 school days (expulsion). The disciplinary hearing will take place within 10 school days after the Expulsion.

Regardless of whether a Hearing Officer/Board designee will hear the matter (in the case of a Long-Term Suspension or Long-Term Alternative School Placement) or the Board of Education will hear the matter (in the case of Expulsion), the following procedures will apply:

- The student/parents or /legal guardians will receive written notification delivered personally or by mail, detailing a statement of the time, place, and nature of the hearing; a short and plain statement detailing the alleged conduct, the provision of the code of student conduct or state law allegedly violated, and any recommended discipline; a statement outlining the rights of the student at the hearing; and an optional waiver of the disciplinary hearing indicating the student/parent/legal guardian's assent to the alleged violation or violations and to the recommended discipline.
- To avoid waiving the right to a hearing, the student/parents/legal guardians must respond at least 72 hours before the scheduled date.
- While these administrative hearings do not require legal representation, the Hearing Officer must be notified five school days in advance if an attorney—hired at the family's expense—will attend.
- At least five school days prior to the hearing, the school will offer an opportunity to review any audio or video recording of the incident and, consistent with federal and state student records laws and regulations, any records, documents, or other information that may be presented as evidence at the hearing, including written statements made by witnesses related to the alleged incident leading to the disciplinary action.
- At the hearing, the school will present evidence at the hearing that the student violated the code of student conduct or state law and the student or their representative may offer a defense, question adverse witnesses who are present at the hearing and offering testimony, excluding students under 14 years of age, and offer evidence, including oral testimony from supporting witnesses, written statements, other documentary evidence, and audio or video recordings at the hearing. The anonymity of witnesses shall be protected, and witnesses may not be compelled to attend or testify in any disciplinary hearing.
- Following the proceedings, a written or electronic record of the hearing is available upon request, and a formal written decision will be issued by the Hearing Officer/ Board designee or Board of Education within five school

days. This written decision shall include, at a minimum, the basis for the decision, including a reference to the provision of the code of student conduct or state law that the student is accused of violating; a statement detailing the information that shall be included in the official record of the student; and a statement detailing the right of the student to appeal the decision and notice of the procedures necessary to file an appeal:

- After the decision of a Hearing Officer/Board designee in the case of a Long-Term Suspension or Long-Term Alternative School Placement, such decision may be appealed to the Board of Education by the filing of an appeal within five school days after receiving the written decision from the disciplinary hearing.
- After the decision of the Board of Education for any Long-Term Disciplinary Consequence, the student/parent/legal guardian may appeal the Board's decision as provided by law (Code of Alabama Section 12-15-115).

The Level Two grievance process shall not be construed to infringe on the rights of students under the Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

ADDITIONAL CONDUCT POLICIES

Participation in Graduation Ceremonies and Class Recognition Programs

Any student, including a graduating senior, may be denied the opportunity to participate in graduation ceremonies and special recognition programs at the discretion of the principal. The principal may deny participation and assign appropriate disciplinary action for major conduct infractions, class pranks, and other incidents which disrupt the educational process and reflect a negative image on the individual class or school in general.

Search and Seizure Policies

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student under the circumstances outlined below and may seize any illegal unauthorized, or contraband materials discovered in the search. This can include the use of specially trained dogs and metal detectors.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of the students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the students.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband materials.

If a pat down search of a student's person is conducted, it shall be conducted in private by a school official of the same sex. Another adult witness shall also be present.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex with an adult witness of the same sex present, and only upon the prior approval of the Superintendent or the Superintendent's designees unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Searches Involving Outside Personnel, Dogs, and/or Detection Devices

Searches of students which involve outside (non-school) personnel, dogs, and/or detection devices are permitted and will be conducted when appropriate.

Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be

conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Students shall not be issued lockers until such time that the "Acknowledgement Concerning use of Student Lockers" form has been electronically signed.

Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal, unauthorized, and/or contraband materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Students shall not be allowed to park vehicles on campus until such time that the "Acknowledgement Concerning Use of Student Parking Lots" form has been properly completed and returned to the school. Such forms shall be maintained on file at the School. See *Attachment #2*

Seizure of Illegal Materials

If a properly conducted search yields illegal, unauthorized, and/or contraband materials, said items may be impounded by school officials. Students shall be given a receipt for any items impounded and parents or guardians shall be notified of all items seized.

Documentation

The Principal shall fully document every incident where a search is conducted. Such documentation shall include a detailed account of the search, items impounded, the student(s) involved, a list of all witnesses present, and other information regarding the incident.

Field Trips

Students making a trip under the sponsorship of the school are required to have a form signed by their parents/guardians giving them permission to take the trip and releasing the school from any liability for any accident or injury. Students will be transported via school bus and/or charter bus to/from field trip locations. Prior to the day of the field trip, students should communicate with teachers about deadlines and due dates of class requirements.

Dress Code

A standardized dress code of Alabaster City Schools has been adopted to ensure that all students are provided safe and appropriate educational opportunities which are free from unnecessary disruptions or outside influences and to instill in students the need to dress appropriately and have respect for each other and authority. For young people, especially teenagers who are beginning to find their true identities in the middle of peer pressure and parent prodding, dress is an important issue. For younger children, lifetime habits of taste and dress are greatly affected by their childhood dressing patterns. This dress code will be strictly enforced in all Alabaster City Schools, middle through high school.

We encourage you to familiarize yourself with the following explanation behind the choice of the standards.

The way a person dresses reflects the way he/she thinks. We want to prepare students for the world of work, and we believe a neat, professional appearance is a good habit to develop in the childhood years.

Just as students would dress one way for a picnic or ball game, there is an appropriate way to dress for school.

A well-groomed student should come to school with an attitude that prepares him/her for neat, conscientious work. His/her attire should give him or her respect for self, fellow students, and teachers.

Students who have questionable or inappropriate dress will not be allowed to attend class. The following items will serve as a minimum guide to acceptable dress for Alabaster City Schools students.

Any school modifying the Alabaster City Schools Dress Code must obtain Superintendent approval. All modifications must be presented in writing to students prior to enforcement.

Dress Code Guidelines

- A. All students must wear shirts, blouses, or dresses with a collar or with a non-revealing neckline such as, crew neck, jewel neck, or boat neck. Low cut, open back, bare midriff, or clothing that allows the midriff to be exposed, are not permitted.
- B. Students may wear sleeveless garments which adequately cover undergarments. Spaghetti and/or thin-strapped shirts may be worn only if over another T-shirt or if covered by a blouse with sleeves.

- C. No obscene language and/or illegal substance advertisements (to include alcohol and tobacco advertisements, drug references/symbols, sexual references etc) may be worn on clothing or accessories.
- D. Pants, shorts, and skirts must be worn at the waist and fit properly. Pajama-style pants are prohibited. Skirts, shorts, and dresses must be mid-thigh or longer in front and back and provide adequate coverage. No slits or leg openings may be allowed about mid-thigh. Leggings should be worn with the appropriate outer garments- shirts should provide adequate coverage of the body. No unitards/one piece athletic garments are allowed.
- E. It is recommended that shirts be tucked in at all times unless designed to be worn on the outside. Shirts should fit properly and not be too large, too tight, or too long.
- F. Blankets or bandanas may not be brought or worn to school.
- G. No hats, caps, head coverings, hair curlers, picks, bandanas, head scarves, head dressings, or sunglasses will be worn in school. Head coverings for religious purposes are permitted. Headphones/air pods/ earbuds are not allowed.
- H. Students are required to wear appropriate shoes at all times. Shoes with wheels are not appropriate for the school environment. Tennis shoes will be required for physical education class.
- I. Students' clothing should be neat and clean and not in noticeable disrepair.
- J. Appropriate undergarments must be worn and not visible.
- K. Ear piercings are allowed. Earrings, hairstyles, facial piercings, and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process or pose a safety risk are also prohibited.
- L. Students are prohibited from wearing any metal chains, metal spiked apparel, or accessories that may pose a safety risk.
- M. Students are to wear clothing in the manner it is designed to be worn (i.e., Clothing worn backward or inside out is not allowed.) No excessively tight or revealing clothing, or see-through garments, may be worn.
- N. Students are prohibited from wearing any sign, symbol, logo, or garment, which has become synonymous with any gang, or unauthorized club or organizational activity. This also included any avenue for the promotion of products or activities prohibited by school policy or that is inflammatory and may generate negative feelings among the student body.
- O. Mobility devices such as walking sticks, canes, crutches, etc. may require medical documentation.
- P. Glass/metal cups/water bottles are prohibited. Water bottle/cup must be plastic.

The above items serve as a minimum guide. The principal shall have the discretion to outline other appropriate guidelines for their campus for special occasions.

Enforcement of Dress Code

Parents, teachers, and principals will strictly enforce the dress code. A student may be sent home to make any necessary alterations. Since this normally works a greater hardship on the parents and guardians than the students, parents are urged to supervise their child's dress on a daily basis. We expect parents to take an active role in supporting this dress code.

Suspension/Expulsion of Students with Ability Impairments

Any student who has been identified as ability impaired under the provisions of the Individuals with Disabilities Education Act; and/or Section 504 of the Rehabilitation Act of 1973, may be suspended or expelled when all procedural safeguards set forth in the above mentioned applicable laws are followed. Concerns and questions relating to Section 504 should be referred to the Exceptional Education Department.

Public Complaints

The proper channeling of complaints involving individual students or a local school matter is as follows: 1) the teacher; 2) the principal; 3) the Superintendent; 4) the Board of Education.

Student Pregnancy

Pregnant students may attend school and participate in regular school programs. The principal/guidance counselor should be contacted for the purpose of a possible limitation of normal activities.

School Visitors

Visitors to the school must report to the principal's office for permission to visit. Authorized visitors will be issued a visitor's badge prior to visiting the school. Persons without badges will be considered trespassers.

Due to limitations of storage, personal deliveries to students, including flowers, balloons, etc. are prohibited.

Transportation

Parents and students should be aware that the sole purpose of the school bus is to transport students safely to and from school. Since the school bus driver carries this heavy burden of responsibility, the school bus is considered an extension of the classroom, and all Alabaster City Board of Education rules apply. The following guidelines are to be followed when riding the bus. Any student not abiding by these guidelines may be subject to discipline as outlined in the DEFINITIONS AND RULES RELATING TO FORMAL DISCIPLINARY ACTION in this publication.

- A. Students will be picked up and dropped off at their residence or designated bus stop only.
- B. Students should be at the bus stop at least 10 minutes prior to the designated time.
- C. Once students arrive at their school bus Stop, they are subject to the rules of the school system. It is recommended that parents assist with supervision at the bus stop.
- D. Students must obey instructions given by the driver.
- E. Students must be courteous to fellow pupils and the bus driver. (Do not annoy other students).
- F. Horseplay, threats, and fighting are not permitted on or around the bus or at bus stops.
- G. Students should remain silent when approaching and crossing the railroads.
- H. Students should talk only in a normal voice and not use profane or obscene language.
- I. Students should remain properly seated, not change seats, and keep heads and hands inside the bus.
- J. Students are not allowed to eat, chew gum, drink, smoke, or strike matches on the school bus.
- K. Weapons of any kind are not permitted on the bus.
- L. Students are not allowed to tamper with any of the equipment on the bus, especially the emergency door.
- M. Students are not allowed to litter the bus, or throw objects within or outside the bus.
- N. Students are not allowed to leave the bus except at the regular bus stop without written permission from the administration.
- O. No objects should be transported on a school bus that may compromise the safety of the students or the driver. This includes, but is not limited to, animals, fireworks, sharp objects, glass, balloons, and any other objects that could obstruct a driver's vision, distract a driver's attention, or otherwise endanger the lives of anyone who rides a school bus.
- P. Books, packages, coats, band instruments and other items should not be in the aisle or in the driver's compartment and should not be left on the bus. These items must be held in the child's lap and must not occupy the seat of another child.
- Q. Students are not allowed to transport prescription, or non-prescription medications on the bus except emergency medications and approved medications prescribed for self-administration.
- R. Due to the possible distraction to the bus driver by the use of cell phones, or other personal electronic communication devices, the use of those items will be at the bus driver's discretion. Under emergency situations (i.e., mechanical breakdown of the school bus, accidents, or other possible safety issues), the use of these items will be allowed. If cell phones or other personal electronic devices are allowed, the device must be on silent or used with headphones.

Student Arrival at School/Dismissal at End of School Day

Students not transported by bus should not arrive prior to the arrival of the first bus since supervision is not available. It is the parent's responsibility to pick up their student when school dismisses. Habitual late pickups may be reported to the police department or the Department of Human Resources. Alabaster City Schools offer bus services for all students K-12, and after-school care is available for Pre-K-5.

Enrollment of New Students and Transfer Students

Students who apply for enrollment in Alabaster City Schools must attend school in the attendance zone where they reside with a custodial parent or legal guardian. Failure to comply with this requirement will result in the immediate withdrawal of the student from said school.

All transfer students must be in good disciplinary standing from their previous school(s) with no outstanding suspension or expulsion offenses pending. Alabaster City Board of Education honors suspensions and expulsion from other official Boards of Education.

ATTENDANCE CODE FOR ALABASTER CITY SCHOOLS

Daily attendance is very important. Students learn and increase their knowledge by being in class each day. Students deserve every opportunity for academic success. Students, parents, teachers, administrators, and courts are partners in developing good attendance.

Responsibilities of the Student

- A. Arrive at school on time.
- B. Be seated and ready for instruction in each class before the tardy bell rings.
- C. Bring to each class books and materials necessary to make the attendance meaningful.
- D. Remain in the class for the entire class period.

Responsibilities of the Parents

- A. Encourage their child to be present daily and on time.
- B. Discourage their child from absences related to family trips and/or vacations during the school year and appointments that could be better scheduled to not interfere with the school day.
- C. Refrain from asking the school to violate the check-out procedure approved by the Alabaster City Board of Education.
- D. Schedule necessary appointments for their child outside the school day when possible.
- E. Cooperate with the school in providing valid excuses for the child's absence to the school's office.
- F. Attend conferences arranged by school officials.
- G. Maintain working methods of communication and provide such information to the school, including a working telephone number and email address.

Responsibilities of the Teacher

- A. Develop class incentives related to improved attendance.
- B. Establish contact with parents concerning their child's attendance patterns.
- C. Work with the guidance counselor in scheduling students in programs that meet their individual needs.
- D. Recognize the importance of each class period and schedule teacher requests for students accordingly.
- E. Demonstrate to the student that planned learning experiences will take place each day.

Responsibilities of the Administration

- A. Design local school plans for improving attendance.
- B. Enforce a check-out system consistent with administrative policy.
- C. May provide a **Perfect Attendance Award** to students who have been present every complete day of the school year with no tardies, checkouts, or early dismissals.
- D. May provide an **Exemplary Attendance Certificate** for those students who attend school each day of the school year. Excessive tardies, checkouts, and/or early dismissals resulting in detention may prevent a student from earning this award.
- E. Consider many alternatives in an effort to reduce the number of suspensions and, thereby, absent days.
- F. Attempt to keep parents aware of each absence daily.

Responsibilities of the Courts

- A. Communicate with parents concerning attendance problems.
- B. Schedule informal court sessions (Early Warning Program) with parent(s) and/or students concerning attendance violations.
- C. Accept CHINS, Delinquent, and Dependent complaints and/or petitions for program violators.
- D. Exert every effort to protect the best interest of the juvenile by supporting the Attendance Program.
- E. Once truancy has been filed, all further actions reside with the Judge of Juvenile Court. The Driver Improvement Unit of the Driver's License Division in the Department of Public Safety will be notified of students who have more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester and/or students who drop out of school under the age of nineteen (19). This notification is required by Alabama Code 16-28-40 (School Enrollment Law) and will result in suspending or denying the license or permit of the student.

State Definition of Truancy & Laws Governing of School Attendance

In December 2004, the State Department of Education adopted a uniform definition of truancy to be applied throughout the state. Under this definition, it is the responsibility of a parent, guardian, or other person having charge of any child enrolled in an Alabama public school (K-12) to explain in writing the cause of any and every absence no later than three (3) school days following the student's return to school. Failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absences determined by the principal to be unexcused based on the State Department of Education's current School Attendance Manual. As unexcused absences develop, the local school will communicate with the parent/guardian to bring awareness to the attendance concern.

Upon or following the seventh (7th) unexcused absence during the school year, a truancy referral will be made to the Early Warning Program, with mandatory parent participation. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

Early Warning Program

1. Purpose – The Early Warning Program is a school/community-based program to assist public school personnel, parents, and law enforcement personnel in providing early intervention for children and youth who are truant or in danger of becoming truant. A child is truant if no explanation is provided for absences or the child is absent for reasons other than those recognized as excusable.
2. Description – The Early Warning Program is a cooperative effort involving the Alabaster City Board of Education; District Court Judge of Shelby County; The District Attorney for Shelby County; Juvenile Court Services; and The Department of Human Resources.
3. Procedure – Parents will be notified when trancies have occurred. Per State Department guidelines, participation in the Early Warning Program is required. Should trancies occur, the parent(s) and child may be summoned to a juvenile court session. Further trancies could result in the filing of a petition and/or warrant.

Listed below are excerpts of pertinent statutes relating both directly and individually to school attendance.

The law requires that every child between the ages of 6 and 17 years shall be required to attend school (§16-28-3.1, **Code of Alabama**, 1975). *Effective July 1, 2000, §16-28-16 of the **Code of Alabama**, 1975 is amended to read as follows:

"(b)...Each child who is enrolled in a public school shall be subject to the attendance and truancy provision of this article except that any parent or parents, guardian or guardians, who voluntarily enrolls their child in public school, who feels that it is in the best interest of that child shall have the right to withdraw the child at any time prior to the current compulsory attendance age."

The law also gives the responsibility for attendance and control of the child to the parent (§16-28-12, **Code of Alabama**, 1975).

If the child is truant, there are several actions that can be filed against the parent and/or the child.

Actions Against Adults

- A. A criminal action can be brought against any "parent, guardian, or other person having control or charge of any child....who fails to have such child enrolled in school or who fails to compel such child to properly conduct himself as a pupil" and they "shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days..." (§16-28-12, **Code of Alabama**, 1975).
- B. "it shall be unlawful for any parent, guardian, or other person to willfully aid, encourage, or cause any child to become delinquent, dependent, or in need of supervision or by words, acts, threats, commands, or persuasions, to induce or endeavor to induce aid, or encourage a child to do or perform any act or to follow any course of conduct which would cause or manifestly tend to cause such child to become or remain delinquent, dependent, or in need of supervision or by the neglect of any lawful duty or in other manner contribute to the delinquency, dependency, or need of a child. Failure on the part of any parent, guardian, or other person having custody of the child to cause such child to attend school as required by the compulsory attendance law shall be held to be encouraging, causing,

and contributing to the delinquency, dependency, or need of supervision of such child” (§12-15-111, **Code of Alabama** 1975, Revised). “Whoever violates this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$500 or sentenced to hard labor for the county for a period not to exceed 12 months or both.” (§12-15-111, **Code of Alabama** 1975, Revised)

- C. Educational Neglect: “Dependent child: A child whose parent(s), guardian, or custodial parent fails, refuses, or neglects to send such child to school in accordance with the terms of the compulsory school attendance laws of this state...” (§12-15-102(8) (a) (4), **Code of Alabama** 1975, Revised).

Action Against the Alleged Truant Child

“In case any child becomes a habitual truant, or because of irregular attendance or misconduct has become a menace to the best interest of the school...and the parent...files a written statement in court...the attendance officer must file a complaint before the judge of the juvenile court...whereupon such child must be proceeded against...for the purpose of ascertaining whether such a child is a dependent, neglected, or delinquent child.” (§16-28-14, **Code of Alabama**, 1975).

Notice

“In all cases investigated where no valid reason for non-enrollment or non-attendance is found, the **Attendance Officer** shall give written notice to the parent...and **shall be required** to bring criminal prosecution against the parent...” (§16-28-16, **Code of Alabama**, 1975).

Literal, not substantial, compliance is required of the notice provisions of this section. See, **Ex parte Hill**, 381 S0.2d 94 (Ala.1980) (Attached).

Custody

When a child is found away from home and not in the custody of the person having charge or control, “it shall be the duty of the attendance officer, probation officer, or other officer authorized to execute writs of arrest to take into custody **without warrant** any child required to attend school...” (§16-28-17, **Code of Alabama**, 1975).

Regulations Governing Attendance

A. Enrollment and Attendance

1. Compulsory enrollment and attendance are mandated by Alabama Law for any child between the ages of 6 and 17 years. Compulsory enrollment and attendance are required each year for these ages unless the pupil is legally excused from enrollment by the Superintendent, Board of Education, or the courts. Only those officials have the authority to excuse a child from enrollment and attendance.
2. All school personnel shall report known cases of non-enrollment and irregular attendance to the principal. The principal shall report cases of non-enrollment or irregular attendance to the System’s Student Services Department.

B. Absenteeism

1. Parents or guardians shall send a note of explanation (i.e., court notes, doctor’s notes, or parent excuses) to the school office within 3 days of the day the child returns to school. Failure of the parent or guardian to send a note will ordinarily result in the absence being marked unexcused.
 - Excuses, including medical excuses, must be received within 3 days of when the child returns to school.
 - Each school will accept excuses electronically via the parent email address or physical copies of the excuses submitted to school attendance personnel. The parent email addresses for each school are as follows:

CVES- parent.cves@acsboe.org

MVES- parent.mves@acsboe.org

TIS- parent.tis@acsboe.org

TMS- parent.tms@acsboe.org

THS- parent.ths@acsboe.org

- Excuses should include the legal first and last name of the student and be sent to the appropriate school where the child attends. Excuses that do not include the legal name or excuses sent to a school that the child does not attend may not be accepted.
 - Excuses sent by email must be received by midnight on the third day upon return.
 - **An email sent to the classroom teacher is not sufficient documentation to excuse an absence. Teachers will NOT be responsible for submitting email correspondence to the school office to explain student absences.**
 - **Faxed excuses are not acceptable.**
2. Check-outs and check-ins shall be considered as an absence for the classes missed. Notes of explanation for the absence will be required as in Section B (1) above.
 3. It is the responsibility of the student to contact the teacher within three (3) days of returning to arrange for make-up work.
 4. Students will not be allowed to participate in or attend a school function, such as athletic events, dances, field trips, etc., if they are not in school for at least one-half (1/2) of the instructional day of the event, except for emergency situations approved by the principal.
 5. At the discretion of the principal, classwork, nine-week tests, midterms, and final exams may be made up and credit given to those students who have been suspended during exam periods.
 6. Excessive absences and tardies may result in a home visit from the School Resource Officer – Alabaster Police Department and/or the Student Services Representative.

C. Number of Absences Allowed

The Alabaster City Board of Education recommends a minimum attendance standard of 168 days per school year. Therefore, a student who accumulates more than 12 absences during a school year is subject to loss of credit and/or retention. Regarding semester classes, any student enrolled in grades 9-12 who accumulates more than 6 absences in any course or subject in any semester is subject to losing credit for the semester's work in that course or subject.

1. According to the Alabama State Department of Education, excused absences are as follows.
 - a. Illness
 - b. Death in the immediate family
 - c. Inclement weather which would be dangerous to the life and health of the child as determined by the principal
 - d. Legal quarantine
 - e. Emergency conditions as determined by the principal
 - f. Absences due to religious purposes
 - g. Prior permission of the principal and consent of the custodial parent or legal guardian (a parent's prior notification to the school does not automatically excuse absence)
2. The following information is provided to you concerning the codes for absences that will appear on your child's attendance record:
 - **PE** – Parent Note - Excused
 - **DE** – Doctor's Excuse
 - **LG** - **Legal** – Court Excuse
 - **AA** – Administrative Permission
 - **OSS** – Suspension
 - **UA** – Parent Note – Unexcused
 - **UA** – No Note or Explanation
 - **ISS** - In-School Suspension
 - **RI** - Religious Purposes

PE, DE, LG and **AA** are excused absences. **UA** are unexcused absences.

3. During the 2026-2027 academic year, students are allotted 10 absences that can be excused by a parent note. Parent notes must be submitted within 3 days of when the student returns to school, subject to the same requirements listed in Section B (1) above. As unexcused absences occur, they will subtract from the amount of remaining parent notes. Once a student has accumulated 10 absences through any combination of PE and UA days, parent-written notes will not excuse time missed from school for the remainder of the school year.

Absences excused by DE or LG do not count towards the 10 allotted parent notes. Once a student has accumulated 10 or more days coded PE or UA, a doctor's excuse or court excuse will be required to explain any additional absences through the end of the school year.

Requests for approved absences due to trips and/or vacations may be submitted to the principal either preceding or following the trip/vacation. It is in the parents' and students' best interest to communicate with the principal beforehand to determine if the absence will be excused. If the absence is approved, this will count towards the limit of 10 parent notes for the school year. If the absence is not approved and days are missed, these absences will be marked unexcused and will also subtract from the 10 parent notes allowed per school year. A form for anticipated absences can be obtained at your child's school.

4. Doctor's notes must:
 - Be submitted on official practice letterhead/excuse or similar document from their CURRENT employing practice
 - Be signed by the physician or authorized practice employee
 - List the date of treatment/exam, address, and telephone number of the practice
 - Days requested to be excused while under the doctor's care
 - Excused days must reflect doctors direction, not parent request

Doctor's notes from virtual platforms, such as Teladoc, will be assessed on a case by case basis and abuse of medical excuses from virtual platforms will result in absences being marked unexcused.

Each school reserves the right to confirm the authenticity of doctor notes if forgery or alteration is suspected. Any instances of confirmed forgery or altering of a doctor's note will result in the absence(s) being unexcused and the matter will be handed over to Alabaster Police Department for further action.

5. School-sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for making up work as required. Documentation for attendance at a school activity must still be submitted to the local school following the standard procedures for submitting an excuse.

Parents may use PowerSchool to monitor daily attendance and tardies to class, as well as grades. It is the responsibility of the parent to maintain working methods of communication and provide such information to the school. This includes a working email address and working phone number(s) where parents can be reached.

D. Make-Up Work

1. **Excused Absences** – If a student is absent for any excused reason as defined above, the student **shall be allowed** the opportunity to make up all assignments missed during said absence or absences at a time agreeable to the teacher(s). Given the number of days missed due to excused absences, students shall be given an appropriate time period in which to complete the assignment(s). For assignments that were due on the day in which the student was absent, provided that the due date was previously communicated prior to the student's absence, the student should be prepared to turn in the assignment upon returning to school.
- PROCEDURE FOR RETRIEVING MISSED ACADEMIC WORK

- a. Within three (3) days of returning to school from an excused absence, the student will contact his/her teacher(s) to arrange for make-up work.
 - b. The teacher(s) will provide an overview of any academic work missed as a result of the absence, and communicate a due date for which the school work should be completed and turned in for credit.
 2. Unexcused Absences at the middle and high level - make-up work will be given at the principal's discretion.
- E. Check-out Procedure
- Students checking out of school must be signed out by the parent, legal guardian, legal custodial parent, or designated responsible adult. The principal has the responsibility of making a decision in the best interest of the student when an emergency situation or unusual circumstances arise.
- F. Notification of Parent or Guardian
1. Attendance letters will be emailed to parents of students in grades K-12 after the 2nd , 3rd and 5th absence that are not documented by court, doctor, excused parent note, or principal's permission during the school year.
- Tardies will be closely monitored, and students with consistent tardiness to school and/or excessive unexcused check-ins and check-outs may be summoned to the Early Warning Program. Tardies to school and excessive unexcused check-ins / check-outs should not exceed more than 2 per month. It is the parent's responsibility to provide the school with a working email address and to monitor that email address for school communications, including attendance information.
2. The following protocol shall be followed by schools when absences occur:
 - a. Attempted phone contact upon the occurrence of any school absence.
 - b. Provide written notification via email upon the second, third, and fifth unexcused absence.
 - c. Conduct a Pre-Early Warning Program referral conference at or after the fourth unexcused absence.
 - d. If unexcused absences total five or more days during the school year, the student may be referred to the District Attendance Meeting.
 - e. Submit an Early Warning Program student referral upon or following the seventh unexcused absence.
- G. Loss of Credit for Excessive Absences
1. When a student in grades 6-12 has accumulated more than twelve (12) absences per year, the principal shall evaluate the attendance record and may recommend retention. A student who has eight (8) unexcused absences out of a total of 12 absences may be retained due to excessive absences. If such is the case, the parent/guardian and the Student Services Department shall be notified in writing in the event of retention.
 2. Regarding high school students and semester classes, when a student in grades 9-12 has accumulated more than 6 absences in a class during the semester, the principal shall evaluate the attendance record and may recommend loss of credit. A student who has four (4) unexcused absences out of a total of 7 or more absences during a semester may be denied academic credit for excessive absences. The parent/guardian and the Student Services Department shall be notified in writing in the event of loss of credit.
 3. A student who has been retained or lost credit because of noncompliance with attendance policies shall receive a **Noncompliance Attendance** (NCA) on the report card and all other records for that semester or that year.
 4. NCA loss of grade will be made up in the same manner other failures and retentions are made up.
- H. Due Process Procedures
1. The parent, guardian, or student may request a hearing with the principal in writing, signed and dated, within five (5) days from the date of the notification of the loss of credit or retention.
 2. The failure of the parent, guardian, or student to request a hearing shall be sufficient evidence to sustain the loss of credit or retention.

3. The decision of the principal at the local school to deny credit or to retain a student may be appealed to the Superintendent in writing within five (5) days after the hearing at the local school has taken place.

Alabaster City Schools Advanced Academic Attendance Policy

This policy applies to all students enrolled in Dual Enrollment (DE) and Advanced Placement (AP) courses. These courses represent a commitment to college-level rigor and require professional-level accountability.

Attendance Philosophy and Requirement

Attendance is mandatory for all dual enrollment and AP courses. These courses are college-level academic commitments that require a high degree of "adult care" and responsibility. Because these classes often meet on a condensed schedule or follow a rigorous national curriculum, consistent attendance is vital to academic success and to meeting the stringent requirements of college-level programs.

Course Absences

While course duration (semester-long vs. year-long) is a factor in allowable absences, it is important to note that advanced academic courses carry higher expectations than standard high school courses. Consequently, the permitted absence limit for AP courses is more restrictive than the standard district policy for year-long courses.

- Dual Enrollment (DE): Students are permitted a maximum of three (3) absences per semester, per course.
- Advanced Placement (AP): Students are permitted a maximum of six (6) absences per year, per course.

These limits are inclusive of all school-sponsored activities, including but not limited to field trips, athletic events, club competitions, and meetings. Consistent punctuality is expected. (Note: Instructors may equate a specific number of tardies to an absence as per their individual syllabus).

Activity Priority and Conflicts

Enrollment in an advanced academic course is a commitment to a college-level schedule. Students are expected to prioritize these sessions over high school extracurriculars. High school faculty, coaches, or club sponsors cannot authorize a student to miss a dual enrollment or AP class. Permission granted by high school staff for an activity does not supersede this policy nor excuse the absence in the eyes of the instructor. Any student choosing to attend a school function (club, sport, or activity) over an advanced academic class does so with the understanding that it counts toward their absence limit. Extenuating circumstances may be permitted by the principal.

Documentation and Notification

Within three (3) school days of returning from an absence, students must submit a written note to both the school attendance office and their instructor. Parents may choose to email the attendance office at parent.ths@acsboe.org.

It is the responsibility of the student to contact the instructor within three (3) days of returning to arrange for make-up work. For any known upcoming school-sponsored event, students should demonstrate professional responsibility by notifying their instructor at least 48 hours in advance.

Consequences of Excessive Absences

Exceeding the permitted absence limit, or any absence without a valid parent, medical, or court excuse, will result in the following:

- For Dual Enrollment (DE):
 - A drop of one full letter grade for the course.
 - Potential Administrative Withdrawal from the course. This may result in a "W" or "F" on the student's permanent college transcript, potentially impacting future financial aid eligibility and college admissions.
- For Advanced Placement (AP):
 - Loss of Quality Point: Failure to meet the attendance requirements of the AP curriculum will result in the loss of the AP quality point (GPA "bump").

By remaining enrolled in a Dual Enrollment or Advanced Placement course, the student and parent acknowledge and agree to adhere to the terms of this attendance policy.

NOTIFICATION OF RIGHTS UNDER PUBLIC LAW 93-380

Parents or guardians have the right to inspect and review all official records, files, and data directly relating to their children including the permanent record folder. This right is conferred upon the student when the student becomes 18 years of age.

A request to review such records must be made to the school principal. Upon review of such records, the parent, guardian, or eligible-age student may request a hearing to challenge the content of such records if desired. No personally identifiable information of students will be released without the written consent of parent, guardian, or eligible-age, student **except in the following:**

- A. School personnel involved in the educational process.
- B. Officials of other schools in which the student enrolls or intends to enroll
- C. Authorized representative of:
 - a. Comptroller General of the United States
 - b. The Secretary of the Office of Education
 - c. An administrative head of an education agency
 - d. Any state education agency

Transcripts of permanent records will be sent to other schools in which a student enrolls or intends to enroll when requested by school officials or when requested by the parent, guardian, or eligible-age student.

ACCESSIBILITY OF RECORD TO MILITARY RECRUITERS

According to Alabama Law (§ **Code of Alabama**) all city and county public school systems of Alabama shall allow reasonable access of their public school facilities to official recruiting representatives of branches of the armed forces and military forces of the United States, consistent with policies governing other agencies not a part of the school system, to inform the student on the educational and occupational options in military services. If you choose for your child's name and address not to be given out to official recruiting representatives of branches of the armed forces and military forces, you must notify the school of this request in writing, within fifteen (15) days of enrollment.

IMMUNIZATION AND SOCIAL SECURITY NUMBER REQUIREMENTS

According to Alabama law (§16-30-4, **Code of Alabama**), Boards of Education shall require each pupil who is otherwise entitled to admittance to present an Alabama Certificate of Immunization. These certificates may be obtained from the Shelby County Health Department or your local physician. Every child enrolled will be issued a unique school number to be used for school/registration purposes.

STUDENT SUBSTANCE ABUSE PROGRAM

Alabaster City Schools requires that all students report to school, sport practices, and competitive events without prohibited substances in their system. Participating in student competitive extracurricular activities and parking a vehicle on school grounds is a privilege, not a right, and the student must be willing to conform to the guidelines of the Competitive Extracurricular Substance Abuse Program and the Student Parking Privilege Substance Abuse Program in order to participate in these activities.

In order to enforce these rules, the Board reserves the right to require all students participating in a competitive extracurricular activity or parking a vehicle on Board property to submit, at any time prior to, during, or following any practice, competitive event, or otherwise while under supervision or care of this School, to a drug test to determine the presence of prohibited substances. Failure to conform to the Substance Abuse Policy will result in a student being suspended from participation for a minimum period and completing an approved drug education program. Parents will sign consent through the activity or parking pass purchase, and it is the parent's responsibility to notify the school if the student stops participating in the activity or parking on campus and wishes to be removed from the random drug testing program.

HARASSMENT, VIOLENCE, THREATS OF VIOLENCE, AND INTIMIDATION

Passed by the state of Alabama Legislature, House Bill 216 became effective July 1, 2010. As a result, public school districts in Alabama are now required to establish a school board policy to address and prevent harassment, violence, threats to do violence, and intimidation in the school environment. Subsequently, the Alabaster City Board of Education adopted its own anti-harassment policy which strictly prohibits this behavior. Harassment is defined as a continuous pattern of intentional behavior, and includes, but is not limited to, written, electronic, verbal, or physical acts that are reasonably perceived to be threatening by the student victims.

In an effort to minimize this type of behavior in the school environment, the Alabaster City Board of Education has created a process whereby a student, or the student's parent or legal guardian, may report instances of harassment to the school administrator for further review and investigation. The reporting form is available through the school district's website. When incidents of harassment are investigated and confirmed, the school administrator will apply appropriate disciplinary consequences.

STUDENT CELL PHONE USE

WIRELESS COMMUNICATION DEVICES

Starting with the 2025–2026 school year, Alabama law requires new restrictions on student use of wireless communication devices at school.

What counts as a wireless communication device?

“Wireless communication device” means a cellular telephone, tablet computer, laptop computer, pager, gaming device, smart watch or other wearable technology, iPad, earbuds including AirPods, or any other portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

Devices must be Turned Off and Stored:

Under the new law and ACS Board Policy, students must turn off and store all wireless communication devices away from their person during the instructional day. This includes:

- From the first bell to the final bell
- During class time, lunch, transitions between classes, and any non-instructional periods;
- Any other time a teacher or administrator directs that devices be turned off and put away.

Devices must be stored in one of the following places:

- A locker
- A vehicle
- A school-approved storage location including backpack.

Each school will provide parents and students with information regarding approved storage locations.

Device Use is Allowed Only Under the Following Limited Circumstances:

- It is specifically allowed by the student's IEP, Section 504 Plan, or Health Plan.
- A teacher or administrator has given permission for educational purposes.
- There is a true emergency that threatens the life or safety of the student or another person. In emergencies, students should still notify a teacher or adult first whenever possible.

Disciplinary Consequences for Violations:

Best practice is to leave all electronic devices at home. Alabaster City Schools is not responsible for storage, security, loss, and/or damage of electronic devices.

1st Offense- Verbal Warning

2nd Offense- Verbal Warning- Parent Contact

3rd Offense- After School Detention (or ISD if school does not have after-school detention)- Parent Contact- Device removed to end of day- Student may pick up in school office at end of day

4th-5th Offenses-ISD- Removal of device and parent must pick up from the school office during office hours

6th Offense-Suspension- Success plan created with admin, parent, student at school

Any other offenses, progressive discipline starting with OSS, Alternative School (Secondary Students), and Early Warning Referral.

Offenses start over at the beginning of the semester.

Failure to comply with the directions of staff and/or consequences may result in additional disciplinary action.

Important Notes for Parents and Students:

- Devices may be confiscated and searched in accordance with Board policy and applicable law.
- Alabaster City Schools is not responsible for lost, damaged, or stolen devices. Students bring personal devices to school at their own risk.
- The school may choose not to investigate missing or damaged device claims.

Devices on the School Bus:

Students may bring and use devices on the school bus if allowed by school and/or bus driver, but:

- Recording, videoing, or creating a disruption is prohibited.
- Violations may result in loss of bus device privileges and further disciplinary action.
- Alabaster City Schools assumes no responsibility for device loss, theft, or damage

ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY RULES AND REGULATIONS

Technology

Alabaster City Schools Board of Education provides students with access to technology in order to enhance student learning. The term “technology” as used in this document, is intended to have a broad interpretation. The term “technology” as used herein, includes, but is not limited to computers, networks, the Internet, electronic mail, instant messaging, electronic devices, mobile devices, wearable devices, hardware, software, and accounts. Although cell phones, smartphones, and wearable technology can be used for many of the same activities as other forms of technology, additional rules apply to the possession and use of these communication devices.

This AUP applies to all technology, regardless of ownership, used on school property, during school hours, or during other school-related activities. It also applies to the use of Board-owned technology regardless of location or time of day.

Parental Restriction on Independent Internet Access

Parents of students under the age of 17 may request that their child not be allowed to independently access the Internet by notifying the school principal in writing within fifteen (15) school days of the student’s first day of attendance **each** school year. This restriction applies to the student independently operating any Board-owned technology to access the

Internet. It does not prohibit the student from viewing Internet Sites presented by school staff or by other students as part of a lesson or from using Internet-hosted software used by the school. In these cases, school personnel will take appropriate steps to restrict the student from using technology to access the Internet beyond the scope of the lesson or assessment. However, school staff cannot directly supervise every student every minute of the day they are on the computer.

Personally-Owned Technology

The use of any personally-owned technology at school is a privilege, not a right. The Board reserves the right to place conditions on, restrict, or prohibit the use of personally owned technology on its property. Students may only use personal technology during school hours when given specific permission to do so by their teacher or a school administrator. Prior to bringing any personal technology to school, students must first determine which devices their school allows on campus. Permissions may vary from school to school. All devices, software, or accounts used to set up their own network for Internet access, such as wireless access points or “hotspots”, virtual private networks (VPNs), are prohibited at all schools.

School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, Board policy, the Code of Student Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation. The school/school system is not responsible for the loss, damage, or theft of any electronic device brought to school or to a school event.

Rules and Limitations

Students should strive to be good “digital citizens”. In addition to following this AUP, school rules, and Board Policies, students must also comply with all applicable local, state, and federal laws when using technology. Any student identified as a security risk, or as having a history of such may have their access to technology restricted or denied and may be prohibited from bringing personally-owned technology on campus.

Expectation of Privacy

Students should not expect that their files, communications, or Internet use while using Board-owned technology are private. Authorized staff may access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology at any time and without prior notice in order to determine if a user is in violation of any of the Board’s rules, or for any reason not prohibited by law. In addition, authorized staff may delete or remove a user’s files from Board-owned technology without warning when those files violate the AUP or when necessary to maintain safe and correct operations of the Board’s Technology.

As noted above, school officials may read, examine, or inspect the contents of any personally-owned technology upon reasonable suspicion that the contents or recent utilization of the technology contain an actual or suspected violation of the law, Board policy, or the code of student conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

Permission to Use Technology

In general, students while on campus should only use technology with a teacher or administrator’s permission for school-related purposes.

Students must have specific permission in order to...

- Use personally-owned technology while in school.
- Publish information to websites, blogs, wikis, or other online workspaces. When doing so, students are expected to adhere to applicable design requirements, online safety practices, and general rules of good behavior.
- Take Board-owned technology off-campus. A permission form, including specific instructions and conditions, may need to be signed.

Examples of Unacceptable Use

This list does not cover every possible inappropriate action or use of technology. Students who engage in actions not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

Students shall not:

1. Tamper with or modify technology, utilities, and configurations, or modify access control permissions, either with or without malicious intent.

2. Dispose of, move, or remove technology from its assigned location without the express direction or permission of the supervising teacher.
3. Disable, circumvent, or avoid security measures, including the use of proxies to bypass Internet filters, log-on procedures, or any other security feature.
4. Send or intentionally receive files dangerous to the integrity of the network.
5. Intentionally damage, destroy, disable, or remove parts from technology devices. In such cases, students or their families may be held financially responsible for the repair, replacement, or reconfiguration of affected equipment.
6. Intentionally damage, delete, destroy, or interrupt access to software or data files. In such cases, students or their families may be held financially responsible for the reinstallation, replacement, or reconfiguration of affected software and files.
7. Develop or install malicious software (on or off campus) designed to infiltrate computers, damage hardware or software, spy on others, or compromise security measures.
8. Disrupt the use of others by creating excessive network congestion through the use of online gaming, video, audio, or other media for non-school purposes.
9. Use technology in any way with the intention of annoying, bullying (i.e. cyberbullying), harassing, interfering with, or causing harm to individuals, institutions, organizations, or companies.
10. Install or download any software, including toolbars, without authorization.
11. Broadcast messages or participate in sending/perpetuating chain letters on networks.
12. Install or modify wireless connectivity devices such as wireless access points and routers.
13. Connect personal devices to system-owned or maintained equipment, or "tether", in order to use Wi-Fi or cellular services, through which unfiltered Internet access may be gained.

Students shall not:

14. Attempt to obtain, steal, hack, or otherwise alter another user's login ID and/or password.
15. Access or use another user's account, network credentials, resources, programs, files, or data.
16. Allow others to use your network account and/or password to access the network, email, or the Internet.
17. Use another person's identity or a fictitious identity.
18. Save information on any network drive or device other than your personal home directory or a teacher-specified and approved location.
19. Cause files to appear as if another person created them.
20. Forge or otherwise falsely reproduce or alter report cards, letters from the school, or other school system correspondence.
21. Forge or attempt to forge or "spoof" email messages.
22. Send or attempt to send anonymous email messages.
23. Use technology to cheat or plagiarize or assist others to cheat or plagiarize.
24. Send or request information including but not limited to hoaxes, chain letters, jokes, phishing scams, etc.
25. Intentionally waste supplies and materials.
26. Download games or play online games for personal entertainment rather than learning.
27. Use any System technology resource for personal gain, commercial, political, or financial gain.
28. Participate in personal, non-instructional, digital, or online communications without the explicit permission and supervision of authorized school personnel (i.e. chat, email, social media, forums, text or instant messaging, blogging, etc.).
29. Create, access, view, or post to personal online accounts while at school.

Students shall not:

30. Intentionally use or steal another person's technology device such as a cell phone, Chromebook computer, or Chromebook equipment (i.e., power adapter, power charger, cord, case, etc.).
31. Use inappropriate language, gestures, or symbols in any digital communications or files, including audio/video files.
32. Create, store, access, use, request, display, or post impolite, abusive, offensive, obscene, profane, racist, inflammatory, libelous, inaccurate, derogatory, malicious, insulting, embarrassing, bullying, or threatening language, images, audio files, messages or other files.

33. Edit or modify digital pictures with the intent to embarrass, harass, or bully.
34. Link to external sites considered inappropriate by Board standards.
35. Intentionally view or encourage/enable others to view any material that may not have been filtered but would be classified as inappropriate for the school environment whether on the Internet, sent as an email attachment, or accessed from a digital storage device.
36. Commit the Board, any school, or any employee of the Board, to any unauthorized financial obligation. Any resulting financial burden will remain with the user originating such obligations.
37. Conduct communications about unlawful activities including references to illegal or controlled drugs, gun crimes, or violence.
38. Violate federal, state, or local laws, including the use of network resources to commit forgers or to create a forged instrument (i.e. counterfeit money, fake identification, etc.).
39. Violate copyright laws, including illegally copying software, music, videos, and documents. (Students should become familiar with Copyright, the Digital Millennium Copyright Act, and Fair Use laws to ensure they fully understand the limitations of Fair Use rights).
40. Copy or use logos, icons, graphics, trademarks, or other legally protected data or images.

Students shall not:

41. Use technology to compromise the personal privacy, reputation, identity, or safety of themselves or others.
42. Attempt to read, delete, copy, forward, or modify the email or electronic files of others.
43. Post any false or damaging information about other people, the school system, or other organizations.
44. Falsely post as an employee of the Board of Education on any website, online forum, social networking site, or other online venues.
45. Post the image or intellectual property of others without their permission.
46. Post or expose the personal information of yourself or others. Personal information includes, but is not limited to a person's full name, home or work address, phone numbers, and social security number.
47. Post your own full name or the full name of other students to a school website, blog, wiki, or other publicly accessible Internet sites. When posting information about yourself or a fellow student, you may only use the first name and first letter of the last name of the individual. In addition, no information may be posted about a student if their parent or guardian has notified the school in writing that their child's information cannot be posted on the web.
48. Make appointments to meet unknown individuals contacted via electronic communications.

Disciplinary Actions

Students are responsible for their behavior as it relates to technology. Therefore, students who are issued individual accounts shall take responsibility for keeping their login IDs and passwords secure.

School and/or System-level administrators will make the determination as to whether specific behavior has violated acceptable practices. Disciplinary actions for violating the AUP will be commensurate with those outlined in the Alabaster City Board of Education Student Code of Conduct and Attendance. In certain cases, financial penalties may apply.

Technology networks can provide individuals with access to locations in the United States and around the world. Students should be aware that they may be liable for any violations of the law committed while using technology.

The Alabaster City Board of Education will provide information about the use of its technology resources to local, State, or Federal law enforcement agencies or civil courts in accordance with applicable law.

Limitation on Liability

The Board makes no warranties of any kind; either expressed or implied, that the functions or the services provided by or through the Board's technology will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data, failure to block or filter, or interruptions of service.

The Board will take reasonable steps to maintain the security of its technology; however, no assurance can be given that security breaches will not occur. Students should report any suspected or actual breach of security.

Although the Board claims ownership of its various technology, all user-generated data, including email content and digital images, is implicitly understood to be representative of the author's individual point of view and not that of the school or school system. Students and their parents must also be aware that the Board cannot assume any liability arising out of the illegal or inappropriate use of technology.

Alabaster City Schools provides technology measures that include blocking or filtering internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Students should report materials, images, etc. which they feel are inappropriate or a disruption of the learning environment to a teacher, school administrator, and/or to the Alabaster City Schools Information Technology Department.

Artificial Intelligence (AI) Guidelines

Students and staff may use generative AI tools for instructional purposes when aligned with school expectations and under administrative or teacher supervision. These tools must not be used to complete assignments intended to reflect original thinking or to plagiarize, fabricate data, or misrepresent work. This includes submitting AI-generated content as one's own, reusing prior assignments without permission, or altering information to deceive teachers or staff. Any use of AI that results in cheating, plagiarism, fabrication, or misrepresentation will be considered a violation of the Student Code of Conduct.

Teachers are encouraged to explore generative AI tools to enhance instruction, streamline tasks, and support student learning. Staff should use these tools responsibly and avoid uploading student data into AI platforms that the district has not approved. All use of AI must align with district privacy policies, FERPA, and instructional standards.

Acknowledgment Form

By electronically signing the Student Code of Conduct Acknowledgement form, students and parents affirm that they have received and understand these rules and regulations. However, failure to electronically sign or return a signed form does not release students from their obligation to abide by these AUP rules and regulations and all other applicable Board policies. See Attachment #4.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA), A Federal law, requires that Alabaster City Schools (ACS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, ACS 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 ACS to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for wrestling, showing weight and height of team members.

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 1986 (ESEA) to provide military recruiters and institutions of higher learning, 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 consent.

If you do not allow ACS to disclose directory information from your child's education records without your prior written consent, you must notify the School principal in writing within fifteen (15) school days of the student's first day of attendance.

ACS may disclose the following examples as directory information:

- Student's name
- Address

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

These laws are: Section 9528 of the ESEA (20 U.S.C 7908), as amended by the No Child Left Behind Act of 2001 (P.O. 107-110), the education bill, and 10 U.S.C. 504, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's Armed Forces.

NOTIFICATION OF RIGHTS UNDER FERPA

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

- The right to inspect and review the student's education records within 45 days of the day the School received a request for access.
- Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the school principal decides not to amend the record as requested by the parent or eligible student, the school principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); personnel serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records **without consent** to officials of another school or school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT **(PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. *Consent* before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education -
 - 1. Political affiliations or beliefs of the student or student's parent;
 - 2. Mental or psychological problems of the student or student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or parents; or
 - 8. Income, other than as required by law to determine program eligibility
- B. *Receive notice and an opportunity to opt a student out of* -
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use -
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 - 3. Instruction material used as part of the education curriculum

Alabaster City School (ACS) will develop these policies, in consultation with parents, regarding these rights, as well as arrangements to protect student's privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ACS will notify parents and eligible students of these policies annually through the publication of the Alabaster City Schools Code of Conduct and Attendance and up enrollment of students thereafter.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ALABAMA DEPARTMENT OF PUBLIC HEALTH IMMUNIZATION FORM INSPECTION

Each year, the Alabama Department of Public Health (ADPH) conducts an audit of student immunization records to ensure that children enrolled in school in Alabama are protected from vaccine-preventable diseases or have a valid exemption from vaccination.

The Family Education Rights and Privacy Act mandates parental consent be obtained for persons not employed by this school to view the records of its students.

If you **DO NOT** wish your Child's Immunization Record (COL) to be evaluated by ADPH personnel, please notify your child's school in writing within fifteen (15) days of enrollment and your request will be placed with your child's form.

NO RESPONSE from you will indicate that you will allow ADPH to audit the immunization of your child.

MEDIA AND WEB RELEASE

Media Release

From time to time the school and/or school district may wish to publish the image and/or intellectual property of students in order to enhance individual, group, school, or system-wide accomplishments. Intellectual property includes but is not limited to, photographs, audio/video productions, and other written and graphic works. These reproductions can be used to publicize/promote the child's school or the school district through commercial print or television media and through its own media productions. This also includes school yearbooks, school newspapers, and programs for school events such as athletics, choral, and band.

Unless parents notify the school in writing that they do not grant the Alabaster City Board of Education the right and permission to publish their child's image and/or intellectual property, these images and/or intellectual property may be used for publication, broadcast, or reproduction without limitations, or reservation, or any fee.

WebRelease

From time to time a teacher, the school and/or the school district may wish to publish the image and/or intellectual property of students to various official websites operated by the district, including official online school newspapers. Intellectual property includes, but is not limited to, photographs, audio/video productions, and other written and graphic works. The intent of such postings is to report school or district news and to enhance individual, group, school, or system-wide accomplishments.

In addition, many teachers now use blogs or other online learning management programs as a means of having students submit comments and intellectual property as a modern-day method of engaging students in learning. In some cases, the work that students submit to these blogs is readable by the general public. Students are instructed never to use their full name in such postings.

Unless parents notify the school in writing within fifteen (15) days of enrollment that they do not grant the school and/or Alabaster City Board of Education the right and permission to publish their child's image and/or intellectual property on its various official websites, then these images and/or intellectual property may be used in web publications without limitations, or reservation, or any fee.

Online School Newspapers

As a general practice, teachers are instructed never to publish a minor child's individual, identifiable photograph along with their full first and last name to any website. However, in the case of an official online school newspaper, the school may naturally wish to publish the student's full name and picture. Parents who do not wish their child's full name and identifiable picture to be used in an official school newspaper must also notify the school in writing within fifteen (15) days of enrollment.

Restricting Media and Web Publishing

Parents should refer to the Parental Permission section of this Code of Conduct for information on how to notify the school of any restrictions they wish to place on either Media or Web publishing.

IMPORTANT PARENT NOTIFICATIONS AND PARENT'S RIGHT TO RESTRICT

Technology

Parent Restriction on Independent Internet Access

According to the Children's Internet Protection Act (CIPA) parents of students under the age of 17, may prohibit their child from accessing the Internet independently while at school. This restriction applied to the student independently operating any Board-owned technology to access the Internet. It does not prohibit the student from viewing Internet sites presented by school staff or by other students as part of a lesson, or from using Internet-hosted software used by the school.

Parents who wish to prohibit their child from using the Internet independently must notify the school principal in writing within fifteen (15) school days of the student's first day of attendance each school year. In these cases, school personnel will take appropriate steps to restrict the student from using Board-owned technology to access the Internet beyond the scope of the lesson or assessment. It is not reasonable that school staff can directly supervise every student every minute of the day. Therefore, parents should explain this restriction to their child in order to help the school enforce their wishes.

Parent Restriction on Students Setting Up Online Accounts without Parental Permissions

We are indeed lucky that there are so many free educational resources available on the Internet. Throughout the year, teachers may find free, educationally appropriate online software programs that they wish their students to use. Due to the Children's Online Privacy Protection Act (COPPA) and other conditions, some publishers may require the parents of minors to grant permission before the child sets up an account in their program.

Because obtaining written permission for every program for every student will be burdensome on both the school and the parent, Alabaster City Schools will use the following process. Teachers who plan to use such programs will first obtain their principal's permission to do so. The principal will review the Terms and Use and the Privacy Policy of the software. Once the principal approves the use of the software, the teacher will be allowed to instruct students to set up their online accounts and begin using the program.

Parents who do not want their child to be able to set up an online account in an approved program, but would rather be informed individually about each program being used, must notify the school in writing within fifteen (15) school days of the student's first day of attendance each school year. Once this letter is on file at the school, the teacher will notify the parent of their intentions to use a free program that requires parental permission and the parent will need to send a written permission form to the school for that individual program before the child can create an account and use the program at school.

It is the parent's responsibility to explain to their child that they do not wish them to use a particular program. If a parent denies permission for their child to set up an account in a specific program but the child subsequently sets up an account from home or elsewhere on their own, it will not be the school's responsibility.

Important Technology-Related Notices to Parents

Personally-Owned Technology

The use of any personally-owned technology at school is a privilege, not a right. Prior to bringing any personal technology to school, students must first determine which devices their school allows on campus. Permissions may vary from school to school.

Legal Issues

Technology networks can provide individuals with access to locations in the United States and around the world. Persons should be aware that they may be liable for hurtful speech, invasion of privacy, copyright, and other violations in all 50 states and worldwide. The Alabaster City Board of Education will cooperate with any properly executed request from any local, State, or Federal law enforcement agency or civil court.

Limitation on Liability

The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board's technology will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data, failure to block or filter, or interruption of service.

The Board will take reasonable steps to maintain the security of its technology; however, no assurance can be given that security breaches will not occur. Students should report any suspected or actual breach of security.

Although the Board claims ownership of its various technology, all user-generated data, including email content and digital images, is implicitly understood to be representative of the author's individual point of view and not that of the school or school system. Students and their parents must also be aware that the Board cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

Alabaster City Schools provides technology measures that include blocking or filtering internet access to visual depictions and text that are obscene, pornographic or harmful to minors. These measures cannot be considered 100% effective. Students should report materials, images, etc. which they feel are inappropriate or a disruption of the learning environment to a teacher, school administrator, and/or to the Alabaster City Schools Information Technology Department.

Acknowledgment Form

Failure to electronically sign or return a signed Student Code of Conduct Acknowledgement form does not release students from their obligation to abide by these AUP rules and regulations and all other applicable Board policies.

Media and Web Publishing

Parent Restriction on Media and Web Publishing

Parents who do not grant the school permission to publish their child's image and/or intellectual property as explained earlier in this Code of Conduct must write to the school principal within fifteen (15) school days of the student's first

day of attendance each school year. Once submitted, parents can change or remove these restrictions by submitting such changes in writing to the school's principal. However, the district and/or school cannot retract or change any items that were sent to publishers prior to the parent submitting the change.

Online School Newspaper Publishing

Parents who do not wish their child's full name and identifiable picture to be used in an official online school newspaper must notify the school in writing within fifteen (15) days of enrollment.

Yearbook Publishing

Parents should pay close attention to the fact that yearbook pictures are also covered by any general publishing restrictions they put in place.

Military Recruiters

If you choose for your child's name and address not to be given out to official recruiting representatives of branches of the armed forces and military forces, you must notify the school of this request in writing within fifteen (15) school days of the student's first day of attendance.

ELECTRONIC FORMS COMPLETED DURING ONLINE REGISTRATION

STUDENT CHECKOUT AUTHORIZATION

Students will not be allowed to leave school unless picked up by a parent, guardian, or other authorized adult. This permission form, completed during the online registration process, lists names of adults other than the parent or guardian who is authorized to pick up the student. If the information should change, the school should be notified in writing by the enrolling parent. Exceptions may be made by the principal in emergency situations.

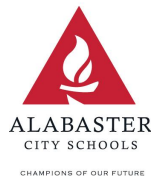
PARENT AND STUDENT ACKNOWLEDGMENT CODE OF CONDUCT AND ATTENDANCE

Alabama law mandates that every child between the ages of 6 and 17 years shall be required to attend school and that every parent, guardian, or other person having control or charge of any child required to attend school shall explain the cause of any absence of child under his control or charge. This law has been amended to also state that each child who is enrolled in a public school shall be subject to the attendance and truancy laws of the state of Alabama. My electronic signature during the registration process indicates that I reviewed all of the information set forth in the **Code of Conduct and Attendance**. My electronic signature also indicates acknowledgment of my responsibility as a parent to **abide by the guidelines and requests set forth in the Code of Conduct**.

ACKNOWLEDGMENT OF STUDENT LOCKER USE

I acknowledge and understand that:

1. Student lockers are the property of Alabaster City Schools.
2. Student lockers remain at all times under the control of Alabaster City Schools.
3. Students are expected to assume full responsibility for their school locker.
4. Students are not permitted to use private locks on their school lockers.
5. Alabaster City Schools retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.



ALABASTER CITY SCHOOLS MEDICATION PROCEDURES SUMMARY

Dear Parents/Guardians,

Each year, Alabaster City Schools approves **medication procedures** for all students in Alabaster City Schools. This summary is to inform you of the requirements of the medication procedures, should your child require **Prescription or Over the Counter (OTC)** medications while attending school.

- **All medications**, whether Prescription or Over-the Counter (OTC) must be turned into the school nurse by the student's parent/guardian or other responsible adult.
- **Medications cannot be transported on the bus** (except emergency medications and approved medications prescribed for self-administration.)
- No student will be permitted to carry or possess any type of medications, whether Prescription or Over-the Counter, on his/her person at any time (except medications approved and prescribed for self- carry/self-administration.)
- **Controlled substances cannot** be approved for self-administration by a licensed prescriber.
- **The parent/guardian must sign a School Medication Physician/Prescriber/Parent Authorization Form (Attachment #1)** before any medication, Prescription or Over-the Counter, can be administered at school.
- **Over-the Counter medications** will require the parent/guardian signature only on the medication authorization form and is valid for two weeks. A physician/prescriber and parent/guardian signature will be required to keep OTC medication longer than 2 weeks.
- **Prescription medication** will require the physician/prescriber signature on the authorization form (Attachment #1) as well as the parent/guardian signature.
- **Prescription samples** must have a completed School Medication Physician/Prescriber/Parent Authorization Form signed by the Prescriber and Parent.
- If the Prescription medication order is **changed** during the school year, a **new authorization** form (Attachment #1) is required. Both physician/prescriber and parent/guardian must sign the form.
- For Prescription medications, **a current pharmacy labeled container is required** which includes the student's name, physician name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when appropriate and must match the medication order written on the PPA (Attachment #1)
- For **Over-the-Counter medications**, an unexpired, unopened, age appropriate, original container is required and all manufacturers' labeling must be clearly legible. The student's name must be written on the container.
- **The school will not supply** any Prescription or OTC medications to staff or students.
- All unused medications not picked up by parents/guardians by the last day of each school year **will be discarded** according to medication procedure guidelines.
- It is the parent's responsibility to make the school nurse aware of any medical services needed for after school activities.
- Non-FDA approved supplements/substances used to treat medical conditions, including essential oils and CBD type oils can NOT be administered at school. Students, parents, and staff are not allowed to possess CBD oil substances on school property.

These medication procedures were adopted with your child's safety in mind. If you have any questions concerning these medication procedures, please contact your school nurse.

ATTACHMENT #1

ALABAMA STATE DEPARTMENT OF EDUCATION SCHOOL MEDICATION

PRESCRIBER/PARENT AUTHORIZATION

STUDENT INFORMATION

Student's Name: _____ School: _____ School Year: ____ - ____
Date of Birth: ____/____/____ Age: ____ Grade: ____ Teacher: _____
☐ No known drug allergies—if drug allergies list: _____ Weight: ____ lbs

PRESCRIBER AUTHORIZATION *(To be completed by licensed healthcare provider)*

Medication Name: _____ Dosage: _____ Route: _____
Frequency/Time(s) to be given: _____ Start Date: ____/____/____ Stop Date: ____/____/____

Reason for taking medication: _____

Potential side effects/contraindications/adverse reactions: _____

Treatment order in the event of an adverse reaction: _____

SPECIAL INSTRUCTIONS:*(Circle One)*

Is the medication a controlled substance? Yes No

Is self-medication permitted and recommended? Yes No

(If "yes" I hereby affirm this student has been instructed on proper self-administration of the prescribed medication.)

Do you recommend this medication be kept "on-person" by the student? Yes No

Printed Name of Licensed Healthcare Provider: _____ Phone: () ____ - ____

Signature of Licensed Healthcare Provider: _____ Date: ____/____/____ Fax: ____ - ____

PARENT AUTHORIZATION

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up with the medication.

Prescription Medication must be registered with the School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with the student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate.

Over the Counter Medication must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

Parent's/Guardian's Signature: _____ Date: ____/____/____ Phone: () ____ - ____

SELF-ADMINISTRATION AUTHORIZATION

(To be completed ONLY if the student is authorized to complete self-care by a licensed healthcare provider.)

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).

Signature of Parent: _____ Date: ____/____/____ Phone: () ____ - ____

ATTACHMENT #2

ALABASTER CITY SCHOOLS **ACKNOWLEDGEMENT CONCERNING USE OF STUDENT PARKING LOTS**

I understand that it is a privilege, not a right, to participate in the Parking Privileges Program offered by Alabaster City Schools, and that I must comply with the Parking Privileges Program Substance Abuse Policy in order to be given the privilege to participate in these events. I have read and understand the Alabaster City Schools Parking Privileges Substance Abuse Program policy procedures and penalties and agree to abide by these rules regarding the possession and use of prohibited substances.

I agree to submit to prohibited substance screenings, as outlined in the Alabaster City Schools Parking Privileges Substance Abuse Program Policy and Procedures, as a condition for my initial or continued participation in parking privileges. I specifically consent to allow urine, breath, saliva, and/or hair to be taken in accordance with the Board's policy and procedures and consent to allow those samples to be forwarded to the Board's Drug testing agency for testing to determine the existence of prohibited substances. I authorize any laboratory or medical provider to release test results to the Board, the Medical Review Officer, the Drug Program Coordinator, and to local school Administrators.

I also expressly authorize the Board and/or the MRO to release any test-related information, including positive results:

- A. as directed by my specific, written consent authorizing the release of the information to an identified person,
- B. (to the finder of fact in any lawsuit, grievance, or other proceeding initiated by or on behalf of myself, and/or
- C. under compulsion of law.

I understand that the refusal to submit to testing for the use of prohibited substances will prohibit me from my initial and continued participation in the parking privileges offered by Alabaster City Schools.

I also understand that:

- A. Alabaster City Schools retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property;
- B. Alabaster City Schools may inspect the interiors of student automobiles whenever a school official has reasonable suspicion to believe illegal, unauthorized, and/or contraband materials are contained inside the automobiles;
- C. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant; and if a student fails to provide access to the interior of his/her car upon request by a school official, the student will be subject to school disciplinary action.
- D. Parking permits may be revoked due to disciplinary action (leaving school without permission, smoking, etc.)

This document will remain in effect and serve as my continued consent and release while I am a student in Alabaster City Schools, unless and until revoked by me in writing. **I FULLY UNDERSTAND THE CONSEQUENCES STATED IN THIS POLICY.**

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

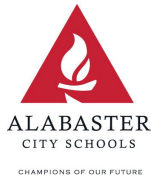
Vehicle Information

Tag No.: _____ Year of Vehicle: _____ Make of Vehicle: _____

Color of Vehicle: _____ Owner of Vehicle: _____

Owner's Phone No.: _____ Student's Driver's License No.: _____

Vehicle VIN #: _____ Insurance Co. for Vehicle: _____



ATTACHMENT #3

PARENT REQUEST FORM FOR EXCUSED ABSENCE

Date(s) of planned absence: _____ Number of school days to be missed: _____

Student Name	School	Grade	Absences to Date

Are siblings at other Alabaster City Schools also included in this request? (If yes, please list.)

Student Name	School	Grade	Absences to Date

Number of days requested for excused absences this year: _____

Briefly explain the purpose/reason for this request: _____

Note: Pending administrator approval of this request, the student(s) will be responsible for securing and completing all academic assignments that are missed as a result of this absence.

Parent Signature: _____ Date: _____

For School Office Use Only:

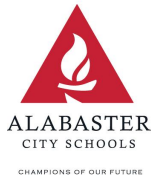
Decision regarding this parent request:

Approved

Denied

Follow-up with other local school Administrators

Administrator's Signature: _____ Date: _____



ATTACHMENT #4

ALABASTER CITY SCHOOLS STUDENT ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY RULES AND REGULATIONS ACKNOWLEDGMENT FORM

(This form was completed electronically during the online registration process.)

Student Name: _____ Grade: _____

School: _____ School Year: ____ - ____

Each student in Alabaster City Schools may be offered access to technology resources, including use of the Internet, e-mail, or social media as part of his or her educational program. Each person utilizing Alabaster City Schools' technology must agree to abide by Alabaster City Schools' Acceptable Use Policy for Technology Rules and Regulations by all applicable provisions of the Student Code of Conduct. In addition, these rules and regulations apply to personally-owned devices brought on campus by students.

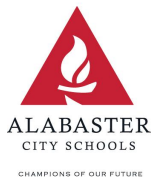
Failure to sign or return a signed form does not release students from their obligation to abide by these AUP rules and regulations and all other applicable Board policies.

This form supersedes any prior forms, agreements, or statements.

Please sign to acknowledge having read and understand these rules and regulations in the Student Acceptable Use Policy (AUP) to Technology Rules and Regulations.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



ATTACHMENT #5

FORM FOR REPORTING A COMPLAINT OF BULLYING, INTIMIDATION, VIOLENCE, AND THREATS OF VIOLENCE

This form may be used by a student or a student's parent or guardian to submit a complaint regarding Bullying, Intimidation, Violence, and Threats of Violence as defined by state law and school system policy (Board Policy 3.43 [Jamari Terrell Williams Student Bullying Act Policy]). **This form should be delivered to the principal or the principal's designee either by mail or personal delivery. You may also complete the Bullying Report Form located on the Alabaster City Schools Website.**

Student's Name: _____ School: _____

Home Phone: _____ Email Address: _____

Home Address: _____

Preferred method of contact (provide address, e-mail, or phone number): _____

Describe the conduct/circumstances leading to the complaint, including all pertinent facts supporting the complaint. (*Attach additional paper, if needed.*)

When did this happen (over what time period if continuing for more than once):(*Attach additional paper, if needed.*)

Identify the person(s) whose actions led to the filing of the complaint, and all witnesses or other persons having information that is relevant to the complaint. (*Attach additional paper, if needed.*)

Do you have suggestions for resolving this situation? If so, list them here:(*Attach additional paper, if needed.*)

Other Information:

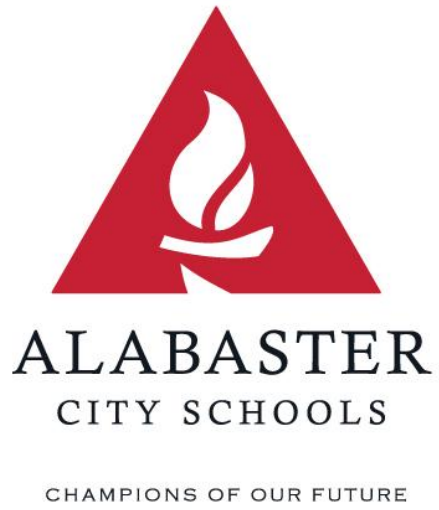
- I believe the incident in question was motivated by the following characteristic(s) (check all that apply)
 - ☐ Race
 - ☐ Sex
 - ☐ Religion
 - ☐ National Origin
 - ☐ Disability
 - ☐ Other
- The incident resulted in a threat of suicide by the victim: ____Yes ____No

Attach copies of documents or other evidence that is relevant to the complaint.

I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

Student Signature: _____ Date: _____ OR

Parent/Guardian Signature: _____ Date: _____



BOARD APPROVED:
05/2026