



**AUBURN CITY SCHOOLS**

**PARENT AND STUDENT**

**Board Approved February 2017**

**HANDBOOK**

**2017-2018**

855 EAST SAMFORD AVENUE  
AUBURN, ALABAMA 36830  
OFFICE: 334-887-2100  
FAX: 334-887-2107  
[www.auburnschools.org](http://www.auburnschools.org)

### Disclaimer

This handbook is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Auburn City Schools (ACS) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

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*For students or parents having difficulty  
reading and understanding information in this document,  
consider one of the following options:*

*Contact your student's school office for help or  
contact your school counselor and schedule  
an appointment time for guidance.*

## **OUR MISSION**

The mission of Auburn City Schools,  
the pinnacle of educational excellence,  
is to ensure each student embraces  
and achieves his or her unique intellectual gifts  
and personal aspirations while advancing the community,  
through a system distinguished by:

- Compassion for others
- Symbiotic relationships with an engaged community
- The creation and sharing of knowledge
- Inspired learners with a global perspective
- The courage to determine our future

## **OUR OBJECTIVES**

- 100% of students exceed established academic expectations
- 100% of students continuously set and achieve personal,  
ambitious goals throughout life
- 100% of students possess the character and passion to  
lead and serve a global society
- 100% of students graduate and are competitive and in  
high demand in their career of choice

## **OUR STATEMENT OF BELIEFS**

We believe that all people have equal inherent worth.

We believe that all people deserve to be treated with kindness.

We believe that all people have the right to be safe.

We believe that diversity enriches a community.

We believe that communities thrive only to the degree that education of all is a shared commitment.

We believe that learning empowers the individual.

We believe that good character is always rewarding to the individual and to others.

We believe that we are the agents of change for the world we want to create.

We believe that fairness is essential to trusting human relationships.

We believe that collective efforts always surpass individual potential.

We believe that we have the moral obligation to acknowledge and address the basic needs of others.

We believe that a culture of excellence is our greatest legacy.

We believe that faith inspires.

## **OUR STRATEGIES**

We will commit ourselves to a culture reflecting our core beliefs.

We will establish learning environments that allow us to realize our objectives and fulfill our mission.

We will tailor learning and teaching to the unique needs of each student.

We will ensure that our students possess the character to lead, to serve, and to do the right thing.

We will ensure organizational capacity to accomplish our mission and objectives.

We will drive the conversation in our community toward accomplishing our mission and objectives.

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# INTRODUCTION

The Auburn City Board of Education believes that instruction should occur in an environment that is conducive to learning, and that effective instruction requires orderly procedures, expectations, rules, and disciplinary standards. The intent of furnishing this handbook is to foster a safe, friendly, and orderly atmosphere in which parents, students, and school personnel work cooperatively to the benefit of the children in Auburn City Schools.

## ***JURISDICTION OF THE BOARD OF EDUCATION***

The information presented in this manual including *The Code of Student Conduct (CSC)* and the *Pupil Progression Plan* is deemed an extension of Auburn City Schools' policy and will have the force and effect thereof. The Auburn City Board of Education requires ACS administrators, faculty members, students, and parents/guardians to adhere to and to comply with all Board approved policy.

The *ACS Policy Manual* containing ACS Board of Education policy can be accessed on the ACS website. ([www.auburnschools.org](http://www.auburnschools.org))

## ***PARENTAL RESPONSIBILITIES***

Under Alabama law, local school systems are required to inform parents/guardians of their education related responsibilities.

- ✓ Parents/guardians are responsible for the child's attendance and conduct in school.  
*Under Alabama Law, parents/guardians who fail to compel their child to regularly attend school or fail to compel their child to properly conduct himself or herself as a student in accordance with the written policy on school behavior, adopted by the Board of Education, shall be guilty of a misdemeanor, and upon conviction shall be fined no more than \$100, and may be sentenced to hard labor for the county for no more than 90 days (Code of Alabama, §16-28-12).*
- ✓ Parents/guardians are required to read and share with their child, the ***Auburn City Schools Parent and Student Handbook***. The parent/legal guardian is required to return a signed acknowledgement form along with any other applicable forms that require parental signature within five (5) calendar days after receipt.

## ***PARENTAL EXPECTATIONS***

As the parent is a child's first teacher, the parent should obey local, state, and national laws and should hold him/herself to high ethical and moral standards. They should be supportive of the local Board of Education and its employees who act in the public trust. This support should involve participation in the provision and maintenance of a high quality instructional atmosphere in each of the city schools.

Recognizing the significance of parental support to quality education, the parent should constantly strive to maintain communication and cooperation between him/her and the personnel of the school system in all matters that affect the student. By these actions, a parent will show a respectful attitude and appreciation toward the need for education in today's society.

# AUBURN CITY BOARD OF EDUCATION

**Mrs. Tracie West, President**

Mr. Charles Smith, Vice-President

Mrs. Melanie Chambless

Dr. William T. Hutto, Jr.

Dr. J. Terry Jenkins

Dr. Karen T. DeLano, Superintendent

The Auburn City Board of Education meets the second Tuesday of each month for the regularly scheduled meeting at 6:00 p.m. Meetings are open to the public and are held in the Multimedia Room at Auburn High School unless otherwise noted.

## EQUAL EMPLOYMENT OPPORTUNITY

The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended) including but not limited to race, gender, age, disability, national origin, citizenship and religious preference. Subject to the limitations set forth in the ACS Policy 4.6.2, the Complaints and Grievances Policy 4.6 may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to:

Jason H. Lowe  
Executive Director of Human Resources  
Auburn City Schools  
P.O. Box 3270  
Auburn, AL 36831-3270  
334-887-2100

# EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Board that no person in this district shall, on the basis of race, color, disability, creed, religion, sex, age or national origin be denied the benefits of, or be subject to discrimination in, any education program or activity. This includes all career and technical education opportunities. This includes employment, retention, and promotion.

The Board complies fully with providing for equal access to the Boy Scouts and other designated youth groups as prescribed by law. The Board complies fully with provisions of Title IX of the Education Amendments of 1972, Section 504 Rehabilitation Act of 1973 and the appropriate Department of Education regulations.

Any inquiries regarding the non-discrimination policies, complaints of sex discrimination practices, harassment, and any noncompliance concerns with Title VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972 should be registered with the ACS Coordinators of Title VII and Title IX activities. Forms to register a specific complaint are located on the ACS website, with the school principals and with the system contacts listed below.

ACS Coordinators of Title VII and Title IX activities:

Dr. Cristen P. Herring  
Assistant Superintendent  
Auburn City Schools  
P.O. Box 3270  
Auburn, AL 36831-3270  
334-887-2100

OR

Jason H. Lowe  
Executive Director of Human Resources  
Auburn City Schools  
P.O. Box 3270  
Auburn, AL 36831-3270  
334-887-2100

Any person having inquiries concerning the Auburn City Schools' compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, the American Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973 and to identify children with disabilities is directed to contact:

Dr. Timothy Havard  
Director of Student Services  
Auburn City Schools  
P.O. Box 3270  
Auburn, AL 36831-3270  
334-887-2100



# DIRECTORY

DISTRICT ADMINISTRATION			Office phone #
Board of Education Office		855 E. Samford Ave.	887-2100
Superintendent		Dr. Karen T. DeLano	887-2100
Assistant Superintendent/Chief Financial Officer		Dr. Dennis Veronese	887-2100
Assistant Superintendent/Curriculum and Instruction		Dr. Cristen Herring	887-2100
Director of Athletics		Clay McCall	887-4969
Residency/Safe Schools Drug Coordinator		Chris Hardman	887-1903
Career Technical Education Director		Laura Bailey	887-4998
Director of Child Nutrition		Ashley Powell	887-1925
Counseling and Social Services Coordinator		Joy Stanley	887-1926
Director of Curriculum and Professional Development		Wes Gordon	887-1923
Director of Finance		Liz Springer	887-1912
Executive Director of Human Resources		Jason H. Lowe	887-1918
INOW Coordinator/Textbook Coordinator		Charlene Thomas	887-1919
Director of Instruction and Assessment		Dr. Ed Smith	887-1936
Maintenance Supervisor		Chip Johnson	887-4916
Nurse Administrator		Brenda Lindahl	887-1960
Public Relations Specialist		Daniel Chesser	887-1929
Special Education Coordinator		Crystal Oglesbee	887-1921
Director of Student Services		Dr. Timothy Havard	887-1921
Director of Technology		Dr. Connie Bain	887-1928
Transportation Coordinator		Don Ingram	887-4915
SCHOOLS			
Auburn Early Education Center Dr. Shelley Aistrup, Principal	Grades K-2	721 E. University Dr.	887-4950
Auburn High School Dr. Shannon Pignato, Principal	Grades 10-12	1701 E. Samford Ave.	
Auburn Junior High School Ross Reed, Principal	Grades 8-9	405 S. Dean Rd.	887-4970
Cary Wood Elementary School Karen Snyder, Principal	Grades K-2	715 Sanders St.	887-4940
Dean Road Elementary School Dr. Jackie Greenwood, Principal	Grades K-2	335 S. Dean Rd.	887-4900
East Samford School Dr. Duriel Barlow, Principal	Grade 7	332 Samford Ave.	887-1960
J. F. Drake Middle School Sarah Armstrong, Principal	Grades 6-7	655 Spencer Ave.	887-1940
M. Yarbrough Elementary School Pete Forster, Principal	Grades 3-5	1555 N. Donahue Dr.	887-1970
Ogletree Elementary School Dr. Mary Anna Martin-Smith, Principal	Grades 3-5	737 Ogletree Rd.	887-4920
Pick Elementary School Debbie Brooks, Principal	Grades 3-5	1320 N. College St.	887-2110
Richland Elementary School Jeffery Johnson, Principal	Grades K-2	770 S. Yarbrough Farms Blvd.	887-1980
Wrights Mill Road Elementary School Karen Mason, Principal	Grades 3-5	807 Wrights Mill Rd.	887-1990

# **ENROLLMENT**

## **COMPULSORY ATTENDANCE**

Alabama State Law requires that all persons between the age of six (6) and seventeen (17) years of age are to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law. *ACS Policy 6.1.1*. Children seventeen years old or older will be accepted for enrollment dependent on criteria established by the Superintendent.

## **ENTRANCE AGE FOR KINDERGARTEN AND FIRST GRADE**

It is the policy of the Board of Education, in accordance with Alabama statutes, that a child must, on or before September 2nd, be five (5) years of age for kindergarten enrollment. A child must, on or before December 31, be six (6) years of age to be admitted for first grade enrollment. A valid source of age is required (ex: birth certificate, passport, etc).

An underage child who has completed a qualified out-of state public kindergarten program during the the past year and is not six (6) years old by December 31<sup>st</sup>, may attend first grade in our schools with the approval of the local board of education. A child who attended first grade in another state, according to that state's entrance code, and is not six (6) years old by December 31<sup>st</sup>, is considered a transfer and may be admitted to our schools to continue in first grade. Appropriate documents must be presented.

## **WHO MAY REGISTER A STUDENT FOR ENROLLMENT?**

To register a student, the enrolling person must be a full time resident of the City of Auburn and must be the

1. parent with whom the child resides full time;
2. parent with sole legal physical custody;
3. parent or person with child's joint legal and physical custody which meets the ACS custodial exchange schedule requirements or
4. the child's court appointed legal guardian as established by Alabama statute, case law or a judge's Order

A parent who is a full time resident of Auburn and who was not granted physical custodial rights to their child at birth by Alabama statute or case law must be adjudicated as a custodial parent by a judge's Order in order to register and enroll the child in ACS.

## **ENROLLMENT DOCUMENTATION**

ACS utilizes an online registration process for all students wishing to enroll or continue enrollment with ACS. See the ACS website [www.auburnschools.org](http://www.auburnschools.org) for details.

Students seeking to enroll in ACS must comply with all annual registration and enrollment requirements listed below and outlined in this document:

- Submitting current proofs of residence in the name of the parent, the custodial parent with whom the child lives as per ACS custody exchange schedule requirements or the court appointed legal guardian who lives within the City of Auburn school zone area;
- Submitting prompt receipt of records from previous school, if applicable;
- Submitting a birth certificate or valid document that will verify age for student entering Kindergarten, new first grade students and new students to the system.
- Submitting a social security card or a copy of a valid social security card (requested but not required).  
*ALSDE Administrative Code 290-3-1-.02(4)(b)(2)*
- Submitting local emergency telephone numbers (two (2) numbers are required for students in grades K-6).
- Submitting an original and up to date *Certificate of Immunization, Certificate of Medical Exemption or Certificate of Religious Exemption*. (can be obtained from the Lee County Health Department or your physician) *Code of Ala §16-30-3 & 4*
- Completing and submitting the *Alabama State Department of Education Health Assessment Record*.
- Complete and return all student information as requested.

*Note: Failure to provide complete and accurate information on all forms as required may result in the student's withdrawal from ACS.*

## **ENROLLMENT TRANSFERS FROM OTHER EDUCATIONAL SETTINGS**

### **NON-ACCREDITED EDUCATIONAL SETTINGS**

Students requesting enrollment to ACS from any school or school setting not accredited by an accrediting agency recognized by the Alabama State Board of Education, such as "homeschool", church umbrella or online schools, etc. will be enrolled and placed according to procedures outlined in the *ALSDE Administrative Code of Alabama 290-3-1-.02(7)(j)*.

### **STUDENTS WITH DISCIPLINE ISSUES FROM TRANSFERRING SCHOOL**

A student transferring from any educational setting, public or private, will not be permitted to enroll until they have satisfied the terms of a suspension or an expulsion set by the suspending or expelling board of authority, which would allow the student to be readmitted to the original authority. Additional admission prerequisite requirements may be established by the Board or administrative designee that may include temporary attendance in an alternative placement, counseling and psychological evaluation and services.

### **STUDENTS WITH ACS CODE OF CONDUCT VIOLATIONS**

If the student requesting enrollment is found to have violated the Auburn City Board of Education's policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the student may not be admitted as a student or readmitted to Auburn City Schools until criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities; and only upon such conditions as the Superintendent shall prescribe for the preservation of the safety and security of students and employees of the Auburn City Schools, which may include, but is not limited to, psychiatric or psychological evaluation and counseling.

## **STUDENTS WITH PENDING LEGAL CONCERNS**

A student requesting enrollment, who has been indicted on charges of committing a criminal offense, may not enroll or attend ACS until such time as their case has been settled in court (additional regulations may apply for students who qualify for special education services or 504 services).

## **ENROLLMENT WITHDRAWAL**

No student will be enrolled in ACS while currently enrolled in another public or private school in or outside the USA. Documentation of withdrawal will be required.

## **TRANSCRIPTS**

### **TRANSFER STUDENT TRANSCRIPTS**

An official transcript and other student records will be requested from a student's former school during the enrollment process. Student records will be expected to have an official seal from the sending academic institution and should be complete and inclusive of all schooling.

For students in Grades 9-12, the transcripts will be evaluated in a timely manner and Carnegie Units will be applied and calculated to assure proper placement.

### **FOREIGN SCHOOL TRANSCRIPTS**

If a student transfers from outside the United States, the parents and/or former schools are expected to provide all school/ academic records upon request for enrollment. Notarized English translations are most helpful.

## **ENROLLMENT AND DRIVER'S LICENSES**

The Auburn City Board of Education is required to report, upon request, documentation of enrollment status of any student 15 years of age and older who is properly enrolled in a school under the jurisdiction of the Board. Such information is provided to the Department of Public Safety on a student in this category on application for, renewal of, or reinstatement of, a driver's license or a learner's permit to operate a motor vehicle. The Enrollment/Exclusion Form is available from Auburn High School by request.

For students seventeen (17) years of age or older who withdraw from school, the Supervisor of Attendance notifies the Department of Public Safety of the withdrawal. Withdrawal is defined by the Code of Alabama as more than ten (10) consecutive or (15) days total unexcused absences during a single semester. The Department of Public Safety shall deny or revoke a driver's license or learner's permit for the operation of a motor vehicle to any person under the age of (19) who has obtained the withdrawn status.

## **ENROLLMENT EXPECTATIONS**

It is the expectation of Auburn City Schools that all students complete an academic year (180 days) or at a minimum complete the remainder of the current academic year at each age appropriate grade (K-8). Due to varied academic calendars, a student may complete more than an academic year but no less.

It is the expectation that all students enrolled are appropriately progressing and pursuing academic achievement in Grades K-6. Students enrolled in Grades 7<sup>th</sup> – 12<sup>th</sup> must be pursuing the achievement of their exclusive high school diploma.

## **VISAS AND PUBLIC SCHOOL ENROLLMENT**

It is the intent of Auburn City Schools to welcome all students for enrollment as dictated by the laws and regulations established by the appropriate laws for immigrant and non-immigrant students assigned Visas attending public schools. The *United States Code Section 625* outlines visa status requirements and references specific sources as related to procedural practice.

Any question of enrollment in Auburn City Schools by a student holding a particular VISA should be addressed prior to the student/parent or guardian's request to begin the enrollment/registration process. All inquiries should be addressed to the ACS Student Services Department.

### **VISAS**

#### **F-1, J-1 AND M-1 Visa**

Auburn City Schools has chosen not to secure certification from Immigration Services or to be affiliates of the Student Exchange Visa Program, (SEVP). ACS does not accept tuition payments, waive per capita student costs, issue Form I-20s or Form DS-2019s. ACS will not accept or complete requests to substitute said forms to prove and/or accept responsibility of sponsorship under the aforementioned guidelines.

## **RESIDENCY REQUIREMENTS**

### **CRITERIA FOR ESTABLISHING RESIDENCY**

The primary domicile of the parent, the parent with sole legal physical custody, the joint legal and physical custodian or the court appointed legal guardian is the legal residence for purposes of enrollment in school. The legal residence, as used herein, shall mean the true, fixed, and permanent home and principal establishment to which whenever absent, the parent, parent with sole legal physical custody, the joint legal and physical custodian or the court appointed legal guardian of the student intends to return to each evening. The legal residence, as used herein, is distinguished from a temporary or secondary place of residence established for some specific purpose but is not the fixed permanent residence of the parent, parent with sole legal physical custody, the joint legal and physical custodian or the court appointed legal guardian. Parents who live in separate residences will be asked to provide custodial documentation for the enrolling parent.

### **EMANCIPATION**

A student must be (19) years old or older to legally establish a residence without a parent/legal guardian in order to enroll in Auburn City Schools. Emancipation documents will be required.

## PROOF OF RESIDENCY

All Auburn City Schools students must domicile within the Auburn city limits with a parent, parent with sole legal physical custody, parent with joint legal and physical custody which meets ACS custodial exchange requirements or the court appointed guardian.

The enrolling parent/guardian of a child whose custodial relationship has been adjudicated by a judge's Order must provide custodial documents, which meet ACS custody requirements outlined in the *Custody and Guardianship* section of this handbook. **These adjudicated documents are to be submitted at the time of registration.**

The burden of proof in documenting residency is the responsibility of the parent/legal guardian. It is the responsibility of the parent/legal guardian to notify each respective school in which their child attends when there is a change in address of the child, a change in residency status, a change of contact phone numbers and or e-mail addresses previously provided as their child's contact information.

By request of Auburn City Schools, it is the responsibility of the parent/legal guardian to provide current proofs of residency for their student(s). Submitted documents must be in the name of the parent/legal guardian, or custodial parent; with the primary residence listed for the address. The proofs (originals and downloaded forms) must be clear, legible, signed if applicable, not altered, dated, show residence address and parent/legal guardian's name. Additional documentation may be required at any time that residency or residency documentation provided is found to be in question or unacceptable.

Current residency documentation is required for each child at each school your children attend; the parent/legal guardian must provide for each student at each school one (1) of the following combinations of residency proofs:

- Current year Lee County property tax statement receipt **AND** current month's utility billing  
**For tax info:** <http://www.deltacomputersystems.com/AL/AL43/plinkquerya.html>
- Mortgage billing statement (itemized, detailed and identifiable) **AND** current month's utility billing
- New Home Purchase
  - Recorded/filed Warranty Deed with Real Estate Sales Validation Form **AND** utility statement of service for owner and property or current month's utility billing
- Mobile home rental or ownership document **AND** lot lease\* **AND** current month's utility billing or utility statement of service for owner and property
- Current lease/rental agreement \* **AND** current month's utility billing or utility statement of service for owner and property

**\*Lease must be signed, unaltered with begin/end dates.** If lease expires during the school year, a renewed active lease/extension must be provided to each child's school at the time of expiration and renewal. Leases on or extended to a month-to-month basis require a Residency Affidavit to be filed for each child.

### RESIDENCY AFFIDAVIT

If the parent/legal guardian is unable to provide the required proofs of residency listed above because of the following conditions:

- lease is expired and/or renting is on a month to month basis
- currently living, whether temporarily or permanently, in another person's residence

- current living arrangement does not allow for the submission of the required proofs

and they wish to enroll a student(s), or continue the enrollment of their ACS student(s); a *Residency Affidavit* must be completed at the ACS Board of Education office.

### **Proof for Residency Affidavit**

The parent/legal guardian must provide:

1. The homeowner's current document proofs held in their name as outlined above for residency.
2. Parent/legal guardian must submit two (2) current proofs of residency in their name with current address, which may include bills, driver's license, car tag receipt, or other approved documents as determined by student services.

## **HOME VISIT RESIDENCY CHECK**

If an employee of the Auburn City Board of Education receives one (1) of the following notifications listed below, an unannounced home visit to verify residency will be conducted by the ACS Residency Coordinator and a uniformed police officer as part of the residency confirming process:

- Students entering or continuing their enrollment to Auburn City Schools on a Residency Affidavit;
- Student does not reside with the parent/legal guardian and/or at the given enrollment address;
- Guardianship documents have not been properly executed;
- Parent, custodial parent, or legal guardian does not live within the Auburn city limits;
  - If the custodial parent/legal guardian of an enrolled student has been found to live outside of the city limits, but has recently established residence within the city limits, the following criteria must be met prior to the approval for students to remain enrolled with Auburn City Schools:
    - Complete documentation of residency
    - A home visit to the residence by the Residency Coordinator

If the parent/legal guardian fails to cooperate with the Residency Coordinator, the school principal will be informed that confirmation was not possible and termination of enrollment from the school system will be required. Parents are responsible for providing accurate and up-to-date information including, but not limited to, their residential address (temporary or permanent) to school officials.

***To report residential school enrollment fraud contact (334) 887-2100. All reports will be kept confidential.***

***Giving false information to a public official in the performance of his/her duty is a violation of the Code of Alabama § 13A-10-109 (a) and is punishable by a fine of \$500.00 and up to (90) days in jail.***

## **ATTENDANCE ZONE**

Students will be assigned to the school serving the attendance zone in which their parent/legal guardian is domiciled. A student whose parent/legal guardian moves from one (1) attendance zone to another during the school year will be transferred to the school attendance zone in which the new residence is located.

The student may be permitted to remain in the attendance zone that serves the former residence until the end of the semester with the approval of the Superintendent or his/her designee. The parent/guardian should submit a written zoning waiver request to the Assistant Superintendent's office in order for this waiver to be considered.

A parent/legal guardian who has a student currently enrolled and has documented plans to move to a new attendance zone during the first or second nine (9) week grading period of the school year may have his/her child enrolled in the school serving the new residence upon approval by the Superintendent or his/her designee. The parent/guardian should submit a written zoning waiver request to the Assistant Superintendent's office in order for this waiver to be considered.

## HOMELESS STUDENTS

All qualifying students, including immigrant and migrant students, receiving a homeless designation will be registered for enrollment without the requirement of proof of residency (McKinney-Vento Homeless Assistance Act). Parents, legal guardians, and older youth with questions about homeless status and services are encouraged to contact the Counseling and Social Service Coordinator at the ACS Board of Education for information and assistance. Confidential referrals are welcomed and can be made to the Counseling and Social Service Coordinator.

## CUSTODY AND GUARDIANSHIP

A parent/person who is the sole legal and physical custodian, the joint legal and physical custodian or the legal Guardian of child as established by Alabama statute, case law or a judge's Order may enroll a child in ACS.

A parent who was not granted physical custodial rights to their child at birth by Alabama statute or by case law must be adjudicated as a custodial parent by a judge's Order in order to serve as the enrolling parent.

The enrolling parent of any child whose custodial relationship has been adjudicated by a judge's Order must provide custodial documents, which meet ACS custody requirements outlined in the *Custody and Guardianship* section of this handbook. **The adjudicated documents are to be submitted during the process of online registration or to each school office prior to the first day of attendance.**

Parents who live in separate residences will be asked to provide custodial documentation for the enrolling parent.

A child's enrollment, when enrolled under false custodial circumstances, will be subject to review and possible withdrawal from ACS.

## DEFINITIONS

The terms Legal Custody, Physical/Residential Custody and Legal Guardianship used hereinafter shall mean:

### **LEGAL CUSTODY:**

A custodial relationship created by an order of a court of proper jurisdiction, which vests the legal care, custody and control of the minor child in the custodian.



## **PHYSICAL/ RESIDENTIAL CUSTODY**

A custodial relationship created by an order of a court of proper jurisdiction, which vests the custody, control and physical possession of the minor child in the custodian.

## **LEGAL GUARDIANSHIP:**

A person appointed by a court of proper jurisdiction, as guardian of a minor child whose powers and duties are listed in the Code of Alabama § 26-2A-78.

## **ACCEPTED LEGAL CUSTODY/LEGAL GUARDIANSHIP DOCUMENTATION FOR SCHOOL ENROLLMENT**

### **CUSTODIAL/GUARDIANSHIP COURT ADJUDICATED PROCESS**

A court order, or judgment, signed and filed with the clerk of proper jurisdiction, by a judge, granting the required custody is sufficient to establish and confer the necessary custodial relationship for the purpose of school enrollment.

Prior to the first day of school attendance, the student's custody or guardianship Order/judgment, signed and filed with the clerk of proper jurisdiction, by a judge must be delivered to the system designee or to the school principal for approval or at any time the student's custodial relationship is amended.

The mere filing of a Dependent Complaint, or Custody Affidavit Petition with a court of proper jurisdiction, or any other document seeking custody or guardianship, does not create the necessary custodial relationship required by ACS to establish residence for the purpose of school enrollment.

### **JOINT PHYSICAL CUSTODY**

If joint physical custody has been adjudicated and:

- **Both parents are living within the Auburn city limits:**  
The student will be eligible to attend the ACS school attendance zone designated for the address in which the student is living and returns to for at least three (3) consecutive days/nights during each school week. The school week is designated as Sunday night through Friday night. The parent whose home the student returns for the three (3) consecutive nights during each school week will be the enrolling parent for all registration purposes and activities. Except in the case of a bona fide change of address for the enrolling parent, the student will remain in the school attendance zone for the enrolling parent's address for the totality of the current school year.
  
- **Only one (1) of the parents resides within the Auburn city limits:**  
The student will be eligible to attend Auburn City Schools provided:
  1. the student is living with the Auburn resident, who is the court ordered Physical Custodian, for at least three (3) consecutive days/nights during each school week. The school week is designated as Sunday night through Friday night. The adjudicated custodial document (Order) must indicate a custody exchange schedule, which meets the required residency stated herein.
  2. the court order must state that the parent with whom the child lives has physical and/or residential custody. The parent residing within the city limits of Auburn will be the school's official contact and will be expected to assume responsibility for the student's attendance,

behavior, and schoolwork. All written communication will be sent to that designated parental guardian/custodian.

### **MILITARY POWER OF ATTORNEY**

ACS will accept a Military Power of Attorney properly executed by the appropriate military authority, in the event a parent/legal guardian receives military activation orders for active deployment, for the duration of the active deployment. Official records must be presented for documentation.

### **FOSTER PARENTS**

Foster parents should contact the ACS Counseling and Social Services Coordinator at the Board of Education for guidance in student enrollment.

## **CUSTODIAL/GUARDIANSHIP DOCUMENTATION NOT ACCEPTED FOR SCHOOL ENROLLMENT**

### **A DELEGATION OF PARENTAL AUTHORITY**

A Delegation of Parental Authority *Code of Ala. § 26-2A-7*, does not establish residency and or guardianship for the purpose of school enrollment. This is sometimes referred to as a “notarized power of attorney.”

### **CONSERVATORSHIP OF THE ESTATE**

Conservatorship of an estate awarding guardianship of a child will not be used to determine school enrollment or the school attendance zone assignment. Guardianship of and enrollment of the child shall only be accepted when all residential and guardianship requirements as described above are met.

## **PUPIL PROGRESSION PLAN**

The *Pupil Progression Plan* is included in Auburn City Board of Education policy and, as such, applies to all students enrolled in Auburn City Schools. The Auburn City Board of Education provides a comprehensive instructional program for all grades K-12. This program includes objectives that all students should master in order to be successful at the next grade level, as well as additional skills needed for grade level achievement and acceleration at the secondary level. A copy of the content objectives is available at each school.

It is the intent of the Board that all students (with exception of those eligible for Special Education services and English as a Second Language services) who have attended Auburn City Schools will be reading on grade level.

### **GRADING GUIDELINES**

Students must satisfactorily complete each content objective (refer to the Alabama State Courses of Study <http://web.alsde.edu/Home/General/CoursesOfStudy.aspx> ). Satisfactory level shall be no less than 60%.

- Students in grades 1-12 must attain a 60% yearly average in each class or course to receive credit.
- Yearly average in grades 3-8 is determined by averaging the four (4) quarterly numerical averages.
- In grades 9-12 the yearly average includes the quarterly and term grades. The grade scale is outlined below.

**Parent Portal** - This website allows parents/guardians to view Grades, Attendance and Discipline for students in grades 3-12 and for demographic information only for students in grades K-2.

The Parent Portal can be viewed at <https://inow.auburnschools.org/InformationNOW>

**For grading procedures, grading periods, and report card dates refer to the handbook for your child's school.**

## **GRADING SCALE**

### **GRADES 1-2**

- E**      **Excellent = 90 - 100%**
- G**      **Good = 80 - 89%**
- S**      **Satisfactory = 70 - 79%**
- N**      **Needs Improvement = 60 - 69%**
- U**      **Unsatisfactory = 59% and below**

### **GRADES 3-12**

- A**      **Excellent = 90 – 100%**
- B**      **Above Average = 80 – 89%**
- C**      **Average = 70 – 79%**
- D**      **Below Average = 60 – 69%**
- F**      **Failing = 59% and below**

### **ENGLISH LANGUAGE LEARNERS, MIGRANTS AND IMMIGRANTS GRADING CRITERIA**

An ACS student for which English is not the first home language will be required to meet the standards established by Auburn City Schools and the Alabama State Department of Education. Criteria established should include the level of achievement/credits earned, previous schooling experience, age, English proficiency, etc. The EL Committee, which shall include the parent/legal guardian, will collaborate with an English as a Second Language (ESL) teacher and content teachers in the development of an Individualized Language Acquisition Plan (ILAP) after examining the previously mentioned criteria and relevant information about the language proficiency of the student.

### **SPECIAL EDUCATION GRADING CRITERIA**

Special education students, who are receiving all instruction in a regular classroom for a particular subject, will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP).

If a student is receiving instruction in the special education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the Individualized Education Program (IEP) developed by the IEP committee will govern promotion.

## **ACADEMIC APPEALS PROCEDURE**

- 1. Parents/guardians may appeal any one (1) of the three (3) areas below:**
  - a. a teacher's decision relative to a grade for a course/subject
  - b. placement by the principal in a specific course (i.e., accelerated or advanced level English)
  - c. a principal's decision to deny promotion to the next grade level (i.e., 3rd to 4th grade)
- 2. Appeal to principal**
  - The written notice of appeal and supporting information must be received within seven (7) days after the receipt of the report card, course placement, or notice of retention in the same grade level.
- 3. Appeal to the assistant superintendent**
  - If the appeal is not resolved at the school level, the parent must notify the assistant superintendent within seven (7) days of the appeal decision. The principal will forward all information considered in the decision to the assistant superintendent.
  - The assistant superintendent will set a date for the Review Committee to hear the appeal and will notify the parents/ guardians and principal, in writing, within seven (7) days of the hearing date.
- 4. Review Committee Convened**
  - The assistant superintendent will convene and chair the Review Committee, which will be made up of two (2) teachers and one (1) principal from the elementary or secondary level depending on the level of the appeal.
    - a) Teachers eligible to serve on the Review Committee will meet the following criteria:
      - i. must be tenured with Auburn City Schools
      - ii. must be certified in the area in which he/she is teaching
      - iii. must have consistently high performance evaluations as assessed by the principal
    - b) The parents/guardians will have the opportunity to present their positions relative to the issue to the Review Committee. The Review Committee will consider all relevant oral and written information and will uphold or modify the decision. The decision with reference to the appeal will be communicated to the principal by the assistant superintendent and to the parents/guardians by the principal within seven (7) days of the Review Committee hearing.
- 5. Appeal to the Superintendent**
  - If the parents/guardians do not accept the decision of the Review Committee, a statement must be made in writing to the Superintendent within seven (7) days of receipt of the decision.
  - The Superintendent will review all written information of the Review Committee members and may modify, overrule, or support the administrative decision.
- 6. Appeal to the Board of Education**

- If the modified or overruled decision is not acceptable to the parents/guardians, they may appeal to the Auburn City Board of Education by submitting a written request to the Superintendent's office within seven (7) days.
- During an executive session of the Auburn City Board of Education, the parents/ guardians and the principal will be given the opportunity to present any matter relative to their position.
- The decision of the members of the Auburn City Board of Education is final in the due process procedure.

## **PROMOTION REQUIREMENTS**

### **PROMOTION REQUIREMENTS FOR GRADES K-2**

#### **Kindergarten**

1. Satisfactory completion of the kindergarten checklist (satisfactory level shall be no less than 80%).
2. Satisfactory completion of the system level assessment in reading (concepts of print items on the pre-reading assessment).

#### **Grades One Through Two**

1. Satisfactory completion of the grade level reading and math objectives (satisfactory shall be not less than 60%), (refer to the State Course of Study).
2. Satisfactory completion of three (3) of the following courses (satisfactory level of no less than 60%):  
Science, Physical Education, Social Studies, and Language Arts.

#### **Summer School**

Students who have been retained because of poor academic performance and are recommended for and attend summer school may be eligible for promotion if promotion criteria are achieved in summer school.

Students, who are retained because of unexcused absences in excess of ten (10) days per year, and are referred to summer school and who choose to attend, must not have any unexcused absences during summer school and must satisfactorily meet the requirements for summer school in order to be promoted.

### **PROMOTION REQUIREMENTS FOR GRADES 3-5**

#### **Grades Three Through Five**

1. Satisfactory completion of the grade level reading and math objectives (satisfactory shall be not less than 60%), (refer to the State Course of Study).
2. Satisfactory completion of three (3) of the following courses (satisfactory level of no less than 60%):  
Science, Physical Education, Social Studies, and Language Arts.

#### **Summer School**

Students who have been retained because of poor academic performance and are recommended for and attend summer school may be eligible for promotion if promotion criteria are achieved in summer school.

Students, who are retained because of unexcused absences in excess of ten (10) days per year, and are referred to summer school and who choose to attend, must not have any unexcused absences during summer school and must satisfactorily meet the requirements for summer school in order to be promoted.

### **PROMOTION REQUIREMENTS FOR GRADES 6-7**

#### **General**

Students will be assigned to the next grade level upon satisfactory completion of three (3) of the following four (4) courses: Language Arts, Math, Science, and/or Social Studies. Satisfactory level shall be at no less than 60%.

Students who fail academic courses may be referred to summer school. Only one (1) unit of academic credit may be completed in a summer school session (this is dependent upon the course being offered). A student receiving a failing grade(s) during the regular school term will have that grade carried over to the cumulative record unless the course is repeated and passed in summer school.

#### **Summer School**

Students who have been retained because of poor academic performance and are recommended for and attend summer school may be eligible for promotion if promotion criteria are achieved in summer school.

Students, who are retained because of unexcused absences in excess of ten (10) days per year, and are referred to summer school and who choose to attend, must not have any unexcused absences during summer school and must satisfactorily meet the requirements for summer school in order to be promoted.

### **PROMOTION REQUIREMENTS FOR GRADE 8**

#### **General**

Students will be promoted to 9<sup>th</sup> grade upon satisfactory completion of three (3) of the following four (4) core academic courses: Language Arts, Math, Science, and/or Social Studies. Satisfactory level shall be at no less than 60%.

#### **Summer School**

Students who fail two (2) academic courses will be required to attend summer school to retake one (1) of the failed courses. Successful completion of the course will allow the student to be promoted to 9<sup>th</sup> grade.

Students who fail more than two (2) academic courses will be retained in 8<sup>th</sup> grade.

### **PROMOTION REQUIREMENTS FOR GRADE 9**

#### **General**

A student will be promoted to the 10<sup>th</sup> grade if they have earned a minimum of four (4) Carnegie credits of which three (3) must be in the areas of English, Math, Science, and/or Social Studies.

#### **Stipulations:**

1. All students must meet the requirements above unless they are seventeen (17) years old prior to the first day of school.
  - a. A ninth grader who is seventeen (17) years old at the end of the 8<sup>th</sup> grade or will be seventeen (17) years old prior to the first day of the next school year will be promoted to the 10<sup>th</sup> grade regardless of the above requirements.
2. Students will only transition to the 10<sup>th</sup> grade in August. Students will not be allowed to move to the 10<sup>th</sup> grade after the first semester, unless approved by the Superintendent or their designee.

**Summer School**

Students who fail academic courses may be referred to summer school. Two (2) units of academic credit may be completed in a summer school session. If one (1) of the failed courses is taken and passed in summer school, a student can be promoted if they have passed the minimum of five (5) courses for the academic year.

**PROMOTION REQUIREMENTS FOR GRADES 10–12**

**General**

Promotion is based upon satisfactory completion of the core curriculum and selected electives. Satisfactory shall be not less than 60% consisting of the average of the work in each area of learning as assessed by the teacher through class performance, homework, and tests.

Students are required to sign up for a minimum of eight (8) credits per year, unless they take zero period, attend post secondary instruction, or receive prior authorization by school administration.

All students must be pursuing their one (1) and only high school diploma.

**Summer School**

Students who fail academic courses may be referred to summer school. Up to two (2) units of academic credit may be completed in a summer school session.

**GRADUATION REQUIREMENTS FOR AUBURN HIGH SCHOOL**

**General**

The Auburn City Board of Education has adopted graduation requirements that are consistent with the Alabama State Board of Education (ALSDE). It is expected that all AHS students will graduate by earning a minimum of (26) Carnegie Units.

**Special Education**

Students with disabilities have three (3) pathways for earning the Alabama High School Diploma: General Education Pathway, Essentials/Life Skills Pathway, and Alternate Achievement Standards (AAS) Pathway. The IEP team, including the parents, will determine which pathway is appropriate for the student.

**Transfer/Home School**

All transfer students, including students from non-accredited educational settings (ex: home school), must meet all requirements for graduation.

**Credit Advancement**

Auburn City Schools will offer a student the opportunity to pursue Credit Advancement as an alternative to the traditional Carnegie Unit approach to course completion. For a student to be eligible for Credit Advancement he/she must complete a *Request for Credit Advancement* form signed by the parent/legal guardian, and high school counselor.

Credit Advancement may occur when the student requests to take an *End-Of-Course Assessment* covering all of the standards prior to enrolling in the course through Credit Advancement; this score will be included in the students overall grade point average.

**Auburn High School Diploma**

**Beginning with Class of 2017**

**SUBJECT**

**CARNEGIE UNITS**

English..... 4

English 9  
 English 10  
 English 11  
 English 12

**Mathematics ..... 4**

*The four (4) credits must include Algebra I or Algebra IA and Algebra IB, Geometry and Algebra II*

Math Course Sequence:

<i>Algebra IA</i>	<i>Algebra II with Trig</i>	<i>AP Calculus AB</i>
<i>Algebra IB</i>	<i>Discrete Mathematics</i>	<i>AP Calculus BC</i>
<i>Geometry</i>	<i>Pre-Calculus</i>	<i>IB Standard Level Math</i>
<i>Algebraic Connections</i>	<i>Probability and Statistics</i>	<i>IB Higher Level Math</i>
<i>Algebra II (Seniors Only)</i>	<i>Calculus</i>	<i>AP Statistics</i>
	<i>AP Computer Science Principles</i>	

**Science ..... 4**

*Must complete Biology, and a Physical Science (choices are Physical Science, Chemistry or Physics) and two (2) other Science courses:*

*Chemistry (a physical science)      Earth Science      Forensic & Criminal Investigation      IB/AP Biology*

	<i>Aquaculture Science</i>	<i>Forensic and Criminal Investigations</i>	<i>IB/AP</i>
<i>Biology</i>	<i>IB/AP Biology</i>		
<i>Physics (a physical science)</i>	<i>Anatomy &amp; Physiology</i>	<i>Intro to Bio Technology*</i>	<i>IB/AP Chemistry</i>
<i>Physical Science</i>	<i>Environmental Science</i>	<i>AP Physics 1</i>	<i>AP Physics</i>
2	<i>AB</i>		
<i>Aquaculture Science</i>			<i>Environmental Science</i>

**Social Studies ..... 4**

- 9<sup>th</sup> - World History & Geography Since 1500
- 10<sup>th</sup> - U.S. History & Geography to 1877 or AP European History
- 11<sup>th</sup> - U.S. History & Geography Since 1877 or AP U.S. History
- 12<sup>th</sup> - American Government & Principles of Economics (Regular or AP)

*NOTE: Students, who take AP European in 10<sup>th</sup> grade and do not take AP U.S. History in 11<sup>th</sup> grade, must take 10<sup>th</sup> grade U.S. History AND 11<sup>th</sup> grade U.S. History during their junior year*

**LIFE (Physical Education) ..... 1**

*JROTC counts as meeting the requirement of this course.*

**Health Education ..... 1/2**

*(Students may satisfy the required Health unit by successfully completing the Foundations of Health Science course)*

**Career Preparedness ..... 1**

**Fine Arts, Career/Technical and/or World Languages Electives ..... 3**

**Electives ..... 4 ½**



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**Total ..... 26**

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**INTERNATIONAL BACCALAUREATE DIPLOMA REQUIREMENTS:**

*\*For specific curriculum, see the Auburn High School (AHS) Course of Study book or view the AHS website.*

<b><u>SUBJECT</u></b>	<b><u>CARNEGIE UNITS</u></b>
English <sup>1</sup>	4
Mathematics	4
Science <sup>2</sup>	4
Social Studies <sup>3</sup>	4
Physical Education	1
Health	1/2
Foreign Language <sup>4</sup>	5
<i>NOTE: 12<sup>th</sup> grade students unable to complete the IB Standard Level language requirement can take the IB Ab Initio level exam (4 units of a Language) and receive IB endorsement.</i>	
Sixth Subject Elective <sup>5</sup>	1
Theory of Knowledge	1
Fine Arts or other coursework	1/2
Creativity, Action, and Service	150 hrs
Career Prep	1
<hr/>	
<b>Total</b>	<b>26</b>

<sup>1</sup>Recommended to include Pre-IB/AP English 9 and 10 and IB English I and II in 11<sup>th</sup> and 12<sup>th</sup> grades

<sup>2</sup>Must Complete Biology, Chemistry and either IB Biology (2 units) or IB Chemistry (2 units)

<sup>3</sup>Must include World History – 9, AP European History – 10 or US History 10, IB History of America I–11; and IB History of the Americas II-12

<sup>4</sup>12<sup>th</sup> grade students unable to complete the IB Standard Level language requirement can take the IB Ab Initio level exam (4 units of a Language) and receive IB endorsement.

<sup>5</sup>Must be from IB Art, IB Economics, IB Music, IB Theatre, IB Psychology, IB World Religions, or a second IB Science,

**Note: 10<sup>th</sup> grade pre-IB students may take Government or Economics for electives as their schedules permit;**

*IB Economics is an elective available for 11<sup>th</sup> or 12<sup>th</sup> grade IB students only.*

**ESSENTIAL SKILLS DIPLOMA REQUIREMENTS**

<b><u>SUBJECT</u></b>	<b><u>CARNEGIE UNITS</u></b>
English	4
Mathematics	4
Science	4
Social Studies	4
Career/Technical Education	2
Transition Services 1 & 2	2
*Cooperative Career/Technical Education	1
Health Education	1/2
Physical Education	1
Electives	3.5

*\*May be a part of the two (2) credits for Career/Technical Education. The designated one (1) credit for Cooperative Education will then be added to the electives, making a total of four (4) electives.*

## **ATTENDANCE**

### **MANDATORY ATTENDANCE LEGISLATION**

*Code of Alabama (1975) §16-28-3* requires all children between the age of six (6) and seventeen (17) years of age to attend school for the minimum number of scholastic days prescribed by the Alabama State Board of Education. All laws regarding school attendance shall be strictly enforced by the Auburn City Board of Education.

### **ARRIVALS / DISMISSALS**

Students are to arrive on time for the beginning of the school day and leave the school campus immediately upon dismissal for the day and/or from other school related activities (NOTE: Thirty minutes before or after school should be the maximum time of arrival and pick-up.) Parents/guardians should refer to the school's handbook for the designated time and protocol for each school.

### **TARDINESS**

Tardies are considered excused for the same reason(s) as excused student absences. Refer to each school's handbook for tardy information. The principal or his/her designee may impose disciplinary measures for excessive tardies. Communication will be made to parents/guardians by the school or the attendance officer if the number of tardies becomes excessive. Excessive tardies may result in a home visit by the ACS Attendance Supervisor.

### **CHECK-INS / CHECK-OUTS**

Necessary check-ins or checkouts must be processed by the parent through the school's office by procedures outlined in each school's handbook. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. Check-ins/outs are considered excused for the same reasons as excused absences. An unexcused check-in/out will be considered a tardy. Excessive check-ins and /or checkouts may result in a home visit by the ACS Attendance Supervisor.

### **ABSENCES**

#### **ABSENCE MONITORING BY PARENTS**

Parents of students in grades 3-12 can routinely monitor absences by accessing their student's information on the Parent Portal on the ACS web site ([www.auburnschools.org](http://www.auburnschools.org)). If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

#### **WRITTEN EXCUSE**

The parent/legal guardian must provide a written explanation (excuse) to the school principal for each student's absence within three (3) days of the student's return to school.

For a student's consecutive days of absence, a parent/legal guardian may submit one written excuse. The number of days absent covered in that written excuse will be counted as individual written excuses toward the allowed maximum five (5) parent written excuses per semester.

The written excuse must include the following:

1. Written statement from the parent or doctor stating the reason for the absence
2. The date of absence(s)
3. The parent's signature

Parents of students in grades K-9 may submit up to five (5) parent written excuses per semester, and may be required to submit an excuse for late check-ins and early checkouts. After five (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Parents of students in grades 10-12 may submit up to five (5) parent written excuses per semester, which includes check-ins/outs that constitute an absence in the class. A student is considered absent from a class if thirty minutes or more is missed. After five (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Parents are encouraged to provide medical documentation to the school principal **at the beginning of the school year** if their child has been diagnosed by a physician with a chronic medical condition that impedes regular school attendance.

Refer to your student's school's handbook for additional guidelines for submitting excuses. If a student fails to attend school without submitting a timely parent, medical or legal excuse, the student and parents/guardians are subject to court intervention.

### **EXCUSED ABSENCES**

Absences are excused for the following reasons:

- Illness of the student
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the student as determined by the principal
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal
- Religious holidays, upon receiving prior approval from the student's principal (the Superintendent's designee)

### **UNEXCUSED ABSENCES**

Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with five (5) unexcused absences during the school year may be referred to Early Warning Court in the proper court of jurisdiction. Absences are unexcused for the following:

1. The student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.
2. The student has been suspended.

## **PERSONAL TRIPS AND ACTIVITIES**

Students are expected to schedule out-of-town trips and other activities during preset vacation periods and holidays on the ACS academic calendar. Students may be required to attend school after hours to make up for school time missed due to trips and activities.

## **COLLEGE VISITS**

High School seniors are allowed two (2) excused absences for college visits. Any exceptions to this policy must be cleared with the principal two (2) weeks prior to the trip. Students may be required to attend school after hours to make up for school time missed due to college visits.

## **ABSENCES AND ACADEMIC CREDIT**

According to Auburn City Schools Board policy, a student who has more than ten (10) unexcused absences per year (grades K-7), or more than five (5) unexcused absences per semester (in grades 8-12) may be retained.

Written excuses for absences must be submitted by parents/guardians within three (3) school days (including the return date) of the absence. If not, the absence will be coded as unexcused and zeros may be given for the missed work. Appeals of this procedure will be reviewed by the principal. After five (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Students with excused absences have five (5) school days in a semester upon returning to make up any missed work. At the teacher's discretion, they may or may not be given the same work done by the students who were in class.

A student who misses thirty minutes or more of a class at Auburn High School is counted absent from that class. Refer to Auburn High School's Student Handbook for additional information.

### **Waiver**

The requirement pertaining to denial of credit may be waived in the event of: serious illness, accident, death in the immediate family, inclement weather which would be dangerous to the life and health of the student as determined by the principal, and/or religious holidays as approved by the Superintendent or his/her designee.

## **STUDENT WITHDRAWAL DUE TO ABSENCES**

The Code of Alabama § 16-28-40 defines withdrawals as "more than ten (10) consecutive days or fifteen (15) days of total unexcused absences during a single semester." A student meeting these criteria (without acceptable parent, doctor, or legal excuses) is subject to withdrawal from school.

For students seventeen (17) years of age or older who are withdrawn from school due to attendance issues, the Attendance Officer notifies the Department of Public Safety of the withdrawal. The Department of Public Safety shall deny or revoke a driver's license or learner's permit for the operation of a motor vehicle to any person under the age of nineteen (19) who has obtained the withdrawn status.

## **TRUANCY**

### **TRUANCY DEFINITION**

Parent/legal guardian or other persons having charge of any student officially enrolled in Alabama public schools (K-12) must provide the school, within three (3) school days of each and every absence (or consecutive absences), a written explanation of the reason(s) for each absence. Failure to furnish such explanation shall be evidence of the student being

truant each day he/she is absent. The student shall be deemed truant for any absence determined by the principal to be unexcused based upon the *State Department of Education's School Attendance Manual*.

## **TRUANCY INTERVENTION PROCESS**

### **STEP ONE - Third truancy/unexcused absence (warning)**

Upon the third unexcused absence, the parent(s)/legal guardian(s) shall be notified in writing by the school principal or his/her designee that the student was truant and the date of the truancy.

### **STEP TWO – Upon the fifth unexcused absence**

Upon the fifth unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter from the school principal or his/her designee of the student's truancy status.

### **STEP THREE – After the fifth unexcused absence**

After the fifth unexcused absence, the parent(s)/legal guardian(s) are subject to the filing of a complaint to and participation in the Early Warning Program provided by the Family Court of Lee County. The parents/guardians and student are informed of the Alabama State Compulsory Attendance Laws and consequences of further unexcused absences.

- Failure to appear at the Early Warning Program shall result in the filing of a petition against the parent(s)/legal guardian(s) under *Code of Alabama § 16-28-12* (failure to cooperate), and /or a truancy charge against the student, whichever is appropriate.

### **STEP FOUR –Upon the seventh unexcused absence**

Seven (7) unexcused absences within a school year constitute a student being truant for purpose of filing a petition with the Court.

- Any student ordered to court with a truancy petition could be adjudicated to CHINS (Children in Need of Supervision) by a court judge. A judge can order additional supervision and services through East Alabama Mental Health, Department of Human Resources, or alternate placements outside the home setting. Additional fees and community service may also be ordered by a judge.
- Any custodial adult who is prosecuted for failing to require a student to attend school may be jailed for up to one (1) year or fined up to \$500.00 or both.

## **BEHAVIOR AND DISCIPLINE**

### **DRESS CODE**

Auburn City Schools is a working and learning environment. All ACS students are encouraged to observe a standard of grooming and dress consistent with the importance of the school's mission of education. The Board and Administration recognizes and appreciates the role of parents in assisting their children in making appropriate choices regarding their clothing while attending school within the boundaries provided by this Dress Code. The school principal or his/her designee will have the final decision in determining whether apparel meets the system's dress code.

Students in violation of the dress code will be required to change immediately. If this requires a student to checkout, the absence will be marked as unexcused. For secondary schools, if violations become chronic, additional consequences may include detention, In-School Suspension, or Out-of-School Suspension.

## **District Wide Grades K-12 Guidelines**

1. Clothing should fit properly; be the correct size for the student's body size and type.
2. Clothing must be in good taste for the age and maturity of the student, safe, and a not a distraction to others.
3. Any apparel or appearance that may be distracting in the classroom (as deemed by the school administration) is not permitted.
4. Clothing that displays immoral or illegal behavior is not permitted. Any article of clothing, apparel, jewelry or haircut with words, colors, patterns (ex: bandana) or pictures depicting gangs, gang slogans or symbols, violence, sex drugs, alcohol, mutilation or language that could be considered obscene or vulgar will not be permitted.
5. Undergarments must be worn in an appropriate manner and not be visible.
6. Clothing that is not able to provide coverage to undergarments and private body areas at all times, and during all activities, is not permitted. This includes clothing with rips, tears, or holes that expose underwear or private areas of the body.
7. Students must not wear clothing that reveals the body in an inappropriate manner. (examples: clothing that is too tight, too short, bare at the mid-driff, bare at the sides, sheer or see-through clothing, etc.).
8. Students cannot wear jewelry or accessories that distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc. are not permitted.
9. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, shoes with wheels are not permitted.

### **Dress Code for Elementary Schools Grades K-5**

Our goal is to prepare and guide students in Grades K-5 to follow the dress code listed for secondary students; a student found in violation of the dress code will be required to change their clothing with appropriate clothing. School administrators will have the authority to allow for variances that are appropriate to students in this age range.

### **Dress Code for Secondary Schools Grades 6-12**

#### **The "4-inch Rule"**

When a student is standing up straight with arms and hands straight down, the hem of the garment should be no higher than four (4) inches from the top of the kneecap and around the perimeter of the legs when measured by a ruler.

#### **Tops**

1. Tops must have shoulder sleeves that have a minimum two (2") width shoulder strap. This includes T-shirts.
2. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to mid-driffs, bare at the sides, sundresses, "spaghetti strap" type tops, Racer backs, off-the-shoulder tops, low-cut front or low-cut tops, tops that show cleavage, sheer or see-through clothing, etc.
3. T-shirts that extend below four (4) inches from the top of the kneecap must be tucked in.
4. Men's style undershirts are not permitted to be worn unless concealed under an acceptable shirt/top garment.

#### **Head Gear**

1. Students may not wear hats or head coverings in school buildings or on school premises. This includes but is not limited to bandanas, athletic headbands, headscarves/hair wraps, and other forms of headgear or hair covering.
  - a. Exceptions include:
    - i. Head gear used as part of a uniform such as the JROTC cap, band uniform hats, and athletic headgear worn with a uniform on the playing and practice fields are allowed.

- ii. Religious purposes, which have been approved prior to wearing.
- iii. During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.

### **Pants, Skirts, Dresses, and Shorts**

1. Pants must be worn at the waist level.
2. Pants that are too tight or allow for exposure of undergarments are not permitted.
3. Baggy, overly loose fitting pants must be worn with a belt. No sagging pants.
4. Pants or Jeans may only have holes at the knee or below. Pants or Jeans that have holes above the knee are not allowed, even if there is material beneath the holes.
5. Students may not wear pajamas or loungewear.
6. The length of skirts, dresses, and shorts (front and back) must be deemed appropriate and must conform to the "4-inch rule". No slits or leg openings can be higher than four (4) inches above the top of the kneecap.
7. Skirts, dresses, and shorts must conform to the "4-inch rule" regardless of whether they are worn with tights, panty hose, or bare legs.
8. Skirts, dresses, and shorts must be appropriate whether the student is standing or sitting.
9. Leggings, yoga pants, joggers, and other tight fitting, spandex or lycra based pants must be worn with an acceptable top that comes to the wearer's mid-thigh on all sides.
10. Shorts must conform to the "4-inch rule". Nylon type spandex shorts (ex: bike shorts) are not permitted.

## **BUS TRANSPORTATION CODE OF STUDENT CONDUCT**

The Auburn City Board of Education provides bus transportation to students who are eligible to ride based on State and Local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow all rules and regulations regarding school buses.

The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others. At such time as it becomes necessary to deny a student the privilege of riding ACS buses, it becomes the parents sole responsibility to transport the student to and from school in a timely manner.

Parents/Guardians are urged to contact the school principal with any transportation concerns or problems.

### **BEHAVIOR EXPECTATIONS AND RULES**

ACS School officials will impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus conduct rules and regulations adopted by individual schools and the transportation department:

1. Obey and cooperate with the bus driver (the driver may assign seats for students);
2. Be seated immediately after boarding and remain seated;
3. Do not talk to the driver except in emergencies;
4. Do not scuffle with or harass other students;
5. Do not fight, quarrel, yell, or use profanity;
6. Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats;
7. Keep hands, head, and objects inside the bus;
8. Do not eat, drink, or chew gum on the bus;

9. Do not smoke or strike matches/cigarette lighters on the bus;
10. Do not bring fireworks, weapons, replicas or anything that may endanger the lives of others on the bus;
11. Do not commit careless or willful acts which may cause injury to others;
12. Keep bus clean by picking up any trash that is dropped;
13. Do not commit careless or willful acts which may cause damage to the bus (parent/legal guardian may be held financially responsible for repairs or replacement);
14. Ride to and from school on the bus assigned unless approved by the principal.

**ADMINISTRATIVE RESPONSES TO DISCIPLINE REFERRALS FOR VIOLATION OF BUS EXPECTATIONS AND RULES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

<b>First Offense:</b>	Suspended from riding the bus for one (1) week;
<b>Second Offense:</b>	Suspended from riding the bus for one (1) month;
<b>Third Offense:</b>	Suspended from riding the bus for the remainder of the school year.

**CODE OF STUDENT CONDUCT**

It is the belief of the Auburn City Board of Education that effective, quality education requires orderly procedures and discipline. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly, and academically conducive atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Acting in the best interest of this community, the policy of the Auburn City Board of Education is to require the principals, faculties, staffs, students, parents and guardians to adhere to and to comply with this Board of Education approved *Code of Student Conduct* (CSC).

As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures described for violations of established standards shall apply to students in Grades K-12.

\*Wherever the “principal” is referred to in this *Code of Student Conduct*, it shall be understood “his/her designee” also applies. Whenever the “Superintendent” is referred to in this *Code of Student Conduct*, it shall be understood “his/her designee” may also apply.

**SCHOOLS’ CODE OF STUDENT CONDUCT**

Each school has a code of student conduct that specifically defines additional behavior expectations for students at their school. The school plans are consistent with ACS Policy, the *ACS PARENT AND STUDENT HANDBOOK*, and the *Code of Student Conduct’s* definitions of student violations and administrative responses and the *Code of Alabama*.

**CLASSIFICATIONS OF VIOLATIONS**

Violations of the established standards are categorized according to the type of violation and subsequent disruption of the educational environment of the student and others. Each type of violation is followed by a range of disciplinary responses. The specific response to be implemented will be determined by the school principal, the school assistant principal, the Superintendent’s designee, and/or the Board of Education based on the severity of the act and the judgment of the administrator.



In the event the disciplinary infraction was of a violent or dangerous nature, Auburn City Schools reserves the right to assign the student to In-School Suspension (ISS), Alternative School, or an Alternative Placement during the investigative process.

The following types of violations are examples and are not intended to be all-inclusive:

**Type I Violations:**

1. Tardiness
2. Academic Dishonesty
3. Minor disruption in the classroom or during school activities
4. Unauthorized absence from class or school (skipping)
5. Failure to serve a school-based disciplinary assignment
6. Verbal abuse of another person
7. Nondirected use of profane or obscene communication (verbal and/or written gestures)
8. Unauthorized student fundraising
9. Vehicular violations
10. Chronic failure to bring supplies to class
11. Failure to complete and/or return required school forms
12. Inappropriate affectionate behavior
13. Non-conformity to dress code
14. Minor disruption on school bus
15. Failure to obey directions in hallways, assemblies, etc.
16. Displaying unsportsmanlike conduct at school events
17. Unauthorized use of school property or personal property
18. Littering school property
19. Inappropriate or unauthorized use of any electronic resources
20. Improperly restricting or inhibiting other users from using electronic communication devices
21. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

**Type II Violations:**

1. Repeated and/or excessive Type I offenses
2. Use of obscene or profane communication (verbal and/or written gestures) directed toward another person
3. Fighting
4. Intentionally touching or striking another student against his/her will
5. Horseplay which may lead to a physical/verbal altercation
6. Attempting to incite a fight or confrontation
7. Stealing – Larceny - Petty Theft
8. Possession of fireworks or other pyrotechnic devices
9. Vandalism or the intentional damage to property
10. Offensive touching of another student
11. Cheating
12. Trespassing
13. Insubordination to or disrespect toward a school employee
14. Providing false information to a Board of Education employee
15. Intimidation, harassment, or bullying

16. Possession of stolen property with the knowledge that it is stolen
17. Possession, use of electronic smoking devices
18. Possession, use, sale and/or distribution of tobacco products
19. Possession and/or use of matches or lighter
20. Possession of inappropriate objects, materials or replicas (i.e., pocket knife, keychain knife, watergun, gun magazine, etc.)
21. Participation in games of chance for money and/or other things of value (gambling)
22. Improper internet/e-mail use (i.e., pornography, "sexting", etc.)
23. Violation of the "Acceptable Use" policy regarding technology
24. Creating or publishing an unauthorized recording of a student, Board of Education employee or authorized guest
25. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

**Type III Violations:**

1. Repeated and/or excessive Type II offenses
2. Possession of firearms (including air guns or any replica of weapons)
3. Possession of a deadly weapon or knife of any kind (including, but not limited to, hunting knife, pocket knife, or X-Acto knife)
4. Possession of ammunition for a weapon
5. Bomb Threats
6. Arson
7. Willful and unauthorized possession and/or use of drugs, drug paraphernalia or alcoholic beverages, or being under the influence of the same
8. Selling, dealing, or attempting to sell unauthorized drugs or substances purported to be drugs
9. Criminal mischief
10. Sexual harassment
11. Sexual misconduct
12. Stalking
13. Sexual acts, including proposition to engage in sexual acts
14. Offensive touching of another person
15. Fleeing a School Board employee
16. Striking or causing bodily harm to a School Board employee
17. Assault or battery of another person
18. Inciting or participating in a major student disorder
19. Robbery
20. Stealing, larceny, or grand theft
21. Selling or attempting to sell stolen property
22. Trespassing with intent to commit an offense when school premises are closed
23. Willful and malicious vandalism or damage of property
24. Other criminal acts
25. Unjustified activation of a fire alarm system or fire extinguisher
26. Violating the security of any electronic resource or undermining its integrity
27. Preparing, possessing, or igniting explosives, fireworks, firecrackers, or smoke bombs
28. Continued disruption of the educational environment
29. Gang-related activities

30. Participation in a non-school sanctioned group that is deemed disruptive to the school environment
31. Intimidation, harassment, bullying, threats, hazing or extortion by two (2) or more students acting as a group
32. Intimidation, harassment, threats, hazing or extortion by an individual who threatens the safety of a person or the safety or security of the school environment (including electronically, written, verbal, physical, or other methods)
33. Improper use of computer, (i.e., changing grades, threats, intimidation, harassment, criminal acts, etc.)
34. Using any electronic resource to transmit material, information, or software in violation of any law including material which may be harmful to minors
35. Improper internet, e-mail or electronic resource usage (i.e., pornography)
36. Violation of the "Acceptable Use" policy regarding technology
37. Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

**DISCIPLINE ASSIGNMENTS AND AUTHORIZED AGENT(S)**

**Administrative Responses to Violations**

Administrative Response to Violations <i>(include but are not limited to)</i>	Violations		
	Type I	Type II	Type III
Time-Out	√		
Student Conference with School Personnel	√	√	
Contact parent/legal guardian	√	√	√
Counseling	√	√	√
Detention	√	√	
Work Assignments Before and/or After School	√	√	
In-School Suspension (ISS)	√	√	√
Suspension	√	√	√
Suspension from Riding All Buses	√	√	√
Contact Juvenile Authorities	√	√	√
Alternative School		√	√
Alternative Placement		√	√
Involve Law Enforcement Officials		√	√
Restitution		√	√
Indefinite Suspension			√
Expulsion from School			√
Repeated Type I Offenses Will Be Treated As Type II Offenses	√		
Repeated Type II Offenses Will Be Treated As Type III Offenses		√	

**Expulsion:**

The Board will consider and come to a decision on all Superintendent recommendations for student expulsion as further set forth in this document and as dictated by the Code of Alabama.

Students may be expelled from school for offenses serious enough to warrant such action as provided in the *Code of Student Conduct* or other Board disciplinary policies. Students who are recommended for expulsion may be suspended until such time as the Board meets to consider the recommendation for expulsion. Parents will be given reasonable notice of the proposed action, the reasons therefore, and an opportunity to be heard by the Board

regarding expulsion. The Superintendent will notify the student and/or the student's parent or guardian, in writing, of any action taken by the Board. The term of an expulsion may extend to the maximum permitted by law.

The Board may impose such reasonable limitations on the student's right to re-enroll in the school system following expiration of expulsion as may be permitted by law. A student who withdraws from school prior to the Board's consideration of a proposed expulsion may not re-enroll in the school system until the Board holds a hearing or other appropriate proceedings regarding the recommended expulsion. Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the *Individuals with Disabilities Education Act ("IDEA")* and its implementing regulations.

***Note: Students who are placed in alternative school or expelled from the Auburn City Schools are not allowed to attend any school functions nor be on any of the Auburn City Schools campuses for the duration of the alternative placement or expulsion. Any violation of this guideline could result in a report to law enforcement authorities and/or arrest.***

### **Seclusion and Restraint**

In keeping with the district's philosophy of providing a safe and orderly environment for students and staff, ACS supports the need to plan for the potential use of physical intervention as part of the *Code of Student Conduct* for all students. These interventions will only be used in an emergency when a student's behavior poses a threat of imminent danger to the student or others. Auburn City Schools allows trained school personnel to administer appropriate physical restraint as part of a comprehensive Behavioral Intervention Plan for all students.

### **Discipline of Incidences Involving Drugs, Alcohol, or Weapons**

In compliance with *Code of Alabama* § 16-1-24.1, as amended, the following policies, practices, and procedures have been set forth to deal with students or other persons who bring illegal drugs, alcohol, or weapons on the school campus.

1. The principal of the school shall notify appropriate law enforcement officials when any person violates the system's policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person.
2. The student involved shall immediately be suspended from attending regular classes.
3. If the student is found to have violated the Board's policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the student may not be admitted as a transfer student or readmitted to Auburn City Schools until:
  - a. Criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities; and
  - b. Only upon such conditions as the Superintendent shall prescribe for the preservation of the safety and security of students and employees of the Auburn City Schools, which may include, but is not limited to, psychiatric or psychological evaluation and counseling.

### **Discipline of Incidences Involving Firearms**

In compliance with Alabama State Code § 16-1-24.3 and ACS Policy 4.2.1 *Prohibition on the Possession of Firearms* a student who has been determined to have brought to school or to have in their possession a firearm in a school building, on school grounds, on school buses, or at other school sponsored functions will be expelled for a period of one year. For the purpose of this section, the term "firearm" has the same meaning as defined in *Title 18 U.S.C. § 921*.

The expulsion requirement may be modified in writing by the ACS Board of Education upon the recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes in any public school in the state during the expulsion period. Students who are expelled from schools for firearm possession may be permitted to attend alternative schools designed to provide education services as approved by the Board. Discipline of students with disabilities who violate the ACS firearm possession policies shall be determined

on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy and law enforcement officials will be notified by the school principal of violations.

### **Authorized Assignments and Agents**

Principals may assign a disciplinary action of:

- up to ten (10) days of Out-of-school suspension and/or
- up to ten (10) days of In-school suspension (ISS).

The Superintendent or his/her designee may assign:

- a placement in an alternative school or
- an alternative placement.

The ACS Board of Education

- Any disciplinary action including expulsion

### **Discipline Review Committee**

The Superintendent may appoint a committee to review proposed disciplinary action(s) recommended by school administration that exceeds a ten (10) day assignment, which would constitute an alternative placement. The Discipline Review Committee (DRC), appointed by the Superintendent, shall be composed of a minimum of three (3) persons (Central Office Administration, School Administration, and Special Education Administration).

This DRC committee will review disciplinary cases where a principal recommends suspension and/or or alternative placement of more than ten (10) school days. The DRC will examine all evidence involved in the case presented by school administration. Within seven (7) school days of notifying the Directory of Student Services, the DRC will meet and a determination will be made in terms of whether the accused has violated the ACS *Code of Student Conduct*. The committee will accept, reject, or modify the finding of a violation and accept, reject, or modify the recommended student discipline. During the seven (7) school day review process, the student will be placed in In-school suspension or Out-of-school suspension as determined by the school principal. Once a final decision has been made by the committee, the parent/legal guardian will be notified by the school administration.

### **Discipline Review Committee Process**

#### **STEP ONE: Principal's Response**

The principal or his/her designee will communicate to the parent the student infraction and subsequent referral to the Discipline Review Committee to consider the student's disposition and placement.

#### **STEP TWO: Director of Student Services and Discipline Review Committee Response**

The Director of Student Services will schedule a date to convene with the Discipline Review Committee members to hear the circumstances that surround the infraction and subsequent disposition presented for consideration. The committee will consider all relevant written information and will uphold, modify, or reject the recommendation of the principal.

#### **STEP THREE: Discipline Review Committee Response**

The school administrator will notify the parents/guardians following the Discipline Review Committee hearing to convey the disposition, placement of the student, and to answer any relevant questions the parent may have.

#### **STEP FOUR: Appeal of Discipline Review Committee**

An appeal of the committee decision may be made following all appeal procedures as set forth in this document.

## ACS DISCIPLINE DUE PROCESS AND APPEALS PROCEDURE

### DUE PROCESS

Whenever a student is accused of committing a violation of the Student Code of Conduct, he/she has the right to due process. This means that the student must:

- Be informed of the charges and evidence,
- Be provided with an opportunity to present his or her side of the case, and
- Parent/legal guardian will be provided with an opportunity to appeal the decision.

### DISCIPLINE APPEALS PROCEDURE\*

Parents/guardians who wish to appeal a disciplinary decision may do so by:

#### **STEP ONE: Appeal to Principal**

The notice of appeal and supporting information must be received in writing within seven (7) days after notification of the infraction and subsequent disposition.

#### **STEP TWO: Appeal to Assistant Superintendent**

If the appeal is not resolved at the school level, the parent must notify the assistant superintendent within seven (7) days of the appeal decision. The principal will forward all information considered in the decision to the assistant superintendent. The assistant superintendent will review all written information and may modify, overrule, or support the administrative decision.

#### **STEP THREE: Appeal to the Superintendent**

If the appeal is denied the parent may submit the appeal to the Superintendent for consideration within seven (7) days of the assistant superintendent's response. The Superintendent will review all written information and may modify, overrule, or support the administrative decision.

#### **STEP FOUR: Appeal to the Board of Education**

If the Superintendent affirms, modifies, or overrules the appeal and the decision is not acceptable to the parent/legal guardians, they may appeal to the Auburn City Board of Education by submitting a written appeal request within seven (7) days of the superintendent's response.

#### **STEP FIVE: Board of Education Response**

During an executive session of the Auburn City Board of Education, the parent/ guardian and the principal will be given the opportunity to present any matter relative to their position. The decision of the members of the Auburn City Board of Education is final in the due process procedure.

\*The student will remain in the placement given by the school as the result of the incident during the appeal process.

## NOTIFICATION OF LEGAL LIABILITIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property, school sponsored activities and/or against school employees.

### AUBURN POLICE DEPARTMENT INVOLVEMENT

It is the policy of the Auburn City Board of Education to have the Auburn Police Department contacted to investigate every incident involving illegal or prohibited drug possession, consumption, sale, or distribution. All students involved in

any such conduct may be subject to arrest, transportation to the Auburn Police Station, and in the normal course of investigation, interviews by the Auburn Police Department.

**ATTENDANCE AND CONDUCT (Act 94-782), (Act 99-705) (Code of Ala. § 16-28-12)**

Each parent/legal guardian or other person having control or custody of a student required to attend school who fails to require the student to enroll, to regularly attend school, or to compel the student 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 and may be fined up to \$100 and may be sentenced to hard labor for up to (90) days. *Amendment to Act 94-782 (effective July 1, 2000)*

*(Act.99-705)* amends the attendance requirement to read “Each student who is enrolled in a public school shall be subject to the attendance and truancy provisions of the article except that any parent /guardian who voluntarily enrolls their student in public school, who feels that it is in the best interest of that student, shall have the right to withdraw the student at any time prior to the current compulsory attendance age.”

**DROP-OUT/DRIVER’S LICENSE**

**(Act 94-820 which amended Act 93-368 as codified in Code of Ala. § 16-28-40)**

The Department of Public Safety shall deny a driver’s license or learner’s permit to any person under nineteen (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 parent.

**DRIVER’S LICENSE/ PISTOL POSSESSION (Act 94-820) (Code of Ala. § 16-28-40)**

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

Section 1:

- No person shall shoot or discharge a firearm into an occupied or unoccupied school bus or school building.
- A person who shoots or discharges a firearm into an occupied school bus or school building shall be guilty of a Class B felony.
- A person who shoots or discharges a firearm into an unoccupied school bus or school building shall be guilty of a Class C felony.

**DRUG DEALING (Act 94-783) (Code of Ala. § 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 (Act 94-784) (Code of Ala. § 16-1-24.1)**

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

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be admitted as a transfer student or

readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

### **MANDATORY REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT (Code of Ala. § 26-14-3(f))**

According to Alabama laws, all....nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of eighteen (18) is known or suspected to be a victim of child abuse or neglect.

### **OBSTRUCTING GOVERNMENTAL OPERATIONS (§ 13A-10-2)**

A person commits the crime of obstructing governmental operations if, by means of intimidation, physical force, interference, or by any other independently unlawful act, he:

1. Intentionally obstructs, impairs, or hinders the administration of law or other governmental function; or
2. Intentionally prevents a public servant from performing a governmental function. This section does not apply to the obstruction, impairment, or hindrance of the making of an arrest.
3. Obstructing governmental operations is a Class A misdemeanor.

### **STUDENT HARASSMENT PREVENTION ACT (§ 2009-571)**

- No student shall engage in or be subjected to harassment, intimidation, violence, or threats of violence on school property, on a school bus, or at any school-sponsored function by any other student in his/her school system.
- No person shall engage in reprisal, retaliation, or false accusation against a victim, witness, or other person who has reliable information about an act of harassment, violence, or threat of violence.
- Any student, or parent/legal guardian of the student, who is the object of harassment may file a complaint outlining the details of the harassment, on a form authorized by the local Board, and submit the form to the official designated by the local Board to receive complaints at the school. The *Harassment Investigation Forms* are available on the ACS website, from your student's school principal, the Assistant Superintendent of Curriculum or the Director of Human Resources.
- Each school shall develop plans or programs, including, but not limited to, peer mediation teams, in an effort to encourage students to report and address incidents of harassment, violence, or threats of violence.

### **SEXUAL HARASSMENT (ACS Policy § 6.11)**

Sexual Harassment in any form that is directed toward students and employees is prohibited. Persons who violate this policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations.

Any student or employee who feels they have experienced sexual harassment in ACS may file a *School Title IX Contact Sexual Harassment Investigation Form* with the Assistant Superintendent of Curriculum or the Director of Human Resources.

### **TEACHER ASSAULT (Act 94-794) (Code of Ala. § 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 an employee of a public educational institution during or as a result of the performance of his/her duty.

### **THEFT OF LOST PROPERTY (Acts 1977, No. 607, p. 812, § 3205)**

Definition: A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of



the recipient or as to the nature of the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

**CRIMINAL TRESPASS BY MOTOR VEHICLE (Acts 90-664 - § 13A-7-4.1)**

A person commits the offense of criminal trespass by motor vehicle when the person does so after having been requested not to do so by a uniformed law enforcement officer or by a properly identified owner or an authorized agent of the owner. A person who commits the offense of criminal trespass by motor vehicle shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine:

1. Not to exceed \$50.00 for the first such offense;
2. Not to exceed \$100.00 for the second such offense; and
3. Not to exceed \$150.00 for the third or subsequent such offense.

**VANDALISM (Act 94-819) (Code of Ala. § 16-5-380)**

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

**WEAPONS IN SCHOOLS (Act 94-817) Code of Ala. § 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: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is 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; or any club, baton, billy, black-jack, bludgeon, or metal knuckles).*

**FIREARMS IN SCHOOLS (Acts 1995, No 95-756, 1768 §§1-4) (Code of Ala. §16-1-24.3)**

Students, 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 shall receive a required expulsion for a period of one year. The local Board and Superintendent may modify the expulsion requirement for a student on a case-by-case basis. Students who are expelled for violation of this section shall not be allowed to attend regular school classes in any public school in the state during the expulsion period. Students who are expelled from school for firearm possession may be permitted to attend alternative schools designed to provide education services. Discipline of students with disabilities who violate the firearm possession policies of city boards of education shall be determined on a case-by-case basis in accordance with the requirements of the *IDEA* and *Section 504 Rehabilitation Act*. For the purposes of this section, the term “firearm” has the same meaning as defined in *Title 18 §921 U.S.C.* When there are violations of the prohibition on firearms being brought to school by students, the school principal shall notify the appropriate law enforcement officials. Law enforcement authorities shall refer the violators to the appropriate authority in the judicial system when the action is feasible. The school principal shall notify the parents of students who violate the firearm-free school environment.

## **TECHNOLOGY USE AND GUIDELINES**

**CELL PHONES AND DIGITAL DEVICES DURING TESTING**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

### **PRIVACY NOTICE AND NOTIFICATION OF TECHNOLOGY**

The District's computer technology, network, and Internet System are to be used for educational and professional purposes. Users are reminded that all computer, network, and Internet use may be monitored by the District, and that there is no assurance of privacy or warranty of any kind, either expressed or implied, or that all services provided through this system will be error free or without defect. All users of this system agree to abide by all district policies, and guideline rules as written in this document.

### **NOTIFICATION OF BLOCKING, FILTERING, AND MONITORING OF TECHNOLOGY**

The *Electronic Communications Privacy Act of 1986* allows for schools to utilize a blocking/ filtering system where it relates to review of communications once they are stored in a school or district system, monitoring for legitimate purposes where one (1) party has previously consented to such monitoring (Acceptable Use Agreement), and monitoring by personnel performing duties necessary to maintaining the computer systems or to protecting the rights or property of Auburn City Schools.

The *Children's Internet Protection Act (PL 106-554)* requires that schools implement technology measures to protect minors from visual depictions that are obscene, pornographic, or "harmful to minors". Students and staff of ACS are subject to the provisions of the *Alabama Digital Crime Act (2012)*.

### **CONTROVERSIAL MATERIAL**

Users may encounter material which is controversial and which users, parent, teachers, or administrators may consider inappropriate or offensive. It is the users' responsibility not to initiate access to such material. Users who voluntarily access such material may be prohibited from using the Internet.

### **SURVEILLANCE CAMERA NOTIFICATION**

ACS monitors all school buildings and common areas with security camera surveillance.

### **ACCEPTABLE USE OF TECHNOLOGY EQUIPMENT**

Students attending Auburn City Schools (hereinafter referred to as ACS) are encouraged to utilize the computing capability of ACS in pursuit of their educational objectives. ACS strives to keep up-to-date equipment, software, and communications capabilities at all schools in the system. Students and their parents/guardians in return for the privilege of using the computing resources, software, and communication infrastructure of ACS must agree to this policy. Students and their parents agree that violation of these policies could result in the suspension of their privilege of using the ACS computing resources, but will not relieve or waive the responsibility of the students to complete any work assigned by their teachers.

The use of computers at Auburn City Schools is a privilege afforded to our students to enrich their education and prepare them for the technology they will use in both college and the workforce after graduation. Students who abuse this privilege in any way will be barred from using the computers in the future and subject to discipline appropriate for the offense. Disciplinary measures can include the following: detention hall, ISS, out-of-school suspension, expulsion, and/or legal charges if in violation of state and federal law.

### **PROPER AND ETHICAL USE**

With this learning tool, students and staff must understand and practice proper and ethical use. All individuals using this system must attend in-service training (or receive special instructions) regarding procedures, ethics and security involving using the Internet.

*\*For additional information on the use of school laptops at Auburn Jr. High and Auburn High School, refer to the "Student/Parent Laptop Agreement" provided at the school.*

**No Student or Staff Personnel Shall:**

1. Utilize ACS computing resources except for the purpose of meeting educational requirements of an activity directly assigned as part of classroom work, extra credit activity, or school-supported functions, which are supervised and monitored by school personnel. Students are to use the computers only for educational purposes related to their classes. Things they may not use the computers for include but are not limited to, games, chat rooms, downloading any type of music, movies, videos, pictures, etc. E-mail is to be used only when supervised by a teacher for educational activities. Students are not to use the internet to access any type of pornographic sites, sites containing profanity, or other sites inappropriate for the educational setting. At no time will a secondary (grades 6-12) student be allowed to use a faculty member's computer for any reason.
2. Access, transmit, copy, or retransmit material, which promotes violence or destruction of property or the manufacture and use of explosive or destructive devices such as, but not limited to, explosives, fireworks incendiary devices or other devices capable of causing injury or damage to property.
3. Access, transmit, copy, or retransmit any material judged obscene by community standards as defined by the Auburn City Board of Education or any entity designated by the Board to provide such definition. Material, including text, lyrics, images, or sound that is pornographic material designed to stimulate erotic feelings by the description or portrayal of sexual activity, is strictly prohibited.
4. Access, transmit, copy or retransmit material which promotes or advocates violence, hatred, harassment, defamation, cyber bullying or discrimination against any individual or group on the basis of race, ethnic origin, gender, age, religion, sexual preference and/or disability is strictly prohibited.
5. Utilize ACS computer resources to purchase, lease, sell, or otherwise engage in any form of commerce.
6. Access, transmit, copy, create, possess, or retransmit software, executable files, codes, scripts, macros, or any other material not specifically authorized and installed by ACS.
7. Commit or attempt to commit any willful act involving the use of ACS equipment or network capabilities that disrupt the operation of the ACS equipment or network capabilities.
8. Access, transmit, copy, create, possess, or retransmit software, executable files, code, scripts, macros, or any other material commonly known as a computer virus or worm.
9. Access, create, engage in or otherwise participate in role-playing or the playing of games or gaming software, other than as specially authorized by ACS personnel.
10. Willfully or negligently, damage ACS equipment or facilities including but not limited to computing equipment, network equipment, printers, or other peripheral equipment.
11. Hold over reimbursement to ACS for the cost of repair to predamage status or value of the equipment as determined by ACS including labor at the prevailing local rate for any willful or negligent damage.
12. Copy, retrieve, modify, transmit, or retransmit copyrighted materials, except with permission, or as a single copy to reference only.

**Network Etiquette**

- Be polite. Do not use abusive or otherwise inappropriate language in your communications.
- Do not reveal physical addresses of students or colleagues unless approved by those individuals. E-mail addresses are frequently shared and may be used.

- Do not use the network in such a way that you would disrupt the use of the network by others.
- All users have the same right to use equipment. Users shall not play games, or use the computer resources for other non-academic activities when other users require the system for academic purposes.

### **ELECTRONIC COMMUNICATION DEVICES (ECD'S)**

The display of and /or use of wireless communication devices or any use of other electronic communications devices used by the students for non-instructional purposes is prohibited on any ACS campus during regular school day instructional hours - which is intended to mean from the beginning to the end of the school day or activity.

If a violation occurs, the device will be confiscated and consequences will be imposed accordingly, as indicated by the school administrator. The following disciplinary action will be taken:

- First Offense:** Confiscated device given to parent/legal guardian the next school day after it is taken up.
- Second Offense:** Confiscated device kept for ten (10) school days, then returned to parent/ guardian.
- Third Offense:** Confiscated device kept for remainder of term, then returned to parent/ guardian.

The Board assumes no responsibility for theft, loss, or damage to any personal /wireless communication device in or out of our possession.

The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Use of electronic equipment, such as wireless laptops, distributed by the school system for instructional purposes is allowed.

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, of Board policy, of the *Code of Student Conduct* or of other school rules, provided that the nature and extent of such examination shall be reasonably related to the suspected violation.

## **GENERAL INFORMATION**

### **ATHLETIC PROGRAM**

#### **Participation**

Students in grades 7-12 are eligible to participate in the Auburn City Schools Athletic Program providing that they meet the Alabama High School Athletic Association Academic and Eligibility Rules.

#### **Medical Conditions**

A student participating in a school sport who is diagnosed with a chronic or emergency health condition requiring medication to be available for administration must have the medication(s) authorized by the school nurse. The parent/legal guardian must notify and submit all medication and required documentation to the school nurse prior to participation. The student athlete must meet with the school nurse for assessment and authorization prior to participation.

#### **Handbook**

The *ACS Athletic Handbook* may be reviewed via the Auburn City Schools web page at [www.auburnschools.org/athletics](http://www.auburnschools.org/athletics), or a copy may be obtained from the Athletics Department located at Auburn High School. Any additional questions regarding the athletic program should be directed to the ACS Director of Athletics (phone: (334) 887-4969).

## **CHECKS RETURNED FOR INSUFFICIENT FUNDS**

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

All checks will require issuer’s name, address, and home telephone number. Include the associated student’s name and school in the memo section of the check. The school district will not accept unsigned, post-dated, counter, or starter checks. Auburn City Schools will not accept checks from an individual who has on two (2) separate occasions presented to a school(s) for payment a check that returns to ACS due to insufficient funds.

## **CHILD NUTRITION PROGRAM**

It is the intent of the Auburn City Schools Child Nutrition Program to provide nutritionally balanced meals for students during each school day. It is also the policy of the Auburn City Board of Education to operate in compliance with federal, state, and local regulations pertaining to the National School Lunch and Breakfast Program.

All school locations offer a school breakfast and lunch meal for enrolled students as part of the National School Breakfast and Lunch Program.

Meal prices are subject to increases and will be made available as soon as determined.

<u>BREAKFAST PRICES</u>		<u>LUNCH PRICES</u>	
<b>Elementary schools</b>	<b>\$1.50</b>	<b>Elementary schools</b>	<b>\$2.50</b>
<b>Secondary schools</b>	<b>\$1.50</b>	<b>Secondary schools</b>	<b>\$2.50</b>
<b>Reduced price breakfast</b>	<b>\$0.30</b>	<b>Reduced price lunch</b>	<b>\$0.40</b>
<b>Visiting adults</b>	<b>\$2.00</b>	<b>Visiting adults</b>	<b>\$3.50</b>
<b>ACS employee</b>	<b>\$1.75</b>	<b>ACS employee</b>	<b>\$3.00</b>

### **CHILD NUTRITION PROGRAM PAYMENT**

It is the responsibility of the parent/legal guardians to pay for student meal purchases in advance or on a daily basis. (Code of Federal Regulations NSLP 7 CRF 210, Revised 01-01-9) Parents may access and deposit funds in each student’s meal account online at [www.myschoolbucks.com](http://www.myschoolbucks.com) .

### **A –LA – CARTE ITEMS**

Students who bring their meals from home may purchase items offered in the cafeteria at a-la-carte prices. Students will not be allowed to charge a-la-carte items.

### **INSUFFICIENT FUNDS IN STUDENT'S MEAL ACCOUNT**

National School Lunch and Breakfast Program regulations do not allow for charged meals. Therefore, it is the responsibility of the parents/guardians to pay for student meal purchases in advance or on a daily basis.

Students in grades K-9 will not be denied a meal. These students will be allowed to charge up to two (2) lunches and two (2) breakfast meals. When this limit is reached, students will be given an alternate meal until charges are paid in full.

Students in grades 10-12 will not be allowed to charge meals and will not have access to an alternative meal.

### **FREE AND REDUCED LUNCH OPTIONS**

Students may qualify for free or reduced price meals (breakfast and lunch) if the income level of the household and the number of members living in the household meet set qualifications.

Families may complete a *Free and Reduced Price School Meals* application during registration and/or at anytime during the school year. Applications are available at the schools or can be accessed online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

The qualification for free or reduced price meals is not retroactive to any fees and/or meal charges already incurred.

## **EXTRACURRICULAR AND SCHOOL RELATED ACTIVITIES**

### **PARTICIPATION**

#### **Extracurricular or School Related Activities**

Auburn City Schools' students are subject to the *Code of Student Conduct* guidelines while participating in or attending school-related activities.

- Students may participate in field trips only if permission forms are returned by set deadlines prior to the trip.
- Students are transported by bus for any school-related activities (sporting events, club trips, field trips, band competition, etc.). Participating students should not transport other students in a private vehicle. For questions, contact the school principal and/or Athletic Director.

#### **Competitive Academic or Extracurricular Activities Random Drug Testing**

Any student participating in competitive extracurricular or school related activities will be subject to random drug screenings according to Auburn City Schools Policy § 6.4.4.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

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

FERPA affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records and personally identifiable information. These rights are:

1. Inspect and review information contained in their education records, to challenge the contents of the education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in the files if the decisions of the hearing panels are not acceptable to the challenging party.
2. Consent before students are required to submit to a survey that concerns one (1) or more of the eight (8)

protected areas as designated by the statute. It also provides the right to receive notice and an opportunity to opt a student out of protected area surveys, non-emergency invasive physical exams, or screenings.

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

### **DIRECTORY INFORMATION DISCLOSURE AND PARENTAL RIGHTS**

A critical distinction exists between directory information and all other information present in school files. School districts can choose how much directory information from education records they will disclose. Under the guidance of FERPA, ACS considers these items to be directory information: student ID number, name, gender, address, telephone number, student school-filtered email address, custodial parent/guardian's name and phone number, school, homeroom, photograph or video, 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 athletic team members, degrees, honors and awards received, and the most recent educational agency or institution attended.

Parents may exercise the right to withhold consent to all public disclosures of directory information of their student on an annual basis. This opt-out option is done with the understanding that the student will not be listed in any school publication, honor roll, or other recognition lists, graduation program, sports activity sheets, etc.

Parents who wish to apply this opt-out right for enrolled students must submit a written opt-out statement to the principal by August 1 of each year. Parents of students enrolled after the start of a new school year must submit a written opt-out notice to the principal no later than the first day of the student's attendance.

### **STUDENT PICTURE/VIDEO USE OPT-OUT**

Students may be photographed and/or placed in student video(s) approved by ACS. These pictures and video may be approved for media reporting and/or public relations purposes. Authorized pictures and video images taken during all school-related events are covered under this policy.

Parents who wish to opt-out of having their enrolled students photographed or videoed at school related events and used for ACS approved reporting and/or public relations purposes, must submit a written opt-out statement to the principal by August 1 of each year. Parents of students enrolled after the start of a new school year must submit a written opt-out statement to the principal no later than the first day of the student's attendance.

### **NO CHILD LEFT BEHIND (NCLB) MILITARY RECRUITERS DISCLOSURE INFORMATION/OPT-OUT**

- The *Elementary and Secondary Education Act of 1965 (ESEA)* gives military recruiters the same access to secondary school students as they provide to post-secondary institutions or to prospective employers.
- *Section 9528 of NCLB of 2001* also requires LEAs that receive funds under the ESEA to provide military recruiters the same access to secondary school students as they generally provide to post-secondary institutions or prospective employers.
- Each LEA that receives funds under the *ESEA* must comply with request by a military recruiter or an institution of higher education for secondary students' names, addresses, and telephone numbers, unless a parent has "opted out" of providing such information.
- If a parent opts out of providing directory information to third parties, the opt-out relating to name, address, or telephone number applies to requests from military recruiters as well.

## **TEACHER QUALIFICATIONS NOTIFICATION**

Federal law now requires school systems that receive federal funding to notify the parents of each student of new parental rights. Parents may request information regarding the professional qualifications of any teacher or para-professional that serves their child.

A goal of the Auburn City Schools is to provide your child with a quality education. This goal includes providing all students with highly qualified teachers. Auburn City Schools is proud of its teaching staff and welcomes this opportunity to share information regarding licensing, degrees, and the experience of its staff with any parent.

Please forward any request for staff credentials to the address below and you may expect a reply within 10 working days.

Auburn City Schools  
Jason H. Lowe  
Executive Director of Human Resources  
855 E. Samford Ave.  
P.O. Box 3270  
Auburn, Al. 36831-3270

## **FORMS**

Forms noted in the *ACS Parent and Student Handbook* and other forms used in our system and schools may be located on the ACS website ([www.auburnschools.org](http://www.auburnschools.org)), individual school websites, at the Board of Education office, and individual school offices. Examples of forms found on the website: ALSDE School Medication Prescriber/Parent Authorization, Health Assessment Record, Parental Consent Health Hero, ACS Parent and Student Handbook Acknowledgement

## **GRIEVANCE PROCEDURES**

### **GENERAL GRIEVANCE PROCEDURES**

#### **Step One:**

If it is at all possible, the student/parent who has concerns is encouraged to address their concerns with the school administrator in order to facilitate a solution early and quickly.

This administrator may elect to seek resolution or may transfer the concern to the system's designated administrator or coordinator for resolution. If the student/parent cannot discuss the issue(s) with their school administrator(s) the student/parent should:

#### **Step Two:**

Contact the system designated staff member(s) to investigate student/parent grievances and request the applicable form and or procedure. Submit the written grievance/form to the Assistant Superintendent of Curriculum or the Director of Human Resources.

#### **Step Three:**

The staff designated by the Superintendent will investigate the complaint using various procedures, investigating techniques, including but not limited to interviews, phone contact, data reviews, and witness reports. After a thorough review, the administrator will report back to the superintendent and/or their designee with the suggested action to be taken by ACS. To the extent possible, the reporting student/parent will be informed of the remedial action being suggested and/or taken.

#### **Step Four:**



If the issue is still unresolved after the suggested resolution by the District Administrator assigned to review grievances the student/parent may present, subject to the limitations set forth in ACS Policy Section 4.6, their unresolved concern(s) first to the ACS Superintendent and then to the ACS Board of Education.

### **Related Policy**

The ACS Policy Manual is located on the ACS website.

ACS policies addressing Grievances and Reporting of Concerns by Students or Parents:

Policy Section 4.6 Complaints and Grievances

Policy Section 6.8 Equal Educational Opportunity

Policy Section 6.10 Title IX

Policy Section 6.11 Sexual Harassment (Title VII)

Policy Section 6.23.5 Harassment, Violence, and Threats of Violence Prohibited

## **HEALTH PROGRAM**

The School Health Program of Auburn City Schools exists in order to foster academic achievement of all students in a safe, healthy, and nourishing environment. The program serves to:

- Promote health and wellness
- Prevent disease, disorders, and injury
- Manage and support students with chronic health care needs
- Promote positive health and safety behaviors

### **PROGRAM SERVICES**

Auburn City Schools provides school health services in compliance with state and federal mandates. Health services offered in the school setting include:

- Monitoring students' immunization status and ensuring compliance with immunization law
- Monitoring for the presence of communicable, or infectious, diseases and illnesses
- Routine management and specialized procedures for students diagnosed with a chronic condition
- Medication administration for students diagnosed with a chronic or emergency condition
- Case management (medical and resource referrals)
- Emergency response
- Health screenings (vision, hearing, and scoliosis)
- Health and wellness promotion (flu vaccination clinic, dental services, health education, mental health services)

### **HEALTH PROGRAM GUIDELINES AND PROTOCOLS**

All parents and guardians are responsible for following guidelines and protocols established for the Health Program of Auburn City Schools. The guidelines and protocols indicated below are in place to ensure the health and safety of all students. Complete guidelines may be obtained from the school nurse or reviewed on the School Health Program website.

- Initial Enrollment and Annual Registration Requirements
- Immunization Guidelines
- Sick Day and Acute Illness Guidelines
- Medication Guidelines
- Guidelines for Management of Chronic Medical Conditions

- Medical Emergencies
- Health Screenings (i.e. vision, hearing, scoliosis)
- Flu Clinic Guidelines
- Food Allergy and Anaphylaxis Guidelines
- Head Lice Guidelines

## **HEALTH PROGRAM ENROLLMENT AND REGISTRATION RESPONSIBILITIES OF PARENTS AND GUARDIANS**

### **Initial Enrollment and Annual Registration Requirements**

- **Health Assessment Record:**  
You must complete, sign, and submit a *State of Alabama Health Assessment Record (HAR)* for each child at the time of initial enrollment *and* for every year enrolled as part of the annual online registration process.
- **Immunization Documentation:**  
You must submit one (1) of the following immunization forms to the school nurse in order to enroll your child in school. You must also submit one (1) of the following any time additional immunizations are given as required for school entry (i.e. Tdap when 11 years old and entering 6<sup>th</sup> grade). In the event of a real or threatened disease outbreak, students who have not been vaccinated may be excluded from school. Students who do not have one (1) of the required documents will not be allowed to enroll or register.
  - ✓ A valid *and up to date* Alabama *Certificate of Immunization*
  - ✓ A valid Alabama Department of Public Health *Certificate of Religious Exemption*
  - ✓ A valid Alabama *Certificate of Medical Exemption*

## **IMMUNIZATIONS**

### **Required Immunizations for School Attendance:**

<b>Name of Immunization</b>	<b>Number of Doses</b>
Diphtheria/tetanus/pertussis	<ul style="list-style-type: none"> <li>• Five (5) Doses (Four (4) if the 4<sup>th</sup> dose was given after the 4<sup>th</sup> birthday)</li> <li>• A Tdap booster vaccine at eleven (11) or twelve (12) years old before beginning 6<sup>th</sup> grade</li> <li>• If a Tdap booster was not given before entering 6<sup>th</sup> grade and has not been given since eleven (11) years of age, one (1) booster is required to enroll or register in any grade above 6<sup>th</sup> grade</li> </ul>
Polio	Four (4) doses (three (3) doses if the 3 <sup>rd</sup> was given on or before the 4 <sup>th</sup> birthday)
Measles/mumps/rubella	Two (2) doses
Hib	Four (4) doses up to five (5) yrs of age
PCV	Four (4) doses (Refer to catch-up schedule for children who have fallen behind on immunizations.)
Varicella	Two (2) doses separated by at least twenty-eight days for persons who are thirteen (13) years old or older when beginning the vaccination series)

### **Recommended Immunizations**

- **Flu:** Yearly vaccination against the influenza virus is recommended for all school-age children, except when contraindicated due to individual factors.
- **HPV 3 Dose Series:** Boys and girls between the ages nine (9) and twenty-six (26). Although most HPV (Human Papillomavirus) infections cause no symptoms and are self-limited, persistent HPV infection can cause certain cancers in males and females.
- **Meningococcal (MCV4)** - Eleven (11) – twelve (12) year olds and unvaccinated adolescents. Meningococcal disease is serious and is the leading cause of bacterial meningitis in children two (2) – eighteen (18) years old.
- **Hepatitis B-** If your child has not already completed the three (3) dose vaccine series.

## **STUDENT ILLNESSES AND CONDITIONS**

### **Sick Day and Acute Illness Guidelines**

School nurses monitor for symptoms of communicable, or infectious, health conditions. When symptoms exist, your child may not attend school. If symptoms occur in school, you will be contacted and you must pick your child up from school. If your child is diagnosed with an infectious illness or has symptoms of an infectious condition at home, you must keep your child home from school.\* The following guidelines must be adhered to:

- **Persistent Fever**: Oral temperature of 100.4 degrees or higher  
Cannot attend school until fever free twenty-four hours without fever-reducing medication.
- **Vomiting**: Cannot attend school if the following exist:
  - One (1) episode of vomiting + the presence of another symptom (fever, diarrhea, etc.); *or*
  - Two (2) or more episodes of vomiting within a twenty-four hour period, even if no other symptoms exist.
- **Diarrhea**: Cannot attend school if the following exist:
  - One (1) episode of diarrhea + the presence of another symptom (dehydration, fever, etc.); *or*
  - Three (3) or more episodes of diarrhea in a twenty-four hour period, even if no other symptoms exist.
- **“Pink Eye”**: Cannot attend school until medication has been administered and symptoms are no longer present.
- **Chicken Pox**: Cannot attend school until all blisters have formed scabs.
- **Strep Throat**: Cannot attend school until twenty-four hours after medical treatment and no fever.
- **“Flu”**: Cannot attend until fever free twenty-four hours without fever-reducing medication. You should inform the school nurse if your child is diagnosed with flu.
- **Impetigo**: Cannot attend school until twenty-four hours after prescribed medical treatment.
- **Ringworm**: Your child must not attend school until treatment has been started.
- **MRSA: “Staph infection”**: Cannot attend school until prescribed medical treatment is started, fever is absent, and the area is covered and drainage is not seeping through it.

*\* You must submit proof of treatment or a statement of clearance from the health department or medical provider if proofs are requested by the school nurse.*

## **FOOD ALLERGIES AND ANAPHYLAXIS**

### **What is Anaphylaxis?**

Anaphylaxis is a life-threatening allergic reaction, which occurs very quickly after exposure to an allergen. Strict avoidance is key.

### **Common Foods**

The foods that most commonly cause anaphylaxis include:

Peanuts (the main cause of allergies in children)	Fish
Tree nuts (such as walnuts, pecans and cashews)	Cow’s milk
Eggs	Wheat
Soy	
Shellfish	

### **Guidelines for Auburn City Schools (ACS) Food Allergy and Anaphylaxis**

The Anaphylaxis Preparedness Program focuses on providing a safe and healthy environment for all students to learn. School personnel are provided food allergy anaphylaxis education and training. Students receive food allergy anaphylaxis awareness education.

### **Responsibilities of Parents/Guardians**

- Because certain food items or ingredients may be dangerous for an individual to eat, you should tell your child not to share any food item with another student or accept and eat any food from another child. You should

ensure your child knows, understands, and follows your plan for his or her daily school meal and snack.

- You should teach your child to wash his or hands with soap and water before and after eating.
- You should not send in any food items to be shared during classroom parties or celebrations without speaking with your child’s teacher and principal and adhering to the school’s guidelines for sending food items from home. All food items should be pre-packaged with the ingredient label intact.
- If your child is diagnosed with a food allergy or anaphylaxis, you must notify the school nurse before the beginning of the school year to develop a written plan of care for your child. If your child requires any food substitutions or accommodations, you must have your child’s medical provider complete and sign the Medical Statement for Students Requiring Special Meals and/or Accommodations. Completed forms must be submitted directly to the school nurse.

## **HEAD LICE**

Lice are transmitted by direct head-to-head contact when heads touch. Symptoms may not exist until two (2) months after transmission. Prevention begins at home. Parents should know how to prevent, identify, and treat lice.

### What are head lice?

Head lice are tiny, wingless insects that live close to the scalp, often behind the ears or at the nape of the neck. Lice are the size of a sesame seed and appear tan to grayish-white. Lice do not live more than twenty-four hours away from the scalp. The eggs, or nits, are tiny, “tear-drops” that attach to the hair shaft. Viable nits are yellowish or white and are not removed easily. Nits cannot hatch or survive away from the scalp.

### Who gets head lice?

Anyone can get head lice if his/her head has direct contact with an infected person’s head. Lice are not related to cleanliness or socio-economic status. Lice do not affect health or cause disease. Lice do not fly or jump! A person cannot get lice by being in the same room or near someone who is infested.

### How can I prevent head lice in my child?

Teach your child not to place his or her head directly against someone else’s head. Check your child’s scalp for head lice *every week*. Instruct your child **not** to share any personal items.

### What do I do if my child gets head lice?

- Contact your medical provider for treatment. Multiple treatment options are available. A second treatment may be needed. Resistance to some treatments is possible. Frequent and repeated treatment may be harmful. Household members should not be treated unless they have live lice.
- All household bedding, cushions, pillows, worn clothing, stuffed animals, etc. should be washed at approximately 130 degrees or placed in plastic bags for forty-eight hours when unable to be washed. It is important to continue to check all household members weekly for three (3) weeks after initial treatment.
- Contact the school nurse so that she can check your child and ensure treatment has been effective.

The school nurse will notify you if your child is found to have live lice. Your child should be treated before returning to school. The school nurse will check your child when he or she returns to school.

### Who can be screened in school?

Mass screenings are not conducted at school. A child may be checked for lice upon request or when referred to the school.

## **Meningococcal Disease**

### What is meningococcal disease?

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*.
- It is the leading cause of bacterial meningitis in children two (2) – eighteen (18) years of age in U.S.
- Meningococcal disease can be very serious, even life threatening in forty-eight hours or less.

What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include:

Sudden onset of a high fever	Increased sensitivity to light
Headache	Rash
Stiff neck	Confusion
Nausea	Vomiting
Severe aches and pain in the muscles, joints, chest or belly	

How does meningococcal disease spread?

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to [www.cdc.gov](http://www.cdc.gov) and type meningococcal disease in SEARCH box.

Meningococcal Vaccine

Who should get meningococcal vaccine?

- Adolescents eleven (11) through eighteen (18) years of age are routinely recommended for two (2) doses of meningococcal conjugate vaccine (MCV4).
- Preteens should get the first dose of MCV4 at their eleven (11) – twelve (12) years of age check-up and a booster dose of MCV4 is recommended at sixteen (16) years of age.
- Teenagers who missed a dose and are heading off to college as a freshman living in a residence hall. Ask your doctor about getting the vaccine now.

**MEDICATION GUIDELINES**

If you want your child to have medication, you should give it at home. Medications taken one (1) to three (3) times a day should be given at home to prevent unnecessary disruption of learning. Medication administration at school is intended for students diagnosed with a chronic medical condition requiring medication at school to attend school. If you want your child to have medication not required at school for a diagnosed chronic condition, you may:

- Give the medication at home
- Take and give the medication to your child at school
- Deliver the medication and adhere to medication guidelines

**General Policy Definitions**

Medication- Any medicinal preparation (i.e. prescription, over-the-counter (OTC), alternative medications)

Alternative Medication- Unregulated substance intended as medication or treatment

Medical Provider- Anyone legally authorized to prescribe a medication

**Notification and Authorization**

- You must notify the school nurse if your child needs medication.
- You must authorize and submit all medical orders and medication documentation to the school nurse.

- All medication is administered per guidelines. If you have any questions, contact the school nurse.
- A School Medication Prescriber/Parent Authorization (PPA) form is required for all medications.
- A parent authorization is required for all Over The Counter (OTC) medication(s) and alternative medications to be used for a one (1) time period of no more than ten (10) consecutive school days during a current school year. A PPA is required for all subsequent use of the OTC medication(s) and alternative medications.
- You must give the first dose of a new medication at home.
- You must give controlled substance medication for acute conditions or complaints, like pain, at home.

### **Supply and Delivery of Medications**

- You must provide/deliver all medication/supplies to the nurse. Students cannot deliver medication.
- You must submit a separate medical order for each medication when medication is delivered.
- Up to a thirty school day supply of medication can be accepted.
- Consult with school nurse if you have questions about procedure.

### **Medication Containers and Labels**

Prescription Medication- Must be in original container with pharmacy label intact. Unlabeled devices (i.e. inhalers, EpiPens, etc.) must be in box with pharmacy label attached or pharmacist can label the device for school setting.

Over-the-Counter Medication- Must be in original, unopened/sealed container with label and child's name

### **Self-Administer and/or Self-Carry Medication**

- Only emergency medication (i.e. asthma inhalers, epinephrine devices, Glucagon, and insulin) can be carried by a student after parents/guardians deliver and verify documentation with the nurse.
- The school nurse is responsible for final authorization to self-administer and/or self-carry.

### **Field Trips and Off Campus Sporting or Activity Events**

- Only emergency or medication identified on a School Medication Prescriber Parent Authorization (PPA) may be administered.
- Medication not routinely administered must be submitted directly to the nurse two (2) weeks prior to the trip.

### **Expired, Discontinued, and Unused Medications**

- You must pick-up expired or discontinued medication within five (5) days of the specified date.
- You must pick up unused medication by the end of the last school day.

## **CHRONIC MEDICAL CONDITIONS AND SPECIALIZED HEALTH SERVICES**

A chronic medical condition may include but is not limited to a diagnosis for diabetes, seizures, anaphylaxis, asthma, cystic fibrosis, hemophilia, or cerebral palsy.

### **Chronic Medical Condition Management**

If your child has a diagnoses of a chronic medical condition like diabetes, asthma, or seizures, and will require specialized services at school, contact your school nurse to schedule a meeting to develop an Individual Health Care Plan.

Specialized Services Needs - If specialized services are to be administered in the school setting, you must notify the school nurse of your child's condition and health care needs.

Protocol for Notifying the school nurse for a diagnosed chronic medical condition requiring specialized health services at school

- Notify the school nurse before the first day of school

- Schedule a conference with the school nurse to develop your child’s plan of care
- Submit all medical orders and documents, medications, equipment, and supplies to the school nurse\*
- Sign your child’s Individual Health Care Plan
- Provide and maintain up-to-date emergency contact information
- Notify the school nurse at least two (2) weeks in advance if your child will:
  - Ride the school bus to or from school
  - Participate in a school’s after school program
  - Play a school sport or participate in another extracurricular activity
  - Attend a field trip, including overnight or extended hour trips
  - Attend a summer school program

**MEDICAL EMERGENCIES AND INJURIES**

You must provide active contact information at the beginning of every school year and at any time contact information changes. Accurate contact information must be maintained in the event your child becomes ill with a potentially infectious condition, is injured, or experiences an emergency at school. In the event of a life- threatened emergency, Emergency Medical Services (EMS: 911) will be called for your child. School staff is not responsible for making the decision to transport your child by ambulance. EMS personnel will advise you and decide if your child needs EMS transport by ambulance. If you cannot be reached at contact numbers provided to the school, EMS will make the final decision regarding transporting your child by ambulance. You will be responsible for all EMS transport and treatment costs. Auburn City Schools will not be financially responsible for EMS treatment or transport costs.

**HEALTH SCREENINGS (VISION, HEARING AND SCOLIOSIS)**

Vision, hearing, and scoliosis screenings are conducted every school year for students as indicated. If your child is found to have abnormal screening results, you:

- Will be notified of abnormal results;
- Will receive a written referral to have your child evaluated by a specialist/medical provider;
- Should submit the specialist/medical provider’s written evaluation findings directly to the school nurse.

**Vision and Hearing Screenings**

Vision and Hearing Screenings are conducted on the following schedule:

New students	Kindergarten students	2 <sup>nd</sup> Grade students
4 <sup>th</sup> Grade students	6 <sup>th</sup> Grade students	9 <sup>th</sup> Grade students

If you do *not* want your child to receive a vision and/or hearing screening, you must provide a completed and signed “opt out” letter, written statement of refusal, or a medical provider’s written statement that your child has been seen and evaluated. Written statements must be provided directly to the *school nurse*, who oversees all screenings.

**Scoliosis Screenings**

Scoliosis screenings are conducted every school year for *all* students in grades 5 through 9.

If you do *not* want your child to receive a scoliosis screening, you must provide a completed and signed “opt out” letter, written statement of refusal, or a medical provider’s written statement that your child has been seen and evaluated. Written statements must be provided to the *school nurse*, who oversees all screenings.

**HEALTH AND WELLNESS PROMOTION**

**ACS Dental Services**

ACS Dental Services provide free, comprehensive dental services to qualified students in grades K-12. Free transportation is provided to and from the Dental Services' office location at J.F. Drake Middle School on Spencer Avenue. Students eligible for the program must qualify to receive free or reduced lunch. Students eligible for the dental services cannot be covered under a private dental insurance carrier (Medicaid is acceptable for eligibility). For more information, please contact the Counseling and Social Services Coordinator at 334-887-2100.

### **Flu Vaccination Clinic**

Every year, flu vaccinations are offered to students. If you would like to have your child vaccinated, you must complete the *Health Hero Flu Vaccination Consent* form (students without insurance & non-PEEHIP insurance coverage students) or the *Alabama Department of Public Health Influenza Vaccine Administration* form (PEEHIP covered students) and submit directly to the school nurse prior to the day of the scheduled clinic.

### **Mental Health Services**

Auburn City Schools offers a variety of free school based mental health support services for students in grades K-12. Services are provided by school counselors, social workers, and the staff of Family and Children's Services of East Alabama Mental Health. For additional information, contact your school counselor.

## **PROJECT ID INDEPENDENT DECISION PROGRAM**

### **PROJECT ID PROGRAM DETAILS**

The Independent Decision (ID) Program is approved by the Auburn City Board of Education. It is a voluntary student drug-testing program that aims to reinforce a positive drug free lifestyle by providing incentives to the 7<sup>th</sup> through 12<sup>th</sup> grade students who refrain from using drugs. Students who are in the program receive a photo ID card that entitles them to discounts at participating local businesses and other special events. Students participating in the program agree to undergo random drug screening on any school day. Students are assigned a personal number for use in the ID Program. Students will remain eligible for incentives unless he/she has a positive drug test. After joining, students are in the ID Program until they graduate. To withdraw a student from the program, the parents/legal guardians must submit a written request to the Project ID Director. Students who withdraw from the program must relinquish their ID card and will not be eligible for further incentives and privileges. Students' ID Program files are maintained in a secure file at the Board of Education office and will be kept separate from permanent student records. All students in the program are eligible to be tested at anytime.

Refer to the ACS website for more information on the ID Drug Program procedures, forms, testing and result processes. If you have questions please call the Project ID Coordinator at the Board of Education Office.

### **PARKING PRIVILEGES AT AUBURN HIGH SCHOOL/ PROJECT ID**

In order to obtain a parking permit at Auburn High School, a student must be a member of the ID Program. This is just one (1) of the requirements a student must meet in order to have the privilege of parking a car on campus during the school day. Additional requirements for parking permits are found on the AHS webpage. If a student with AHS parking privileges has a positive drug test, the AHS parking privileges will be revoked until such time as the student completes the process to return to a Project ID participant in good standing. ACS policy does require the AHS administrator in charge of parking permits to be notified of a positive drug test result.



## DISTRICT/SCHOOL COMMUNICATION SYSTEM

### **GENERAL SYSTEM COMMUNICATIONS**

Auburn City Schools may use the ACS web page ([www.auburnschools.org](http://www.auburnschools.org)), Facebook and/or the notification telephone system to alert parents, students, and staff of information that may include:

- General announcements
- School closings
- School emergencies (i.e. fire, etc.)
- meetings, field trips, and/or other upcoming school related events

### ***Keep Your School Contact Information Current Through Your School Office***

Do not miss important notifications sent by your child's school through their notification systems and protocols. It is your responsibility, and to your benefit, to keep the school informed of your student's current contact information.

### **EMERGENCY, CRISIS AND WEATHER COMMUNICATION**

Auburn City Board of Education and/or schools will notify the media to broadcast or televise details of any actual crisis situation. As information on an actual, real emergency, crisis and/or weather concern becomes available; details will be posted online at [www.auburnschools.org](http://www.auburnschools.org), ACS Facebook, various social media outlets, electronic broadcast, and/or televised. Parents are encouraged to look for information from authorized sources for accurate and timely information.

### **TRANSPORTATION RESPONSE TO A WEATHER WARNING**

Once the National Weather Service issues a weather warning, Auburn City Schools immediately suspends bus transportation. If a warning is issued during morning or afternoon transport, each bus reports immediately to the nearest school where students are placed inside the school building. Buses will not travel until the warning has expired. Buses will not pick up students at bus stops during a weather warning.

## SCHOOL SAFETY PLANS

Each school has a safety plan addressing safety procedures and responsibilities for incidents such as but not limited to intruders, weather, locked doors, evacuations, and fire. For questions related to these procedures, review the school handbook and/or contact the school principal.

## TRANSCRIPTS AND STUDENT RECORD REQUESTS

Transcripts created from the ACS data base (currently INOW) are the only official statement provided by ACS to verify a student's academic history.

A current or former student, parent or legal guardian may make a written request for an:

- official transcript to be sent by mail from an ACS school to another education institution.
- unofficial transcript to be given directly to a requesting student/parent or legal guardian. This transcript will not bear the school seal or a notary stamp.
- education verification to be sent to an employment verification company.

Requests for transcripts should be made to the school the student last attended. Requests will be handled in a timely manner as determined by the school. A cost may be assessed to complete this request.

Any other education history documentation (Letters of enrollment, statement of attendance) can be requested of the student's current or last attended ACS school. If the information is retrievable, these items may be provided. These items do not constitute an official record and will not be issued with a school seal or notary stamp.

### **AHS TRANSCRIPT**

Requests for transcripts from former ACS secondary students may be requested in writing from the Auburn High School Counselor's office. A processing fee may be charged. Only cash or money orders will be accepted for school transcripts. For questions regarding this procedure, contact the Secretary for the AHS Counseling Office.

## **TRANSPORTATION SERVICES**

The focus of the Transportation Department, while conforming to the mission and vision of Auburn City Schools, is to transport students as safely and efficiently as possible to and from school and school activities and while doing so, to promote an atmosphere of mutual respect and caring among all those individuals involved.

Auburn City Schools transports students who live two (2) miles or more away from their school site. Any additional questions regarding bus transportation should be directed to Transportation Services (334-887-4918).

Parents of elementary and middle school students should provide written notification to the school indicating any changes in transportation for their student.

Refer to each school's handbook for the guidelines and protocol for all transportation methods for students.

### **RESPONSE TO A WEATHER WARNING**

Once the National Weather Service issues a weather warning, Auburn City Schools immediately suspends bus transportation. If a warning is issued during morning or afternoon transport, each bus will immediately report to the nearest school where students will be placed inside the school building. Buses will not travel until the warning has expired. Buses will not pick up students or deliver students at bus stops during a weather warning.

## **STUDENT SERVICES**

### **DATA SUPPORT AND INTERVENTION (DSI)**

The DSI Team is a school-based, problem-solving team whose members may be composed of regular educators, counselors, administrators and other individuals as needed. This team meets to discuss issues related to specific needs of teachers and students and offers teachers assistance in resolving academic, social and behavioral student issues within the regular classroom setting. The team documents the development of an intervention plan to remediate the referring concerns and if appropriate, recommend a referral for special education testing following implementation of interventions. Staff members and parents may make a referral to the DSI Team any time throughout the school year.

### **ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM**

The primary goal of the ESL program for Auburn City Schools is to provide instruction that allows each student to become language proficient, thereby capable of receiving a quality education in the least restrictive and most conducive environment. The ease with which English Learner (EL) students make the transition from one language and culture to another depends upon many factors, including age, length of residence in the new country, and level of literacy in the native language. Although the transition varies from student to student, helping them make the transition smoothly is a priority for the ESL teacher as well as content area teachers. In addition, we know that peer interaction is vital to both language acquisition and social acclimation. We recognize that English Learners have distinct social, emotional, language and academic needs and that we are charged with the responsibility of meeting those needs.

PARENTS RIGHT-TO-KNOW (LIMITED-ENGLISH PROFICIENT)

Title I Section 1112 (g)

NOTICE - Each local educational agency using funds under this part to provide a language instruction educational program as determined in Part C of Title III shall, no later than thirty days after the beginning of the school year, inform a parent(s) of an Immigrant, or limited English proficient child identified for participation or participating in, such a program:

- a. the reasons for the identification of their child as an immigrant or limited English proficient and in need of placement in a language instruction educational program;
- b. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- c. the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and use of English and a native language in instruction;
- d. how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
- e. how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
- f. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for Immigrants or limited English proficient children, and the expected rate of graduation from secondary school for such program if funds under this part are used for children in secondary schools;
- g. in the case of a child with a disability, how such program meets the objectives of the Individualized Education Program of the child;
- h. information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request; and the options that parents have to decline the enrollment of their child in such program or to choose another program or method of instruction, if available;
- i. and assisting parents in selecting among various programs and methods of instruction, if more than one (1) program or method is offered by the eligible entity.

SEPARATE NOTIFICATION

In addition to providing the required information above....

- a. Each eligible entity that is using funds provided under this part to provide a language instruction educational program, and that has failed to make progress on the annual measurable achievement objectives described in section 3122 for any fiscal year for which Part A is in effect, shall separately inform the parent(s) of a child identified for participation in such program, or participating in such program, or informed of such failure no later than thirty days after such failure occurs.

- b. NOTICE - The notice and information provided in paragraph one (1) to a parent(s) of a child identified for participation in a language instruction educational program for limited English proficient children shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.
- c. SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR - For those children who have not been identified as immigrants or limited English proficient prior to the beginning of the school year, the Local Education Agency shall notify parents within the first two (2) weeks of the child being placed in a language instruction educational program consistent with paragraphs one (1) and two (2).
- d. PARENTAL PARTICIPATION - Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of immigrants, or limited English proficient students to inform the parents of how they can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic achievement standards and state academic content standards expected of all students, including holding and sending notice of opportunities for regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part.
- e. BASIS FOR ADMISSION OR EXCLUSION - A student shall not be admitted to, or excluded from, any federally assisted education program based on a surname or language–minority status.

## **SPECIAL EDUCATION**

Eligibility for special education and related services is based on a referral, evaluation and the statewide placement process. To meet the needs of children with exceptionalities certified special education teachers and related service personnel provide services. Staff members and parents can make a referral for special education services regarding a particular student to the Data Support and Intervention (DSI) Team or you may contact the Special Education Director.

### **CHILD FIND**

Auburn City Schools (ACS) ensures that all children residing within the jurisdiction of the public education agency, birth to 21, regardless of the severity of their disability and who need special education and related services, are identified, located, and evaluated. If you think your child may be in need of such services, contact your child’s teacher or the school principal to request an evaluation for special education services. Parent requests for special education testing may be referred to the school level Data Support and Intervention (DSI) Team for review. A formal intervention plan must be implemented either before or during the special education referral process. The success of the intervention plan is one of many determining factors of eligibility for special education.

### **NOTIFICATION OF TRANSFER OF SPECIAL EDUCATION RECORDS**

If you are transferring to another public education agency in the State of Alabama, your child’s special education records (IEP, etc.) will be electronically sent to that district through the statewide student database coordinated by the Alabama State Department of Education (ALSDE). Once you enroll your child in another district and they place them in their student database, that district will receive a notice that the student’s records are available to them through ALSDE.

If you are transferring to an out-of-state school, special education records do not transfer electronically and you will be responsible for sharing any important information with the receiving school. The determination of your child’s placement and evaluation of his/her records will be determined based on the policies and procedures of the state in which you will be residing. We will forward the student records to the new school when we receive a request for records from the school district.

The confidentiality of the records will be maintained according to federal regulations, the Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99 and state regulations, the *Alabama Administrative Code* 290-8-9(2)(e).

## **TITLE I**

According to Section 1001 of the Title I Act, “The purpose of this program is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education, and to reach at a minimum, proficiency on challenging state academic standards and state academic assessments.”

This is accomplished by:

1. High quality academic assessments
2. Teacher professional development and training
3. Instructional materials that align with state and academic standards
4. Meeting the educational needs of low achieving children in the area of Reading, Math and Language Arts
5. Improving parental and community involvement
6. Providing an enriched and accelerated intervention program
7. Ensuring that children have access to effective research based instructional strategies and challenging academic content
8. Coordinating services with other agencies that offer assistance to youth, children, and families
9. Collaboration with all stakeholders

## **TITLE I INTERVENTION**

Teachers can request services for students that are performing below grade level expectations and are in need of intervention on specific reading skills. Students that receive intervention are identified through school system selection criteria, which include standardized assessments and teacher documentation of student performance. School wide Title I schools provide support for all students. The goal of the program is for students to become successful, independent learners that are able to meet state academic standards without the assistance of an intervention teacher.

## **TITLE I PARENT’S RIGHT TO KNOW**

Auburn City Schools receives federal funds for Title I programs at Auburn Early Education Center, Cary Woods Elementary, Dean Road Elementary, Ogletree Elementary, Pick Elementary, Richland Elementary, Wrights Mill Road Elementary and M. Yarbrough Elementary schools. However, all schools are eligible to receive additional federal funds including Title II, and Title III. As stipulated in the No Child Left Behind Act of 2001, parents/legal guardians have the right to know the professional qualifications of their child’s teacher as defined by the State Department of Education (SDE) and may request this information from the Executive Director of Human Resources. In addition, parents/guardians have the right to know if a teacher who is not highly qualified in a core subject has taught their child for four (4) or more weeks. Please send any requests for staff credentials to:

Jason H. Lowe  
Executive Director of Human Resources  
855 East Samford Avenue  
P.O. Box 3270  
Auburn, Alabama 36831-3270

## **VENTURE PROGRAM**

According to State definition, gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic and creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Any individual with knowledge concerning a student's abilities may refer a student to be considered for an evaluation to determine if the student qualifies according to ACS guidelines. Additionally, all second grade students will be observed as potential Venture/gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in areas of aptitude, characteristics and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for services.

A referral to the Venture program can be made by contacting the Venture teacher at each elementary school, the principal, or the Special Education Coordinator for Auburn City Schools.

# APPENDIX OF FORMS

Forms noted in the *ACS Parent and Student Handbook* and other forms used in our system and schools may be located on the ACS website ([www.auburnschools.org](http://www.auburnschools.org)), individual school websites, at the Board of Education office, and individual school offices with the exception of those noted below.

## PARENTAL EXPECTATIONS

ACS Parent and Student Handbook Acknowledgement Form

## EQUAL EDUCATIONAL OPPORTUNITIES

School Title IX Contact Sexual Harassment Investigation Form

Student Grievance Complaint Form

Harassment Complaint Form

## ENROLLMENT

Certificate of Immunization (i.e. Blue Card)

Lee County Health Department

Certificate of Medical Exemption

Lee County Health Department

Certificate of Religious Exemption

Lee County Health Department

ALSDE Health Assessment Record

Enrollment/Exclusion Form

AHS Registrar

## RESIDENCY REQUIREMENTS

Residency Affidavit

ACS Board of Education

## PUPIL PROGRESSION PLAN

Request for Credit Advancement Form

AHS Counselor

## BEHAVIOR AND DISCIPLINE

Harassment/Bullying Complaint Form

## CHILD NUTRITION PROGRAM

Free and Reduced Price School Meals Application

## GRIEVANCE COMPLAINT

Student/Parent Grievance Complaint Form

Bullying, Harassment Forms

System Harassment Investigation Form

System Sexual Harassment Investigation Form

## HEALTH PROGRAM

ALSDE Health Assessment Record

Certificate of Immunization (i.e. Blue Card)

Lee County Health Department

Certificate of Medical Exemption

Lee County Health Department

Certificate of Religious Exemption

Lee County Health Department

Health Hero Flu Vaccination Consent Form

ADPH Influenza Vaccine Administration Form

ALSDE School Medication Prescriber/Parent Authorization

Medical Statement For Students Requiring Special Meals and /or Accommodations

## ACKNOWLEDGEMENT

ACS Parent and Student Handbook Acknowledgement Form

# **ACKNOWLEDGEMENT**

## **The Auburn City Schools Parent and Student Handbook Acknowledgement**

Please read and discuss the Auburn City Schools Parent and Student Handbook with each of your children attending Auburn City Schools. The document can be viewed, printed and/or downloaded at [www.auburnschools.org](http://www.auburnschools.org). This acknowledgement will become a part of each student's cumulative file for the 2017-2018 academic school year.

A signed acknowledgement will be completed during the online registration process for each student.

IF APPLICABLE, RETURN THIS FORM WITHIN FIVE SCHOOL DAYS AFTER RECEIPT, ALONG WITH ALL OTHER FORMS THAT APPLY TO YOUR STUDENT.

## **THE ACKNOWLEDGEMENT**

**I, hereby acknowledge by my signature that I have read and understand the contents of the AUBURN CITY SCHOOLS PARENT AND STUDENT HANDBOOK. I further acknowledge that my student has read or has had the handbook shared with them and that they understand to the best of their abilities and age, the contents of this handbook.**

(Signed) \_\_\_\_\_  
signature of student's parent(s)/guardian(s)

(Signed) \_\_\_\_\_  
signature of student's parent(s)/guardian(s)

(Date) \_\_\_\_/\_\_\_\_/\_\_\_\_