

# *PARENT-STUDENT HANDBOOK*

2012 - 2013



## JASPER CITY SCHOOLS

The mission of the Jasper City Schools, a system characterized by academic excellence and superior achievement, supports 21<sup>st</sup> century learning in an environment which provides student opportunities for success.

# TABLE OF CONTENTS

## GENERAL INFORMATION

ORGANIZATIONAL STRUCTURE .....	1-4
BOARD OF EDUCATION MEMBERS .....	1
CENTRAL OFFICE PERSONNEL .....	1
SUPERINTENDENT'S MESSAGE .....	2
VISION 2015 STRATEGIC PLAN .....	3
FEDERAL PROGRAMS .....	3
STUDENT EDUCATION RECORDS .....	4
PARENTAL RESPONSIBILITIES .....	5
SCHOOL LISTINGS .....	6
2012-2013 CALENDARS .....	7-8
STUDENT SCHOOL CALENDAR .....	7
GRADING PERIOD SCHEDULE .....	8
ADMISSIONS .....	9
AGE AND DOCUMENTATION REQUIREMENTS .....	9
HOMELESS, MIGRANT, AND ENGLISH LANGUAGE LEARNER STUDENTS .....	9
ACADEMICS .....	9-10
VISION/MISSION/MOTTO/GOALS .....	9
CORE VALUES .....	10
GIFTED EDUCATION .....	10
EXCEPTIONAL EDUCATION .....	10
TEXTBOOKS .....	10
ATTENDANCE .....	11-14
LAWS .....	11
TRUANCY PREVENTION .....	11-12
ATTENDANCE CLERKS .....	12
PRIVATE, HOME OR NON-ACCREDITED SCHOOL .....	12
TRANSFER AND WITHDRAWAL PROCEDURES .....	12
ATTENDANCE AWARDS .....	12
EXCUSED ABSENCES .....	13
RELIGIOUS ABSENCES .....	13
SCHOOL PARTICIPATION .....	13
PREARRANGED .....	13
MAKE-UP WORK FOR EXCUSED ABSENCES .....	13
UNEXCUSED ABSENCES .....	14
MAKE-UP WORK FOR UNEXCUSED ABSENCES .....	14
EXCESSIVE ABENCES .....	14
MARRIED STUDENTS .....	14
PREGNANT STUDENTS .....	14
DISCIPLINE .....	15-21
CODE OF CONDUCT .....	15
DEFINITION OF DISCIPLINARY TERMS .....	15
CONFISCATION OF STUDENT ELECTRONIC DEVICES/PERSONAL ITEMS .....	16
CLASS OF VIOLATIONS .....	16-17
JURISDICTION OF BOARD .....	18
DETENTION RULES .....	18
IN-SCHOOL DETENTION (ISD) .....	18
SUSPENSION OF STUDENTS .....	19
ALTERNATIVE SCHOOL .....	19
EXPULSION OF STUDENTS .....	20
HARASSMENT POLICIES .....	21
STUDENT GRIEVANCES .....	21
DRESS CODE .....	22-23
ELEMENTARY .....	22
SECONDARY .....	23
TRANSPORTATION .....	24-25
SCHOOL BUS CONDUCT .....	24
BUS VIOLATION DISCIPLINE MEASURES .....	25
DRIVER'S LICENSE LAW .....	25
TECHNOLOGY .....	26-28
ACCEPTABLE USE POLICIES .....	26-28
CELL PHONES/ELECTRONIC COMMUNICATIONS DEVICES .....	28
HEALTH SERVICES .....	29-30
CHILD NUTRITION PROGRAM .....	29
BREAKFAST AND LUNCH PRICES .....	29
OVER-THE-COUNTER OR PRESCRIBED MEDICATIONS .....	29
COMMUNICABLE DISEASES .....	30
HEAD LICE .....	30
ILLNESS, INJURY, AND INSURANCE .....	30
SAFETY AND EMERGENCY PROCEDURES .....	31
COMMITMENT TO SAFETY .....	31
SCHOOL CLOSING OR DELAYED OPENING .....	31

SCHOOLCAST .....	3
EMERGENCY PREPAREDNESS .....	31

## SCHOOL INFORMATION

ELEMENTARY SCHOOL INFORMATION .....	32
SCHOOL HOURS .....	32
CHECK-IN AND CHECK-OUT PROCEDURES .....	32
INSTRUCTIONAL MATERIALS AND SUPPLIES .....	32
SNACKS .....	32
PROMOTION AND RETENTION .....	32
MIDDLE SCHOOL INFORMATION .....	33-36
SCHOOL HOURS .....	33
CHECK-IN AND CHECK-OUT PROCEDURES .....	33
ACADEMICS .....	33-34
RETENTION/PROMOTION .....	34
ABSENCES .....	35
CLUBS AND ASSOCIATIONS .....	35
ATHLETICS .....	35-36
LOCKERS/BOOK BAGS .....	36
GYM CLOTHES AND GYM LOCKER/LOCK .....	36
FOOD/DRINKS/GUM .....	36
STUDENT PARKING .....	36
HIGH SCHOOL INFORMATION .....	37-41
SCHOOL HOURS .....	37
CHECK-IN AND CHECK-OUT PROCEDURES .....	37
ACADEMICS .....	38
GRADUATION REQUIREMENTS .....	39
CLUBS AND ASSOCIATIONS .....	40
ATHLETICS .....	40
PEP RALLIES AND ATHLETIC CONTESTS .....	40
LOCKERS/BOOK BAGS .....	41
JUNIOR/SENIOR PROM GUIDELINES .....	41
STUDENT PARKING .....	41

## ACKNOWLEDGEMENTS

TECHNOLOGY RESOURCE AGREEMENT .....	42
PARENT/GUARDIAN PERMISSION TO USE STUDENT PICTURES/NAMES .....	42

## FORMS TO BE COMPLETED AND RETURNED TO SCHOOL

HEALTH FORM .....	43-44
PERMISSION FORM .....	45
ELECTRONIC DEVICE STUDENT/PARENT AGREEMENT FORM .....	47-48





## **JASPER CITY SCHOOLS**

110 17<sup>th</sup> Street West  
P.O Box 500  
Jasper, Alabama 35502  
(205) 384-6880  
[www.jasper.k12.al.us](http://www.jasper.k12.al.us)

### **Board of Education Members**

Rene Simmons, Chair  
Willie Moore, III, Vice-Chair  
Roy Beall  
Pat Nelson  
Teresa Sherer

### **Superintendent**

Robert L. Sparkman, Ed.D.

### **CENTRAL OFFICE PERSONNEL**

#### **Administration**

Dr. Robert Sparkman  
Dr. Jean Lollar  
Dr. J. Darrell Cooper  
Dr. Martha LaCroix  
Dr. Elliott Harris  
Betty Odom

Superintendent  
Assistant Superintendent  
Director of Secondary Schools  
Director of Accountability Programs and Support Services  
Director of Auxiliary Services  
Director of Special Programs

#### **Central Office Staff**

Jerry Allred  
Susan Chandler  
Freda Earnest  
Wayne Earnest  
David Fields  
Brenda Hyche  
Jana Jackson  
Beckie Martin  
Sandra Morgan  
Monique Rector  
Dawn Smith  
Reuben Tackett

Maintenance  
Technology Coordinator  
Payroll Clerk  
Maintenance Foreman  
Network Admin./Tech Support  
CNP/Fixed Assets Clerk  
Secretary of Curriculum and Instruction  
CNP Director  
Secretary to the Superintendent  
Chief School Financial Officer  
Bookkeeper  
Technical Support Specialist



**Jasper City Board of Education**

110 17<sup>th</sup> Street

P.O. BOX 500

Jasper, AL 35502

**PHONE:** 205.384.6880

**FAX:** 205.387.5213

Dear Parents and Students,

On behalf of all of the teachers, support staff, and administrators of the Jasper City Schools, welcome to the beginning of a new school year. As you begin this school year, it is important for you to understand the basic rules, regulations, and procedures. The principal and teachers will discuss these with you. If you have any questions, you need only to ask.

You are encouraged to read this handbook. We want to work very closely with all of our parents, and we welcome your help and involvement. Please keep the handbook available for reference during the year.

We take pride in the Jasper City School System and in the progress we have made. With your help, we will continue this progress in the years to come. We want you to look back on these school years knowing and believing that Jasper City Schools are the best.

Sincerely,

Dr. Robert Sparkman  
Superintendent, Ed.D.

## ***VISION 2015 STRATEGIC PLAN***

On October 25, 2010, the Jasper City Board of Education approved ***Vision 2015***. This strategic plan outlines strategies over the next five years for the following areas: vision and purpose; governance and leadership; teaching and learning; documenting and using results; resources and support systems.

Jasper City Schools (JCS) is committed to equity and excellence for all students. Equity in our schools is defined as high expectations and access to meaningful and relevant learning for all students so that results are not predictable by race, ethnicity, gender, socioeconomic status, language proficiency, or disability. Excellence is achieved through high standards that ensure that all students are college or career ready upon high school graduation. In order to accomplish this, measurements are needed to monitor system progress in promoting equity and excellence.

The *Seven Keys to College Readiness* establishes the trajectory that will ensure a clear path for student success and a guide for staff and parents to ensure all students achieve at these high levels. The goal of the Seven Keys is to set advanced rather than proficient standards and to ensure results are not predictable for any group. This raises the bar to high levels, with the expectation that many of our students are going to far exceed this high bar – the intent is not to limit any student’s level of achievement.

## ***FEDERAL PROGRAMS***

### TITLE IX/SECTION 504 COMPLIANCE

It is the official policy of the Jasper City School System that no person shall, on the grounds of race, color, disability, sex, religion, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Inquiries, complaints or concerns regarding compliance with federal regulations may be directed to Dr. Jean Lollar, Assistant Superintendent, or Betty Odom, Director of Special Education, and Section 504 Coordinator at 110 17<sup>th</sup> Street West, Jasper, AL 35501. Phone (205) 384-6880.

### HIPAA COMPLIANCE

The Jasper City School System abides by the Privacy Regulations created as a result of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA). If you have questions regarding the use or disclosure of students’ health information, please contact Betty Odom, Director of Special Education at 110 17<sup>th</sup> Street West, Jasper, AL 35501, (205) 384-6880.

### CHILD FIND

The Jasper City School System participates in an on-going process of Child Find. This is an effort to locate, identify and evaluate children with disabilities, or those suspected of having a disability. If you know a child with a disability or have a child with a disability who is residing within the Jasper City School District, and not receiving services, please contact your local school principal or call Director of Special Education at (205) 387-1468, Monday through Friday, 7:45 a.m. until 3:15 p.m.

## *STUDENT EDUCATION RECORDS*

### Notification of Rights for Elementary and Secondary Schools

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. Contact school principal for additional information.

***\*Notice – Signing the Acknowledgment Statement at the end of this handbook certifies that you have read and understand the above information.***

# *PARENTAL RESPONSIBILITIES*

Dear Parents/Guardians:

During the special legislative session of 1994, the Alabama Legislature passed *Alabama Code 16-28-12 (1975)* which amended *Act 93-673* as codified in *Ala. Code 16-28-12 (1975)*. This legislation has important implications for parents. The purpose of this letter is to inform you of the statutory requirements of *Alabama Code 16-28-12 (1975)* and the procedures to be followed.

**Parental responsibilities in Ala. Code 16-28-12 & 16-28-3.1 (1975) are as follows:**

- To enroll children between the ages of 6 and 17 in school (public school, private school, church school, or be instructed by a private tutor).
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor.
- To compel the child to properly conduct himself or herself as a pupil.

**Parents should be aware of the following:**

- Inappropriate student conduct or behavior may result in suspension from school.
- The Code of Conduct and related behavior and discipline policies adopted by the Board of Education which are provided to you at the beginning of the school year shall define proper conduct.
- Out-of-school suspensions shall be reported to the superintendent of education.
- Parents, guardians, or other persons having control or custody of the student are subject to prosecution for violations of this law.
- The Early Warning Truancy Prevention Program shall be followed to implement this legislation (copy attached). Read these procedures carefully.

In an effort to ensure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that you receive notification which addresses civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. It's the Law!

Although most students are regular in attendance and conduct themselves properly, it is necessary to notify all parents of the requirements of this and related legislation and the procedures which will be followed in the event violations occur. You are encouraged to read the enclosed documents carefully. Sign the acknowledgment statement (copy attached) which documents the receipt of this information and return it to the school.

***\*Notice – Signing the Acknowledgment Statement at the end of this handbook certifies that you have read and understand the above information.***

## SCHOOL LISTINGS

### GRADES PK-5

#### **Memorial Park Elementary**

800 10<sup>th</sup> Avenue  
Jasper, AL 35501  
(205) 384-6461  
Dr. Ann Jackson, Principal  
Debbie Morris, Secretary  
<http://mps.jasper.k12.al.us/>

#### **West Jasper Elementary**

1400 19<sup>th</sup> St. West  
Jasper, AL 35501  
(205) 384-4311  
Rita Pilling, Principal  
Debra McLemore, Secretary  
<http://wjs.jasper.k12.al.us/>

#### **T.R. Simmons Elementary**

1001 Viking Drive  
Jasper, AL 35501  
(205) 387-2535  
Suzanne Snow, Principal  
Cheryl Forrester, Secretary  
<http://trs.jasper.k12.al.us/>

### GRADES P-8

#### **North Highland**

907 12<sup>th</sup> Ave. S.W.  
Jasper, AL 35501  
(205) 387-1468  
Betty Odom, Principal  
Judy Brown, Secretary  
<http://nhs.jasper.k12.al.us/>

### GRADES 6-8

#### **Maddox Middle School**

201 Panther Trail  
Jasper, AL 35501  
(205) 384-3235  
Patsy Stricklin, Principal  
Marc Sargent, Assistant Principal  
Amy Sherer, Secretary  
<http://mms.jasper.k12.al.us/>

### GRADES 9-12

#### **Walker High School**

1601 Highland Avenue  
Jasper, AL 35501  
(205) 221-9277  
Jeremy Crigger, Principal  
Gayle Crump, Asst. Principal  
Tommy Hobson, Asst. Principal  
Jan Lane, Secretary  
<http://whs.jasper.k12.al.us/>





**JASPER CITY SCHOOLS  
2012-2013**

<b>July</b>	Wednesday – 4 <sup>th</sup>	Independence Day Observed
<b>August</b>	Friday – 10 <sup>th</sup>	In-service
	Monday – 13 <sup>th</sup>	In-service
	Tuesday – 14 <sup>th</sup>	In-service
	Wednesday – 15 <sup>th</sup>	In-service
	Thursday – 16 <sup>th</sup>	In-service
	Friday – 17 <sup>th</sup>	Institute/Registration
	Monday – 20 <sup>th</sup>	First Day for Students
<b>September</b>	Monday – 3 <sup>rd</sup>	Labor Day Observed
	Wednesday – 19 <sup>th</sup>	Student Early Release 1 pm/In-service
<b>October</b>	Wednesday – 31 <sup>st</sup>	Student Early Release 1 pm/In-service
<b>November</b>	Monday – 12 <sup>th</sup>	Veterans Day Observed
	Wednesday 21 <sup>st</sup> – Friday 23 <sup>rd</sup>	Thanksgiving Observed
<b>December</b>	Monday, December 24 <sup>th</sup> – Wednesday, January 2 <sup>nd</sup>	Christmas/New Year's Observed
<b>January</b>	Wednesday – 2 <sup>nd</sup>	In-service
	Thursday – 3 <sup>rd</sup>	Students Return
	Monday – 21 <sup>st</sup>	King/Lee Observed
<b>February</b>	Wednesday – 6 <sup>th</sup>	Student Early Release 1 pm/In-service
<b>March</b>	Monday 25 <sup>th</sup> – Friday 29 <sup>th</sup>	Spring Break
<b>April</b>	Wednesday – 24 <sup>th</sup>	Student Early Release 1 pm/In-service
<b>May</b>	Thursday – 23 <sup>rd</sup>	Last Day for Students
	Friday – 24 <sup>th</sup>	Graduation/In-service
	Monday – 27 <sup>th</sup>	Memorial Day Observed

**SCHEDULE OF 9-WEEK GRADING PERIODS AND REPORT CARDS  
2012-2013 SCHOOL YEAR**

<b>Nine- Weeks</b>	<b>Beginning Date</b>	<b>Ending Date</b>	<b>Days in Grading Period</b>	<b>Date Report Cards Issued</b>
1	August 20, 2012	October 16, 2012	41	Wednesday, October 24, 2012
2	October 17, 2012	December 21, 2012	44	Wednesday, January 9, 2013
3	January 3, 2013	March 8, 2013	46	Wednesday, March 13, 2013
4	March 11, 2013	May 23, 2013	49	

First semester will begin August 20, 2012 and end December 21, 2012 (85 days).

Second semester will begin January 3, 2013 and end May 23, 2013 (95 days).

## GENERAL INFORMATION

### ADMISSIONS

#### *AGE REQUIREMENTS*

Children entering Pre-Kindergarten must be 4 years old on or before September 2.

Children entering Kindergarten must be 5 years old on or before September 2.

Children entering First Grade must be 6 years old on or before September 2.

#### *DOCUMENTATION REQUIREMENTS*

A child enrolling in Jasper City Schools for the first time must present to the principal the following prior to enrollment:

- Official birth certificate
- Valid social security card
- Proof of residence
- Current immunization certificates (blue slips) are required by Alabama law and must be presented to the school office before a child can enroll in public school. These certificates are available from local physicians or local health departments.

#### *HOMELESS, MIGRANT IMMIGRANT, AND ENGLISH LANGUAGE LEARNER STUDENTS*

Exceptions the documentation requirements will be made for homeless, migrant, and English language learner students in accordance with federal law. School staff will provide reasonable assistance to these students in securing the necessary admission documentation.

Reference: [AAC 290-3-1-.02\(7\)\(d\)](#) – Homeless Students

### ACADEMICS

#### *VISION*

A high-quality education for every child is the goal of the Jasper City Board of Education. All children will receive the respect, encouragement, and opportunities they need to build the knowledge, skills, and attitudes to be successful, contributing members of a global society.

#### *MISSION*

The mission of the Jasper City Schools, a system characterized by academic excellence and superior achievement, is to support 21<sup>st</sup> century learning in an environment which provides student opportunities for success.

#### *MOTTO*

High Standards – High Expectations – High Performance

#### *SYSTEM GOALS*

- Ensure opportunities for success to every student.
- Provide an effective instructional program.
- Strengthen productive partnerships for education.
- Create a positive work environment in a self-renewing organization.
- Provide high-quality business services that are essential to the educational success of students.

## *CORE VALUES OF THE JASPER CITY SCHOOLS*

- JCS has high expectations for all students and believes that all children can learn at high levels.
- Every student is a unique learner, and JCS will tailor instruction to meet the learning needs of each student.
- A comprehensive early years' program is critical for students to acquire the knowledge and skills to be successful in reading, writing, and mathematics.
- The pursuit of excellence for all students requires providing our neediest students with the extra support necessary to attain rigorous targets.
- JCS is committed to doing whatever it takes to ensure that every child, regardless of race, ethnicity, gender, socioeconomic status, language proficiency, or disability, learns and succeeds.
- Student outcomes shall not be predictable by race or ethnicity.
- JCS demonstrates commitment to continuous improvement by reviewing, evaluating and improving our work and monitoring student performance data.
- JCS is committed to a culture of respect that includes fair treatment, honesty, openness, and integrity.

## *GIFTED EDUCATION*

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the 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 gifted services.

To make a referral, contact the gifted education specialist at your child's school.

The Jasper City School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

The Jasper City School System attempts to ensure comparable quality of service by requiring teachers to obtain gifted certification within three years of hire date. Jasper City Schools also provides in-service training and regularly scheduled gifted staff meetings to provide a continuous exchange of ideas between teachers of the gifted and the coordinator for the gifted. The Jasper City School System offers a continuum of services in gifted education for grades kindergarten through twelve.

## *EXCEPTIONAL EDUCATION*

Special Education Services are provided for appropriately-identified exceptional children and youth in accordance with the federal and state mandates. Exceptionalities through which services may be received are Mental Retardation, Specific Learning Disabilities, Speech Language Impairment, Multiple Disabilities, Deaf/Blindness, Hearing Impairment, Other Health Impairment, Traumatic Brain Injury, Developmental Delayed, and Autism.

Information regarding referral procedures for special education services may be obtained from local school teachers, guidance counselors, and or the school principal. Questions or requests for additional information should be addressed to the Director of Special Programs at (205) 387-1468.

## *TEXTBOOKS*

The textbooks used at the school are normally those that are adopted and owned by the state or local school system. Such textbooks are not the property of the student and must be accounted for by both the student and the school. For this reason, any textbook which is assigned to a student and which is lost or damaged must be paid for based on a pre-determined price schedule. Teachers may make book checks from time to time to see that students still have the books that were issued to them and to assess any damage that might have occurred. In the event the student does not have the book, he/she must find it or pay for it. Fees for lost or damaged books are to be paid to the school bookkeeper who has a price list and who will issue a receipt for the payment.

## ATTENDANCE

### OVERVIEW

Regular attendance in all classes is essential if students are to gain maximum benefit from their time spent in school. The following laws support attendance:

(1). **THE ALABAMA COMPULSORY SCHOOL ATTENDANCE LAW- (AL. CODE 16-28-12 & 16-28-3.1)** requires every child between the ages of 6 and 17 to attend a public, private, or approved home school without unexcused absences.

(2). **THE SMITHERMAN ACT** requires every child enrolled in school to attend school without unexcused absences. Children under the age of 6 or age 17 and older may withdraw, but otherwise, they must attend.

(3). **EXIT INTERVIEW:** Alabama law requires students who decide to withdraw from high school and pursue a GED without completing requirements for a diploma to participate in an exit interview with a school administrator and the student's parent or guardian.

(4). **ATTENDANCE AND CONDUCT ACT (94-782)** states that each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior shall be guilty of a misdemeanor.

*Amending Section 16-28-12, Code of Alabama 1975, requiring each local board of education to adopt and distribute to parents, guardians, and others a written policy of its school behavior standards; requiring parents, guardians, and others to document receipt of the plan; and specifying partial application to non-public schools.*

Each parent, guardian or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or has him/her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself/herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal/teacher of the public school he/she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

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

Any parent, guardian, or other person having control or custody of a child of any age enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to provide excuses for any absence, or fails to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his/her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his/her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

### PARENTAL NOTIFICATION EARLY WARNING TRUANCY PREVENTION PROGRAM

**Alabama Law (16-28-3.1)** requires all children between the ages of six (6) and seventeen (17) to attend school. If any child fails to attend school without a legal excuse\*, that child and the person having custody of that child will be referred to the Juvenile Court. Initial referral, after three (3) unexcused absences, shall be to the Early Warning Program. Unexcused absences after that point shall result in the referral of the child to the Juvenile Court for prosecution on the charge of truancy. Any child who is prosecuted for truancy may be placed in a juvenile facility. Any custodial adult who is prosecuted for failing to require a child to attend school may be jailed for up to one (1) year or fined up to \$500.00 or both.

A free public education is one of the greatest benefits available to the children of our state. Please insure that your child achieves his or her full potential by attending school regularly.

Jasper City Schools' process for reporting truancy is listed below. Please read carefully.

1. Second Truancy/Unexcused Absence (Warning) – Parent/Guardian will be notified by letter and the date of the truancy.
2. Third Unexcused Absence (Conference) – A) The parent/guardian, or person having control of the child, shall participate in the Early Warning Program provided by Juvenile Court. B) Failure to appear at the Early Warning Program shall result in the filing of a complaint/petition **against the parent under code of Alabama (1975), 16-28-12. C) Failure to cooperate, or truancy against the child, whichever is appropriate.**
3. Fourth Unexcused Petition File a petition against the child and/or parent/guardian, if appropriate. **Four (4) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court.**

\* Your child must bring a written excuse within three (3) days after his/her absences or the absences will be unexcused.

\*\* **Notice – *Signing the Acknowledgment Statement at the end of this handbook certifies that you have read and understand the above information.***

### *ATTENDANCE CLERK*

The principal of each school shall appoint one person to serve as the Attendance Clerk for the school. The Attendance Clerk's responsibility shall be to review written excuses and determine if they are excused or unexcused. In cases where discrepancies arise, the principal or designee shall be responsible for determining whether the absence is excused or unexcused.

### *PRIVATE, HOME OR NON-ACCREDITED SCHOOL*

The Jasper City Board of Education recognizes that parents have the right to withdraw their child(ren) from public school and enroll him/her in a private school, home schooling program or other non-accredited school.

Admissions and classification of students transferring from non-accredited elementary, junior/middle and senior high schools shall be on the basis of demonstrated ability and records of attendance and work done in schools previously attended. The principal, with an appropriate faculty committee, must validate credit for such courses pursued in a non-accredited school. A student may also be admitted by successfully passing an entrance examination.

### *TRANSFER AND WITHDRAWAL PROCEDURES*

Students who are withdrawing from school and transferring to another school must turn in all textbooks and library books, and all debts must be paid. Office personnel will give the parents a transfer slip to be presented at the child's next school. Students who desire to withdraw from school to pursue a GED must participate in an exit interview with a school administrator before records will be released to the student.

### *ATTENDANCE AWARDS*

Perfect Attendance Award – Students must be present every day of school and have no check-ins, check-outs, or tardies.

No Absence Award – Students must be present every day of school. Check-ins and check-outs will only be considered when a student misses more than 50% of the school day.

## *EXCUSED ABSENCES*

All student absences shall be designated as excused or unexcused. A student shall be excused for absence from school for the following reasons:

1. Personal illness of the student.
2. Death or serious illness in the immediate family of the student.
3. The student is given special permission to represent the school at school-approved activities or meetings.
4. A student may be excused under legal quarantine.
5. Prior permission of the principal and consent of the parent or guardian.
6. Under extreme conditions, a student may be excused because of inclement weather as determined by the principal.

In accordance with State Law, a parent or guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a written excuse from home within three days, signed by the student's parent or guardian for each absence, and present it to the principal or designee. Each note must contain the following: **(1) child's full name, (2) date to be excused, (3) reason for absence, (4) signature of parent or doctor (no signature stamps or nurses' signatures will be accepted)**. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved location.

***At all elementary schools and Maddox Middle School, 3 days per 9 weeks, or 6 days per semester, may be excused by parent notes. At Walker High School, only 3 parent notes per semester will be accepted; notes can be used to cover absences or tardies. One note will cover one day's absence or one tardy.***

The administrators are authorized to require a student to present a doctor's excuse to substantiate an absence(s) when there is a reason to believe that the student may be violating the intent of the State attendance laws or attendance policies of the the Jasper City Schools.

## *RELIGIOUS ABSENCES*

A student may be excused for official religious holidays (must be a holiday recognized by a church's governing authority; not local church camps, retreats, etc.) when the student's parents or guardian notifies the principal in advance for the student to be absent for this purpose. When this procedure is followed, the student's absences may be excused and shall not be counted toward the excessive absence clause to this policy. Students shall be allowed to make up work missed during such absences.

## *SCHOOL PARTICIPATION ABSENCES*

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed work.

Students who are absent from school for an excused or unexcused reason for any portion of a day, except with prior permission of the principal or athletic director, shall not be allowed to participate in any school extracurricular or co-curricular activities that day (athletic contests, cheerleading, scholars bowl, etc.)

## *PREARRANGED ABSENCES*

Parents should make prior arrangements with the principal if an absence (family emergency, out of town, etc.) is anticipated. Parents or students may pick up a prearranged absence form request from the attendance clerk at school at least one week prior to the absence. Students will fill out pertinent information and return the form to the principal for his signature. The form will then be taken to each classroom teacher for signatures and notification regarding the upcoming absence. The form should be returned to the principal's office by the student's last period teacher for final approval by the principal.

## *MAKE-UP WORK – EXCUSED ABSENCES*

If a student is absent for any excused reason, the student shall be allowed to make up work and/or examinations missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers within two (2) days upon return to school to arrange, at the teacher's discretion, to make up work.

## *UNEXCUSED ABSENCES*

Absence for reasons other than those defined above shall be considered as unexcused.

## *MAKE-UP WORK – UNEXCUSED ABSENCES*

**There is no requirement for make-up work or examinations for students with unexcused absences.** Teachers, at their discretion, may require students absent for unexcused reasons to make-up homework, class work, etc. on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeroes to students absent for unexcused reasons on an automatic basis (zeroes may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.).

## *EXCESSIVE ABSENCES*

Parents should make prior arrangements with the principal if an absence (family emergency, out of town, etc.) is anticipated. The student may receive instruction from teachers to keep up with schoolwork.

**Elementary Schools** - Parents will be notified by mail when their child has accumulated three (3) days unexcused absences covered by parent notes in a nine (9) week period. From that point until the end of the nine (9) week period, parent notes will result in an unexcused absence. Any elementary student missing more than twenty-five (25) days in a school year may be retained at the discretion of the principal.

**Maddox Middle School** – Students who are absent for unexcused reasons for more than ten class sessions during a semester may be subject to loss of course credit. In such cases, students and their parent(s) or guardian(s) must present their justification for such excessive absences to an appeals committee composed of selected teacher(s) and the principal. The committee, based upon the justification presented and the educational interest of the student and school, shall determine if the student is or is not to receive course credit for that semester. Days when students are absent from school due to official suspension shall not be counted as part of the ten (10) sessions per semester.

**Walker High School** - Students who miss more than ten days in a semester (five for nine-week classes) in a particular class are subject to possible denial of credit by the principal. Parents or guardians may be asked to provide documentation explaining such excessive absenteeism and meeting with school officials to appeal for credit. Days in which a student is suspended from school do not count as part of this ten day provision.

## *MARRIED STUDENTS*

It shall be permissible for married students to attend school in the Jasper City School System under such conditions or regulations as the City Board of Education may from time to time prescribe.

Married students are subject to the same rules and regulations as other students, and are subject also to such other fair and reasonable regulations as the administration of the individual school may, in addition, impose.

Marital, maternal, or paternal status of Jasper City School System students shall not affect the rights and privileges of those students to receive a public education provided said students obey rules of the school in the same manner required of all students.

## *PREGNANT STUDENTS*

It is the policy of the Jasper City Board of Education that a student who becomes pregnant while enrolled in the Jasper City System shall notify the school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. Homebound instruction is not normally provided for pregnant students. Students suffering from severe complications from pregnancy will be considered on an individual basis for homebound services.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. The physical education program, however, shall be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy. All students, whether pregnant or not, are expected to meet minimum standards for promotion and/or graduation. A student shall be re-admitted to school after delivery upon a statement from her physician recommending her re-admission.



## DISCIPLINE

### *CODE OF CONDUCT*

Instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

In an effort to assist students, parents, and school personnel in developing and maintaining an environment conducive to learning, this section on conduct will be a basis for increasing communication between home and school and for providing a framework for educational progress in our schools by all students.

### *DEFINITION OF DISCIPLINARY TERMS*

#### Central Office Hearing

Following a Class III violation or multiple Class II violations, a student can be suspended to the Central Office where the Superintendent or his/her designee and administrators will conduct a due process hearing for the purpose of assigning students to alternative school or other measures deemed appropriate.

#### Corporal Punishment

The Board believes that corporal punishment is seldom necessary for the resourceful educator. If such punishment is required, it must be administered with extreme care, tact, and caution and then only by the principal, assistant principal, or teacher with the knowledge and approval of the principal. No student shall be punished by corporal method unless it is done in the presence of the principal or another certified employee. Corporal punishment shall not be administered in the presence of other students. The principal or the principal's designee may use corporal punishment without prior approval of the parent; however, a written request from a parent that corporal punishment not be used on his/her child will be respected.

#### Detention

A structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting.

- In-School: Varies among schools
- Before and After-school: Varies among schools

#### Disciplinary Probation

Disciplinary probation is a period of time specified by the principal or his/her designee during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designee has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

#### Due Process

Due process is initiated when the behavior of a student interferes with the learning opportunities or threatens the health and safety of other students. Due process, which is a provision of the courts, is designed to deal with a problem fairly and reasonably.

Due process involves essentially three steps by the local administrators:

1. Investigate the charges against the student.
2. Explain the charges and supporting facts to the student.
3. Give the student an opportunity to present his/her side fully and fairly.

#### Expulsion Hearing

The Board of Education hearing involving expulsion recommendations will be conducted by the members of the Board of Education in accordance with the Jasper City Board of Education policy.

#### In-School Detention (ISD)

The principal or his/her designee has the authority to assign students to the in-school correction program for a reasonable and specified period of time.

#### Physical Restraint

The principal or his/her designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

#### Search and Seizure

The administrators or authorized school official may conduct a search and seizure. Searches and seizures apply to school property, school lockers, private automobiles, personal belongings, and the student. This also applies to school-sponsored activities away from our school campus.

#### Work Assignment

The principal or his/her designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment.

## *CONFISCATION OF STUDENTS' ELECTRONIC DEVICES AND PERSONAL ITEMS*

Personal items such as MP3 players, iPods, iPads, computers, videogames, cameras, etc. should not be brought to school. Students should keep all money, valuables, and purse/billfold with them at all times. Any personal item confiscated by school officials must be claimed and picked up within 24 hours by the student. On the second offense, parents must claim said item. If an item is not picked up within this time period, the school will not be responsible for its security.

### *CLASSIFICATION OF VIOLATIONS*

Violations of school rules and regulations are classified as being Class I, Class II, Class III and Class IV. Each classification is followed by a disciplinary procedure to be implemented by the administrators. The administrator shall hear the student's explanation and consult further with witnesses, if necessary, before determining the classification of the violation. Each teacher will deal with general student disruption by taking disciplinary action which may include a personal call to the parents, a scheduled parent conference, or other appropriate measures. Only when the action taken by the teacher is ineffective, or the student behavior is sufficiently severe, should the student be referred to the administrator.

The classification of the offense; whether the violation is first, subsequent, or repeated offense; and the list of corresponding disciplinary actions will be used to select/determine the most appropriate consequence.

#### *CLASS I VIOLATIONS*

- 1.00 Excessive distraction of other students – Any behavior which is disruptive to the orderly educational environment or process.
- 1.01 Use of profane language (incident-not severe).
- 1.02 Non-conformity to dress code.
- 1.03 Inappropriate public display of affection.
- 1.04 Possession of tobacco.
- 1.05 Any other violation that the principal or his/her designee may deem reasonable to fall within the definition of a Class I violation after consideration of all the facts.

#### *CLASS I DISCIPLINARY ACTION*

First Violation:

Student conference and parental contact when warranted; specific circumstances may warrant disciplinary action as outlined below.

Second and Subsequent Violations:

Disciplinary action such as probation, Saturday detention, special assignment related to violation, work assignment before or after school, in-school detention, corporal punishment or suspension.

#### *CLASS II VIOLATIONS*

- 2.00 Repeated Class I offenses
- 2.01 Defiance of school personnel – Any refusal to comply with reasonable directions or instructions from school personnel.
- 2.02 Use of tobacco products.
- 2.03 Vandalism – The deliberate action resulting in damage of less than \$200 to public or personal property.
- 2.04 Possession of stolen property with the knowledge that it is stolen.
- 2.05 Attempted Extortion – Verbal or written communication, maliciously threatening injury to the person, property or reputation of another, with the intention of extorting money or any other item. NOTE: *Completion of the extortion, either by the victim complying with the demands or carrying out the threats of extortion against the victim, constitutes a Class III violation.*
- 2.06 Threat, harassment or intimidation of other students – The intentional threat to do harm to another student, or the demonstration of the ability to carry out a malicious threat creating a well-founded fear in the person threatened.
- 2.07 Trespassing – Willfully entering or remaining in/on any structure, conveyance or property.
- 2.08 Possession of any object capable of causing bodily harm.
- 2.09 Touching of another person against his/her will (willful and malicious).
- 2.10 Any proposition to engage in sexual acts.
- 2.11 Use of obscene gestures or illustrations toward another person.
- 2.12 Directing obscene or profane language to school personnel.
- 2.13 Leaving school grounds without permission.
- 2.14 Gambling – Participation in games of chance for money and/or other items of value.
- 2.15 Unauthorized absence from class or school.
- 2.16 Intentionally providing false information to parents or school personnel.
- 2.17 Unauthorized use, attempt and or alteration of school computers or school computer systems.
- 2.18 Any other violation that the principal or his/her designee may deem reasonable to fall within the definition of a Class II violation after consideration of all the facts.

### CLASS II DISCIPLINARY ACTION

Parental contact when warranted and appropriate disciplinary action as determined by the administrator or his designee such as placement in in-school detention, suspension, corporal punishment, detention, or Saturday school.

### CLASS III VIOLATIONS

- 3.00 Repeated Class II offenses.
- 3.01 Fighting – Any physical conflict between two or more individuals.
- 3.02 Drugs - Unauthorized possession or use of drugs, controlled substance, imitation controlled substance, alcohol and/or intoxicating inhalants.
- 3.03 Explosives – Preparing, possessing or igniting explosives that include bombs, fireworks, smoke bombs, or stink bombs, on school property or at any school related activity.
- 3.04 Robbery – The taking of money or other property from another by force, violence, assault, threat, or intimidation.
- 3.05 Stealing, larceny, theft – The deliberate taking of property belonging to or in the lawful possession of another.
- 3.06 Burglary of school structures or the breaking, entering or remaining in school structures or conveyance during the hours the premises are closed to the public.
- 3.07 Criminal mischief – Willful and malicious damage to public or private property in excess of \$200.
- 3.08 Weapons – Possession of any object or device that can be defined as a weapon, including possession of a chemical or chemical imitation which could be used as a weapon or otherwise cause or inflict fear, harm or damage to property or person.
- 3.09 Bomb threats, False Reports or other Threats or any other communication which has the effect of interrupting the educational environment or process.
- 3.10 Sexual acts – Engaging in any sexual acts at any school property or any school activity.
- 3.11 Battery upon students – Intentionally striking causing bodily harm to another student.
- 3.12 Student disorders – Inciting or participating in disruption of school functions or activities of which results in damage to private or public property or personal injury.
- 3.13 Fire alarms – The unauthorized activation or tampering with fire alarm system, fire extinguishers, security alarm system, or other safety equipment.
- 3.14 Fleeing an employee of the Board of Education to elude contact or questioning.
- 3.15 Any other violation that the principal or his/her designee may deem reasonable to fall within the definition of a Class III violation after consideration of all the facts.

### CLASS III DISCIPLINARY ACTIONS

The disciplinary action for major violations will be suspension for a disciplinary hearing at the Central Office.

Parental contact and disciplinary action: Recommendation for alternative school placement or other measures deemed appropriate. (See Central Office Hearing)

### CLASS IV VIOLATIONS

- 4.00 Repeated Class III offenses.
- 4.01 Drug Dealing: transfer, distribution, or sale of drugs, controlled substance, imitation controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants (Refer to U.S. Code of Controlled Substances.)  
Communication of the intent or desire to buy, sell or facilitate the sale of, furnish, manufacture, deliver, distribute or exchange drugs, controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants
- 4.02 Rape or attempted rape on school property.
- 4.03 Possession of a firearm (Alabama Code 16-1-24.3)
- 4.04 Arson
- 4.05 Assault and battery of school personnel with force – the intentional attack upon school personnel.

NOTE: Commission of Class III and/or Class IV offenses may constitute a violation of criminal laws established by Local, State and Federal Government, and will be reported to the appropriate authorities.

### CLASS IV DISCIPLINARY ACTIONS

Parental contact and disciplinary action: Recommendation for expulsion by the principal as authorized in the expulsion procedures, or other measures deemed appropriate.

## JURISDICTION OF BOARD

The Alabama Legislature set forth at Ala.Code §16-1-24.1 (a):

The Legislature finds a compelling interest in ensuring that schools are made safe. (2) Any willful act on or off any school...premises by any person alone or acting with others in striking, beating, bruising or maiming...or attempt to do physical violence to any student of any such educational institution...

Case authority holds that a school district is not powerless to act regarding off campus matters if a nexus exists between the off campus conduct and the school.

## DETENTION RULES

- Schools are expected to maintain discipline while protecting the rights of the students with "due process".
- Self-discipline should be the ultimate end of all disciplinary actions.
- In order to correct students with discipline problems that would result in school suspension, we have after-school detention, early morning detention, and Saturday school which will provide a period of isolation.
- When students are assigned to detention a form is sent home explaining the reason(s) for this assignment.
- By using after-school detention, early-morning detention, or Saturday school instead of school suspension, the student will not miss any work nor will he/she need to make up work. Each student should have his/her classroom assignment before entering the classroom for detention.
- A regular classroom teacher or administrator will supervise the detention sessions at all times.

### Before- and After-School Detention

The principal or his/her designee has the authority to assign students to a designated area (for detention) on campus before the start of the school day or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. Students will be given a one-day notice of their detention assignment. If Before-School Detention or After-School Detention is not completed in a timely manner, In-School Correction may result. The parent/guardian is responsible for providing transportation in these cases.

Rules and guidelines for after-school detention / early-morning detention are outlined below.

Students who have been assigned to ASD/EMD have demonstrated an inability to conform to school regulations and rules. The rules and guidelines listed below are the first steps toward learning self-discipline:

1. Absolutely no talking
2. No gum, food or drinks.
3. No sleeping.
4. Students must bring all material necessary to do class assignments (all textbooks, paper, notebook, pencil, pens. etc.). Newspapers and magazines are not to be used unless they are directly related to an academic assignment.
5. If a student is checked out early or absent, he/she forfeits that day of assignment and must make up that day on the day he/she returns to school.
6. Permission to use the restroom and obtain water must be granted by the supervising teacher.
7. Resources will be available for reference work.
8. If a student does not abide by the above rules and guidelines, he/she will be referred to the principal, which could result in further disciplinary actions.
9. Students are randomly searched by school personnel and/or the SRO.

## IN-SCHOOL DETENTION

The principal and staff will determine the scope of the in-school correction of their respective schools. Students assigned to ISD are to report to the designated area at the beginning of the school day. If students fail to report at the appropriate time, they will be assigned an extra day.

Students who are assigned ISD will be those who have demonstrated an inability to discipline themselves in the regular classroom.

The ISD accomplishes everything that out-of-school suspension does. ISD removes the disruptive student from classrooms for a definite period of time. Isolation from the rest of the student population has proved to be a deterrent in modifying students' behavior; students placed in ISD will be isolated from the general student body.

Students who are assigned ISD at Walker High School are to report to ISD immediately after the first bell of the day. They are not to report to advisory class on ISD days. In addition, if a student checks out of school or arrives late to school on an ISD day, he or she must make up the missed time the next day the student is present at school. All work sent by a classroom teacher to ISD must be completed to the satisfaction of the ISD instructor before the student will be released back to regular classes. Failure to follow directions or behave properly in ISD could result in additional discipline assigned or possible out of school suspension.

## *SUSPENSION OF STUDENTS*

A student whose behavior is disruptive to the school or school-sponsored activity may be suspended by an administrator.

A student recommended for suspension will be made aware of the charges and given an opportunity to respond. Any time a referral that warrants suspension or expulsion is submitted, reasonable effort will be made by a school official to contact the parent/guardian during school hours or by written notice delivered by the student or the U.S. Postal Service.

### **Authority**

The school principal or his/her designee has the authority to suspend students from school.

### **Notification**

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. If the student's suspension is to begin the following day, written notice will be sent to the parent(s) or legal guardian(s) stating the reason(s) such action was taken. In the event of an immediate suspension of a student, the parents(s) or legal guardian(s) shall be notified and the student released in their custody, or with their knowledge. In the event that the parent(s) or legal guardian(s) of the student cannot be located and an immediate suspension is required, without the necessity of contacting juvenile or law enforcement authorities, the principal or authorized official of the school can remove the child from the school grounds to the location of the parent(s) or legal guardian(s). If the parent(s) or legal guardian(s) are not found, written notice will be given to the parent(s) or legal guardian(s) of the action taken by the school, within 24 hours. Due process will be given to all students.

Immediate suspension of a student is justified when the student's presence would threaten other students or himself/herself, endanger school property or seriously disrupt the orderly education process. Principals are given the authority to have the law enforcement agency remove uncooperative students.

### **Length**

The suspension of a student is not to exceed ten (10) days except as follows:

1. Any student who has been determined eligible for special education may be suspended, but all procedural safeguards must be adhered to as set forth in *public law 95-142*, and Board policy.
2. If an incident of violation causes the principal or his/her designee to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the expulsion is completed.

### **Terms**

1. During the suspension period, suspended students shall not attend school functions, enter school property nor ride a school bus, for any reasons.
2. When a student is suspended from school, he/she is not eligible to enroll without permission from the principal in any other school until such time that he/she is reinstated in the school from which he/she was suspended.
3. A student who has been suspended from any school, regardless of school system, is not eligible to enroll in the Jasper City School System until such time that he/she is eligible to be reinstated in the school from which he/she was suspended.
4. Parents are required to return to school with the student at a time designated by the principal for reinstatement after suspension. If satisfactory arrangements can be made, the student may be reinstated.

### **Make-Up Work**

1. During the time of out-of-school suspension, students will not be allowed to make up daily work.
2. During the time of suspension awaiting a disciplinary hearing, students will be allowed to make up **all** work.

## *ALTERNATIVE SCHOOL*

The alternative school is a structured disciplined classroom environment located at the Walker High School campus. Students are placed in the alternative school after an infraction, investigation and disciplinary hearing conducted by the Superintendent or his/her designee at the Central Office. Assignments and testing will be provided by school employees. This student will be highly supervised in an isolated situation while working on independent study. Course and credits are provided in this setting.

Students assigned to the Alternative Placement Program, who withdraw before completing the program and subsequently make application for reenrollment, must reenter the Jasper City Schools alternative program and complete the original assignment. Those who withdraw from the Jasper City Schools before completing the alternative assignment and later complete an equivalent alternative program in another school system may be considered for reenrollment, but the setting and duration must be equivalent. Credit given for attending any alternative program outside the Jasper City Schools is left to the discretion of the Jasper City Schools' administrators.

After Completion of a term of commitment with the Department of Youth Services and when the juvenile is admitted back into public school, the juvenile shall be placed in an alternative school until such time when he or she meets all requirements set by the local board of education. (*Alabama Education Laws 12-15-71*)

## *EXPULSION OF STUDENTS*

Expulsion is defined as the removal of a student from a school for a Class IV violation for a period of time prescribed by Board Policy relating to the process. The principal or his designee has the responsibility to recommend student expulsion cases to the Superintendent for action by the Jasper City Schools Board of Education.

The Superintendent or his/her designee will review recommendations from the principal for Class IV violations and request a conference with the person(s) involved, which may include principals, teachers, parents, guardians and students to determine whether the expulsion recommendation is valid.

***In accordance with the Alabama State Compulsory Attendance Law, the Jasper City Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as a Class IV offense. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted.***

***Any student who is the subject of an expulsion action shall be granted the following rights to due process: a hearing, the right to counsel, the right to hear the alleged charge(s), the right to question all evidence, the right to speak and offer evidence in his/her own behalf and the right to have a full explanation of the applicable Board policy used to charge the student.***

The following steps of due process shall be observed in all expulsion actions:

1. The local school principal shall consult with the Superintendent concerning the student's infraction(s).
2. The Superintendent shall, by letter, notify the parent/guardian of a conference that may include the student, the parent/guardian, the principal and the Superintendent. Failure of the parent/guardian and/or student to attend shall not nullify the process.
3. If the decision to recommend expulsion is made by the Superintendent, the parent/guardian shall be notified by letter of the time and place of an expulsion hearing before the members of the Jasper City Board of Education. The student shall remain under suspension until the hearing is held. This notice shall be given a minimum of five calendar days before the hearing is held.
4. Unless the student or the parent/guardian request otherwise, the hearing will be held in private. Failure of the student and/or the parent/guardian to appear shall not nullify the process.
5. If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. The Superintendent shall, by letter, notify the parent/guardian of the Jasper City Board of Education's decision within ten days after it is made.
6. Any student who has been determined eligible for special education may be expelled, but all procedural safeguards must be adhered to as set forth in the Individuals with Disabilities Education Improvement Act of 2004 and as outlined in the Jasper City Board of Education Policies.

When a student returns to school after expulsion, the readmission must be preceded by a conference with the principal or his/her designee during which the student is given a readmission slip to return to class.

## *HARASSMENT POLICIES*

### Student Anti-Harassment

Passed by the state of Alabama Legislature, House Bill 216 became effective July 1, 2010. As a result, public school districts in Alabama are now required to establish school board policy to address and prevent harassment, violence, threats to do violence, and intimidation in the school environment. Subsequently, the Jasper City Board of Education recently adopted its own anti-harassment policy (5.29), which strictly prohibits this behavior. Harassment is defined as a continuous pattern of intentional behavior, and includes (but is not limited to) written, electronic, verbal, or physical acts that are reasonably perceived to be threatening by the student-victim. In an effort to minimize this type of behavior in the school environment, the Jasper City Board of Education has created a process whereby a student, or the student's parent or legal guardian, may report instances of harassment to the school administrator for further review and investigation. The reporting form is available through the principal or counselor's offices. When incidents of harassment are investigated and confirmed, the school administrator will apply appropriate disciplinary consequences.

Jasper City Schools' Policy 5.29:

Section 1 - No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation, specifically bullying, by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Section 2.1 - The term "harassment as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3.2 below. To constitute harassment, a pattern of behavior may do any of the following:

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

Section 2.2 - The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

Section 2.3 - The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

Section 2.4 - The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

### Sexual Harrassment

Sexual harassment is a form of sex discrimination and is unlawful under federal and state statutes. Sexual harassment or retaliation on the basis thereof is specifically prohibited by the Jasper City School System. Any student or other person who believes that he or she is or has been the victim of sexual harassment or has knowledge of such action perpetrated by or against a student enrolled in the school system should immediately report the alleged acts to the appropriate school system personnel.

For more information, refer to the Jasper City School System's policies. A copy is available at each school and on the Jasper City School website. Contact Dr. Jean Lollar, Assistant Superintendent in charge of Title IX, further information.

## *STUDENT GRIEVANCES*

It is the policy of the Jasper City School System that all individuals shall learn and work in environments that are free of all forms of discrimination. The Jasper City Board of Education believes that the students have both the right and responsibility to express school-related concerns and grievances to the faculty and the administration; therefore, students will be assured the opportunity for an orderly review of grievances.

Students should request an appointment with the principal or his/her designee at a time that will not interfere with regularly scheduled classes or other school activities. The faculty and administration will strive to resolve student grievances at the most immediate level of supervision. Measures taken shall include, but not be limited to, conducting an informal investigation to determine the validity of the concern and making an effort to eliminate the causes of any valid concerns.

In all cases when the student's grievance cannot be resolved at the local school, the student is advised to follow the system's grievance procedure for students pursuant to the Jasper City Schools' Board of Education Policies.

## DRESS CODE

### *ELEMENTARY SCHOOL DRESS CODE*

The Jasper City Board of Education recognizes the effect which students' dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or attire that could present a health or safety problem is not appropriate. Prohibited dress violations are listed below, but this list is not all inclusive nor is a violation of the dress code limited to the following:

1. All students are expected to maintain the highest possible standards of personal hygiene. This includes personal cleanliness, as well as wearing clean clothing.
2. Appropriate shoes must be worn at all times.
3. Pajamas, houseshoes, or other nightwear may not be worn to school.
4. No students may wear dark glasses while inside the school building.
5. No students may wear hats, headbands, sweatbands, bandannas, or head coverings of any kind during a regular school day.
6. No students will be allowed to wear clothing or jewelry which displays suggestive slang or advertising (alcohol, drugs), or inappropriate language.
7. Students will not be allowed to wear torn, frayed, or cut clothing.
8. Students will not be allowed to wear clothing that has graffiti of any kind on it. This includes print of any type across the back of pants.
9. Students will be allowed to wear shorts of modest length and appropriate material. Shorts should be no shorter than three inches from the top of the knee. ***Biking shorts, swim or board shorts, old worn/torn or other type cut-offs, or other inappropriate shorts will not be allowed.***
10. Dresses and skirts should be of modest length (must be fingertip length or longer) as determined by school officials. Jackets must be worn over sundresses. Straps on dresses/tops should be no thinner than two inches. Off-the-shoulder tops or dresses are not allowed.
11. Properly fitted sweat suits will be allowed. Leggings, close fitting knit pants, can only be worn with tops which meet the three inches dress rule.
12. No students will be allowed to wear halter tops, tube tops, or midriffs. Students may not wear transparent tops without adequate undergarments. No tops cut low in the front, back or side will be allowed. There should be no skin showing between the bottom of the blouse and the top of or skirt when arms are extended above the head.
13. Except for normal piercing of the ears and wearing of earrings (girls only), wearing of other body piercing items/tattoos is not allowed by any student.
14. Wallet chains and/or oversized chains are not allowed at school or on school buses.
15. Hair should be clean and out of the students' eyes. Boys' hair should not touch the t-shirt collar when measured at full length. Hairstyles should be neat and appropriate. By definition, the following hairstyles are considered inappropriate: mohawks, names, letters, ponytails or hair twists (boys), symbols, lines or numbers cut in hair and/or eyebrows, as well as other extreme styles or colors as determined by the administration. Beads, rubbers bands or other decorative items are inappropriate in boy's hair. Braids in boys' hair are allowed if they are straight rows (corn rows) and do not touch the shirt collar.
16. Proper undergarments must be worn with all clothing with no substitutes or exceptions.
17. **Sagging will not be allowed.** Pants should be worn at waist level and loose pants must be worn with a belt. Extremely long shirts will not be allowed. Long shirts must be tucked in.

**The school administration will judge the appropriateness of any fad or questionable article of apparel, jewelry, or hairstyle. All students are expected to comply with the dress code. Students who do not meet the dress code will not be allowed to attend class until appropriate clothing is provided by the parent. For compelling reasons, such as medical requirements, the principal may at their discretion, review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or for certain groups during performances or special activities**



## SECONDARY SCHOOL DRESS CODE

The Jasper City Board of Education recognizes the effect which students' dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or attire that could present a health or safety problem is not appropriate. Prohibited dress violations are listed below, but this list is not all inclusive nor is a violation of the dress code limited to the following:

1. All students are expected to maintain the highest possible standards of personal hygiene. This includes personal cleanliness, as well as wearing clean clothing.
2. Appropriate shoes must be worn at all times.
3. Pajamas, house shoes, or other nightwear may not be worn to school.
4. No students may wear dark glasses while inside the school building (face or head).
5. No students may wear hats, headbands, sweatbands, bandannas, or head coverings of any kind during a regular school day.
6. No students will be allowed to wear clothing or jewelry which displays suggestive slang or advertising (alcohol, drugs), or inappropriate language.
7. Students will not be allowed to wear torn, frayed, or cut clothing. Clothing with holes is not allowed.
8. Students will not be allowed to wear clothing that has graffiti of any kind on it. This includes print of any type across the back of pants.
9. Students will be allowed to wear shorts of modest length and appropriate material. Shorts should be no shorter than three inches from the top of the knee. **Silky or mesh athletic shorts, biking shorts, swim or board shorts, cut-offs, or other inappropriate shorts will not be allowed.**
10. Dresses and skirts should be of modest length (no shorter than three inches from the top of the knee) as determined by school officials. Jackets must be worn over sundresses. Straps on dresses/tops should be no thinner than two inches. Off-the-shoulder tops or dresses are not allowed.
11. Leggings, close fitting knit pants, can only be worn with tops which meet the three inches dress rule.
12. Girls must wear shirts, blouses, or dresses with a **non-revealing** neckline. No tops cut low in the front, back or side will be allowed. No students will be allowed to wear halter tops, tube tops, or midribs. Students may not wear transparent tops without adequate undergarments. There should be no skin showing between the bottom of the blouse and the top of pants or skirt when arms are extended above the head.
13. Except for normal piercing of the ears and wearing of earrings (girls only), wearing of other body piercing items are not allowed by any student.
14. Wallet chains and/or oversized chains are not allowed at school or on school buses.
15. Hair should be clean, neat and appropriate. Boys' hair should not touch the t-shirt collar when measured at full length and hair should not fall into the students eyes and face when the head is leaned forward. Curly or styled hair should not extend more than two inches high from the scalp. By definition, the following hairstyles are considered inappropriate: mohawks, names, letters, ponytails or hair twists (boys), symbols, lines or numbers cut in hair and/or eyebrows, as well as other extreme styles or colors as determined by the administration. Beads or other decorative items are inappropriate in boys' hair. Braids in boys' hair are allowed if they are straight rows (corn rows) and do not touch the shirt collar. Facial hair is allowed if it is well trimmed and groomed.

***It is expected that both the student and parent(s) will carefully monitor the student's haircut in order to remain within the confines of the dress code. Neither teachers, nor administrators, should have to repeatedly remind a student to keep his hair cut properly; therefore, regular haircuts are encouraged so that the student will conform to the dress code at all times.***

16. Pant legs can not be pegged.
17. No male students will be allowed to wear sleeveless shirts.
18. Proper undergarments must be worn with all clothing with no substitutes or exceptions.
19. **Sagging and long shirts on boys will not be allowed.** Pants should be worn at waist level and should fasten securely with a button, snap or zipper. Belts are required if appropriate. Pants worn too low, too long, too large, or too loose are not permitted. Any shirttail deemed excessively long by administrators must be tucked in.

### **Consequences for sagging/long shirts:**

- First dress code violation – Warning and opportunity for student to correct the violation
- Second and subsequent dress code violation – Student is assigned in-school detention for remainder of the day

**Repeat offenses regarding dress code may result in out-of-school suspension for non-compliance.**

20. Overcoats may not be worn during the school day. Coats must be stored in students' lockers.

**The school administration will judge the appropriateness of any fad or questionable article of apparel, jewelry, or hairstyle. All students are expected to comply with the dress code. Students who do not meet the dress code will not be allowed to attend class until proper adjustments have been made. Students with excessive dress code violations may be subject to more severe discipline actions and clothing restrictions.** For compelling reasons, such as medical requirements, the principal may at their discretion, review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or for certain groups during performances or special activities.

## TRANSPORTATION

At no time shall the Jasper City School System furnish any service, including but not limited to, transportation to and from schools outside the city limits of the City of Jasper. In addition, picking up or dropping off at a residence other than the student's home such as grandparents' house, babysitter's, or business is not permitted.

### *SCHOOL BUS CONDUCT*

Misbehavior on the bus creates a very real danger to the safety and comfort of all. Bus rules are posted near the bus driver. The principal and/or teachers explain bus rules to young children. Parents should go over bus rules with their children. Children must observe safety regulations in order to continue to ride the bus. Student transportation is a privilege and a convenience and is available only to those who meet conditions of good behavior and strict obedience to rules. If bus privileges are denied for any reason, parents are responsible for providing transportation and insuring the student's attendance. The following actions are strictly prohibited:

1. Exchanging seats while the bus is in motion.
2. Throwing objects.
3. Use of tobacco, unlawful drugs and alcoholic beverages.
4. Extending arms, hands, head or any portion of the body from the windows.
5. Defacing, damaging, tampering with, or littering the bus in any manner.
6. Using profanity and other vulgar talk, making or causing to be made loud or disruptive noises.
7. Use of emergency door except in case of emergency.
8. Leaving the bus at any stop other than the child's regular stop except by written permission from the principal.
9. Consuming food or drinks on the bus.
10. Any other action which do not demonstrate good conduct.

### Other Bus Regulations And Guidelines

1. Office permission is necessary for a child to ride a bus other than the assigned bus. Permission will be granted only if the child has a note from the parents, in case of emergency, or through parental contact. This procedure is necessary to prevent overcrowding of buses and to prevent a child from riding another bus without the parent's knowledge. Safety is our first concern.
2. Parents are responsible for the damage their child/children do to a bus.
3. The bus will not wait for tardy students. Parents are responsible for having children at the stop on time.
4. While riding the bus, students will be under the supervision of the driver and obey the driver at all times. Drivers will report difficult students to the principal, who has the same authority over the student while on the bus as when the student is on campus. The principal may suspend bus privileges if misbehavior continues.
5. The driver and the principal may assign seats on the bus.
6. Cell phones, electronic toys, radios, fireworks, and other dangerous or potentially dangerous items are prohibited on the bus, just as they are on campus.
7. Students who must cross the road or highway to enter the bus will always try to be on the right side of the road while waiting for the bus. If students arrive at the stop just as the bus approaches the stop, they will wait until the bus comes to a complete stop and the driver has signaled them to cross in front of the bus (unless the driver has instructed them to do differently).
8. Students who must cross the road after leaving the bus in the afternoon will go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.

## *BUS VIOLATION DISCIPLINE MEASURES*

### Bus Suspension

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

All Class I (minor) violations on the bus will be dealt with at the discretion of the administrator in charge.

All Class II (intermediate) violations on the bus will be dealt with through suspension from the bus for a time designated by the administrator in charge. Students participating in a fight will be suspended from the bus for a period of time up to six (6) weeks. If a student commits a violation the second time, he/she will be suspended from the bus for the remainder of the school year.

All Class III (major) violations on the bus will be dealt with through suspension, and based on the severity of the violation, the suspension may be referred to the Assistant Superintendent of the Jasper City Schools for a disciplinary hearing.

All Class IV violations on the bus will result in a recommendation of student expulsion to the Superintendent for Board action. Refer to *Expulsion of Students* (pages 15 and 16).

- \* ***Violations for Class I, Class II, Class III, and Class IV for bus discipline purposes will be defined the same as the school code of conduct.***
- \* ***The violations above may be subject not only to the stated discipline action, but to other actions as well.***
- \* ***Repeated bus referrals will be dealt with greater measures as determined by the administrator. A third bus referral will be cause for suspension from the bus for ten days.***

## *DRIVER'S LICENSE LAW*

**Act 93-368** was passed during the 1993 legislative session. This act states that the Alabama Department of Public Safety shall deny a driver's license or a learner's permit for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state. It also states that if a person has not graduated and is currently enrolled in school in this state, he/she must present a student enrollment form signed by a school designee.

Any student ages 15-19 enrolled in school, and has already received a learner's permit or driver's license will have it revoked if the student drops out of school or if he or she is absent ten (10) consecutive unexcused days within a semester. These laws were enacted September 1, 1993.

## TECHNOLOGY SECTION

### *ACCEPTABLE USE POLICIES (AUP)*

Use of the Jasper City School System computer network and the Internet is a privilege granted to students in order to promote their educational development. This privilege comes with the expectation that students will use the system's technology resources in a manner consistent with the system's Mission Statement and instructional goals. Students are responsible for their actions while using the equipment and resources. Exemplary behavior is expected at all times. The term "technology resources," as used in this document, is intended to have a broad interpretation. It includes but is not limited to computers, digital devices, electronic communication devices, network equipment, the Internet, email, software, and online venues such as websites, blogs, and online class management systems. Such access and use is restricted to students who are engaged in bona fide educational activities that serve and are consistent with identified educational objectives and who, by signing an acknowledgement form, agree to abide by all Board policies, rules, and regulations regarding technology use.

In order for the Jasper City School System to continue to make its computer network and Internet access available, all students and personnel must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the Jasper City School System's teachers and other staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Students are expected to use all technology resources in accordance with this AUP, and all other applicable policies and procedures, as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. This AUP applies to all technology resources owned, leased, operated, or maintained by the Board, regardless of the physical location of the resource or the user. It also applies to all technology resources (regardless of ownership) brought onto school grounds during school hours or functions.

In general, students should only use technology resources under the direction and permission of their teacher. In addition, students will need the specific permission of their teacher in order to:

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

Students and his/her parents/guardians are required to sign an Acceptable Use Agreement at the beginning of each school year. This agreement is kept on file at each school. Failure to sign the agreement will disallow a student's privilege to access the system's network and the Internet. Parents of minor students (under the age of 17) may request that their student(s) not be allowed to independently access the Internet by notifying the school principal in writing within fifteen days of the student's first day of attendance each school year. This restriction will apply to the student independently operating any Board technology resource to access the Internet, and does not prohibit the student from viewing Internet sites presented by school personnel or by other students as part of a lesson, or from using Internet-hosted software used by the school. In these cases, school personnel will take appropriate steps to restrict the student from using computers to access the Internet independently. However, it is not reasonable that school personnel can directly supervise every student every minute of the day when they are on the computer.

#### Student Acceptable Use Policy

Students should be prepared to be held accountable for their actions and are expected:

- Not to damage computer equipment, peripheral devices, or the system network in any way.
- Not to share my password with others.
- Not to access another student's work, folders, or files.
- Not to change the settings or configuration of any computer or network equipment.
- Not to install software or download unauthorized files, games, programs, music, or other electronic media.
- Not to use a computer or the Internet to hurt, harass, bully, attack or harm other people or their work.
- Not to use the Internet for any illegal or threatening activity or to download instructions on how to perform such acts (i.e. child pornography, drug dealing, purchase of alcohol, weapons, gang activities, hacking, etc.)
- Not to violate copyright laws or plagiarize online documents.
- Not to view, send, display or download obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or graphics/pictures. Not to use profane, abusive, or impolite language or commensurate graphical depictions to communicate.
- Not to degrade network performance by posting electronic chain letters or other useless information.
- Not to reveal personal addresses, phone numbers, or other personal data via the Internet.
- Not to re post non-academic personal communications without the original author's prior consent.
- Not to use school Internet access for personal profit in any way.
- Not to use Internet access to make purchases. All costs associated with such purchases will be the sole responsibility of the individual and not that of the school, school system or its employees.
- Not to use school Internet access to post information or graphics to personal web pages.
- Not to use school Internet access to engage in chat rooms, email, or instant messenger activities unless directly instructed to do by a supervising adult.
- Not to use the school network to distribute confidential information such as test questions/answers.
- Not to attempt access to materials not in line with the rules of school behavior.
- To notify an adult immediately if he/she encounters materials or activities which violate these guidelines.

## INTERNET SAFETY

In an effort to promote and insure students' safety while accessing the Jasper City School System's technology resources, the following guidelines shall be followed:

- A. **General Warning: Individual Responsibility of Parents and Users:** All users and their parents/guardians are advised that access to the electronic network may include potential access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and the Internet and stay away from these sites. Parents and teachers of minors are the best guides to assisting with appropriateness of materials. If a student finds that others are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
- B. **Personal Safety:** Be safe. In using the computer network and the Internet, never reveal personal information such as home address or telephone number. Students should never use their real last name or any other information that might allow a person to locate them without first obtaining permission of the supervising teacher or parent. Students should never arrange a face-to-face meeting with anyone whom they "meet" on the computer network or the Internet without first obtaining the permission of their parents/guardians. Regardless of the student's age, the student should never agree to meet a person with whom they have only communicated with on the Internet in a secluded place or private setting.
- C. **"Hacking" or Other Illegal Activity:** It is a violation of this policy to use the school system's computer network or the Internet to gain unauthorized access into other computers or computer systems, or to attempt to gain such unauthorized access. Any such use violates state and federal law relating to copyright, trade secrets, and the distribution of obscene or pornographic materials. Use which violates any other applicable law or municipal ordinance is strictly prohibited.
- D. **Confidentiality of Student Information:** Personal identifiable information concerning students may not be disclosed in any way on the Internet without prior permission of a parent/guardian or, if the student is 18 or older, the prior permission of himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. At no time should a picture of a student be posted on a school-related web site with an identifying name. All student pictures posted to school-related web sites must have the prior permission of parents/guardians before they are posted. Permission to use a student's picture on a school-related web site should be kept on file at each school.
- E. **Active Restriction Measures:** The Jasper City School System shall use filtering software and other means to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The filtering software also blocks access to chat rooms. The Jasper City School System will monitor the online activities of students and staff through direct observation and/or technological means to insure that students and staff are not accessing such depictions or any other inappropriate materials.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher with the approval of the Technology Coordinator as necessary for the purposes of bona fide research or other educational projects being conducted by students age 17 or younger.

The term "harmful to minors" is defined by the *Communications Act of 1934 (47 USC Section 254 [h] [7]*, as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; or
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### Legal Responsibilities

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

### Ownership of Resources and Expectations of Privacy

Network and Internet access is provided as a tool for the students' and staff's educational purposes. The Jasper City School System reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the Jasper City School System and no user shall have any expectation of privacy regarding such materials. All technology resources, including but not limited to, network and Internet resources, accounts, email systems, computers or other devices owned, leased, or maintained by the Board are the sole property of the Board. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. Authorized Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation, maintenance, or administration of the school system, or for any other reason not prohibited by law.

In addition, any device (regardless of ownership) brought onto school grounds by a student is subject to immediate inspection when there is a reasonable suspicion that the contents or recent utilization of the device is in violation of any of the Board's policies, rules, or regulations regarding access to and use of technology resources.

### ONLINE BEHAVIOR EDUCATION

All students will receive education about appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. This education will be provided through the implementation of the Technology Course of Study, through Internet Safety awareness and education programs at each school, and through additional efforts made by the Students Services and other departments. In addition, educational materials and links regarding cyberbullying as well as safe and appropriate behavior will be placed on the System's website for access by parents and students.

### FAILURE TO FOLLOW POLICY

The use of the Jasper City School's computer network and the Internet is a privilege, not a right. Any user who violates this policy, shall at the minimum, have his or her access to the computer network and the Internet terminated, which the school system may refuse to reinstate. A user violates this policy by his or her own action or by failing to report any violations by other users that may come to the attention of the user. Further, a user violates this policy if he or she permits another user to use his or her account or password to access the computer network or the Internet, including any user whose access has been denied or terminated. The school system may also take other disciplinary action in such circumstances.

### WARRANTIES/INDEMNIFICATION

The Jasper City School System makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parents/guardians arising out of the user's use of the computer networks or the Internet under this policy. By signing the Acceptable Use Agreement at the beginning of each school year, the user is taking full responsibility for his or her use. In addition, the user takes full responsibility for his/her activities. If over age 18, he/she agrees, or if under 18, the parents/or guardians are agreeing to indemnify and hold the school, the school system, the Data Acquisition Site that provides the computer and Internet access opportunity to the Jasper City School System, and all of the administrators, teachers, and staff harmless from any or all loss, costs, claims, or damages resulting from the user's access to the computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods and services by the user. The user or, if the user is a minor, the user's parents/or guardians agree to cooperate with the school and/or school system in the event of the school initiating an investigation of a user's use or his/her access to its computer network and the Internet, whether that use is on a school computer or another computer outside the Jasper City School's network.

### UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new and additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents/guardians) or such new policy must be signed if the user wishes to continue to receive related services.

## *CELL PHONES/ELECTRONIC COMMUNICATION DEVICES*

During regular school hours, a student may not carry on his/her person electronic communication devices such as cellular phones. Students cannot use s during regular school hours. Phones or other electronic devices must be turned OFF and kept in students' lockers until the final bell dismissing school is sounded. At that time, the student may remove the cell phone and go OUTSIDE of the school building to place a call. Non-adherence to the above stipulations will result in the device being collected from the student.

### Elementary School Consequences:

All cell phones and electronic devices should be turned off during the school day and stored only in book bags or lockers. Any cell phone or electronic device in use during the school day will be taken from the student and placed in the office. A parent/guardian will need to pick up the phone/device from the school office.

### Middle School Consequences:

- First offense – student assigned 1 day of 6:00 a.m. detention, the phone/device will be held in the office for 5 school days and will only be released to the student's parent/guardian.
- Second offense - student will be assigned 2 days of 6:00 a.m. detention and the phone/device will be held for 10 school days and will only be released to the student's parent/guardian.
- Third offense - student will be assigned in-school suspension, the phone/device will be held for an extended period of time, and the student will not be allowed to bring the phone/device back to school during the remainder of the school year.

### High School Consequences:

- First offense – student assigned 1 day of in-school detention, the phone/device will be held in the office for 5 school days and will only be released to the student's parent/guardian after five days.
- Second offense - student will be assigned 3 days of in-school detention and the phone/device will be held for 10 school days and will only be released to the student's parent/guardian after ten days.
- Third offense - student will be assigned 5 days of in-school detention, the phone/device will be held for an extended period of time, and the student will not be allowed to bring the phone/device back to school during the remainder of the school year.

Jasper City School personnel hold no investigatory or financial responsibility with regard to lost or stolen electronic devices.

***Upon prior approval by the JCS administration, these devices may be allowed when required for health or other extraordinary needs.***

### ALABAMA DEPARTMENT OF EDUCATION POLICY: Cell Phone/Digital Device in a Testing Setting

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room.

If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated.

Additional disciplinary action may be taken by the LEA.

## HEALTH SERVICES

Registered nurses (R.N.) are employed by the Board of Education to provide health services for students in grades pre-kindergarten through twelve. Individual school health care plans are developed and maintained on all students with medical needs. Health screenings, including vision, hearing, and scoliosis, are done routinely on all students at various times. These will also be provided for any student on an individual basis as requested by a parent, student, or teacher. School nurses serve as liaisons between the school and the community to provide agency referrals, health education, and medical information.

### *CHILD NUTRITION PROGRAM*

All schools offer a breakfast and lunch program. Meals meet or exceed nutritional requirements for children as set by the U.S. Department of Agriculture. Free and reduced-price meals are provided for all students whose families meet income guidelines. One application, at any school, will qualify all students in a household for the same benefits if all students are listed. Applications are given to each student at the beginning of the school year, but parents may apply at any time. These are available in the school office or from the cafeteria manager.

The Child Nutrition Program has installed a computerized Point-of-Sales' system in each school cafeteria. Parents are encouraged to pre-pay by the week, month or year.

The sale of competitive foods (from restaurants or fund raisers) is prohibited during the time meals are served in the "School Breakfast Program" or in the "National School Lunch Program". Carbonated soft drinks are not allowed in the cafeteria. Lunches brought from home are to be eaten in the cafeteria, but foods purchased from restaurants may not be eaten in the cafeteria.

Weekly menus are printed in the local newspaper and/or posted on the system website, [www.jasper.k12.al.us](http://www.jasper.k12.al.us)

The following is the policy for charged meals adopted by the Jasper City Board of Education

- Cafeterias will not charge meals or a la carte items for students or adults.
- Elementary-age students who have lost or forgotten meal money may charge a meal with authorization from the principal or his/her designee. A maximum of two meals may be charged. High school students may not charge a meal.
- Records of all charges and repayments must be maintained. Charges must be collected by the student's last school day or made up from funds other than from the Child Nutrition Program. Students will not be allowed to charge a meal the last ten days of school. Documentation efforts to collect this money should be kept.
- After the two charges allowed, a student will be referred to the principal.
- Upon withdrawal of school, all charges must be paid.

***Any specific questions may be addressed by calling the school CNP manager.***

### *BREAKFAST AND LUNCH PRICES*

Meal prices vary at each school.

### *OVER-THE-COUNTER OR PRESCRIBED MEDICATION AT SCHOOL*

Due to recent passage of new legislation concerning the administration of medication in public schools, no over-the-counter or prescribed medication can be given at school by unlicensed personnel unless he/she has completed the required training course taught by the school nurse(s). In the state of Alabama only a licensed RN can delegate the task of assisting with medication administration in a school setting. The only exception to this rule is treating an emergency condition such as an allergic reaction with orders from a physician or nurse practitioner. In this case, the RN or LPN may individually teach the involved person(s) who would provide the emergency care in the absence of a nurse. It is state law that **NO** narcotics will be given at school after the student has had oral surgery. If your child has had surgery and needs narcotics, he/she will need to stay home.

Medication aides have been assigned and trained to administer prescribed medication; however, parents must submit "Medicine Authorization Form" signed by both the parent/guardian and medical provider so that prescribed medication can be given based upon written instructions from the physician. The parents must bring the medication to school in a properly labeled bottle, which shows the child's name, the name of the medication, and clear instructions as to the time and the amount to give. The medication must be taken to the school office. We strongly urge parents to bring only the dosage needed during school hours so that they will not have to pick up the medication each afternoon for the child to take at home. Pharmacists will, if requested, put the medication in two (2) separate bottles – one for home and one for school. Any over the counter medications, such as Tylenol, must be an age appropriate dosage. Children cannot be given an adult strength dosage of a medication at school. If an over the counter medication has on the label "consult physician", it must be signed by the physician and parent/guardian before it can be given at school. All medication **MUST** be picked up on the last day of school; if not, it will be destroyed.

## *COMMUNICABLE DISEASE*

The Jasper City Board of Education has a written policy regarding procedures that will be followed relative to students and school employees with communicable diseases. The policy is available for review at each school and the Jasper City Board of Education office.

## *HEAD LICE*

Schools make every effort to avoid the possible outbreak of head lice; however, any time children work and play together in close proximity, head lice is a problem. Contracting head lice casts no reflection on the parents or on the hygiene in the home. Head lice do not discriminate between clean and unclean people or items. They crawl from one person to another or from one item to another.

Teachers make head checks periodically and when they find cases of lice or nits, they will notify the parents to come for their child. The school nurse will send home a list of treatment instructions for the hair, home, and clothing. Parents are given two days to treat the lice and remove **ALL** nits from the hair. After two days, any other absences for this problem will be unexcused. After the hair has been treated, parents must bring the child to the school office and remain with the child until the hair has been re-checked for lice or nits. School officials urge parents to cooperate fully with this procedure to aid in fighting an unpleasant problem.

**Checks for head lice are done once a day and must be done before 8:00 a.m.**

## *ILLNESS, INJURY AND INSURANCE*

### ILLNESS

If a student becomes ill at school, he/she should report the illness to the teacher so that appropriate action can be taken. Injury incurred during any activity should be reported to the activity supervisor.

If a child becomes ill at school, the school nurse or staff will call the parents or other persons designated by the parents. School personnel may not treat children, but they may take temperatures, provide cold cloths to wash a child's face, comfort the child, and assess the child's symptoms. Parents are urged to leave the names of persons to be called if the parents cannot be reached during the school day. In case of illness or injury requiring emergency treatment and parents cannot be reached for instructions, medical aid may be obtained for the child under emergency procedures.

### INJURY AND INSURANCE

All students participating in athletics must be covered by accident insurance. Refer to Jasper City Board Policy 5.41. The requirements can be met by taking the school accident insurance or by providing proof that the family has adequate insurance coverage. School insurance forms are available throughout the year in the principal's office.

Students going on overnight field trips **WILL BE REQUIRED TO SHOW PROOF OF INSURANCE COVERAGE**. Expenses incurred because of an accident or injury that is not covered by the insurance will be the responsibility of the student and his/her parents. Expenses in conjunction with an injury that are not covered by the child's school insurance will be the responsibility of the parents.

The school will not assume the expense from any injury received at school or during participation in a school activity. School day or 24-hour accidental injury insurance is available to all students at a very nominal charge, and all students are encouraged to take this coverage. Students in physical education classes are especially encouraged to take the coverage.

School insurance is made available to all children at a nominal fee. There are two types of coverages, nine-month school day coverage and twelve-month around-the-clock coverage. This insurance provides limited coverage and is not intended to replace hospital medical insurance. Parents should read the policy and understand the extent of the coverage. If the family does not have other insurance coverage, school insurance is a means whereby the child may be covered.



## SAFETY AND EMERGENCY PROCEDURES

### COMMITMENT TO SAFETY

The Jasper City Board of Education recognizes the possibility a crisis/emergency may occur at any time at any school in Jasper City School System. The crisis/emergency may occur as a result of fire, natural disaster, external hostile action, or acts of violence at school. The superintendent has developed plans and provided training so that the school's emergency operation and crisis management may be carried out with the greatest possible efficiency and effectiveness.

### SCHOOL CLOSINGS AND DELAYED OPENINGS

In the event of a school closing for any reason, the **Jasper City School's** Central Office will notify the media to broadcast or televise details of the situation. Closings or emergency situations will be announced using the district emergency notification system (*SchoolCast* automated telephone notification system and Jasper City School's website). Details will be broadcasted or televised, as information is available.

### SCHOOLCAST

Jasper City Schools use the *SchoolCast* rapid response system to make important announcements. Below is the *SchoolCast* website, which allows students and parents to check important notices and edit contact information: <https://www.myschoolcast.com/>

The broadcast will state **Jasper City Schools**; Walker County is a separate school system. Parents need to keep all contact information current with the school.

For information about school closings, view the webpage: [www.jasper.k12.al.us](http://www.jasper.k12.al.us)

Below is a list of News Channels:

WACN 55 – TV  
ABC 33/40 – TV  
WBMG (CBS) 42 – TV  
WBRC Fox 6 – TV  
NBC 13 – TV

Below is list of Radio Stations:

WZPQ – Radio  
WZZK – Radio  
WERC – 960 A.M. Radio  
WDXB – 102.5 F.M.  
WQEN – 63.7 Radio  
WENN - 105.5 F.M.  
WARF/WFFN – Radio  
Magic 96 – 96 F.M. Radio

### EMERGENCY PREPAREDNESS

#### FIRE DRILLS

There will be three short bells or the sound of a fire signal to evacuate the buildings in case of a fire. When the alarm is sounded, teachers will lead their classes from the building through a designated hallway and exit. One long bell will be the all-clear signal to return to the building. The administration will provide teachers with the proper route for exit from their classrooms. The following must be adhered to during a fire evacuation or drill:

1. Be quiet.
2. Walk as swiftly as possible, but **DO NOT RUN**.
3. Leave books and coats in the classroom.
4. Close windows and doors before leaving.
5. Leave by the nearest exit if you are not in your scheduled room when the alarm sounds.
6. Teachers will call roll when relocated and report missing pupils to the principal.

#### SEVERE WEATHER DRILLS

A severe weather alert or drill will be signaled by a long ringing of the bell, followed by a short ring of the bell. The following must be observed during severe weather or a drill:

1. Be quiet.
2. Leave books and coats in the classroom.
3. Walk as swiftly as possible, but **DO NOT RUN**.
4. Close windows and doors before leaving the room.
5. Teachers and pupils will relocate to classrooms or hallways designated by the administration.
6. Teachers will check roll and report missing students to the principal.

## ELEMENTARY SCHOOL INFORMATION

### *SCHOOL HOURS*

Students should not arrive at school prior to 7:30a.m. each day. Students go to class at 7:50a.m. and school begins at 8:00a.m. The tardy bell rings at 8:05am. Dismissal is at 2:45p.m.

### *CHECK-IN AND CHECK-OUT PROCEDURES*

Students checking in after the 8:00 a.m. bell must report to the school office, accompanied by a parent/guardian. Also, parent/guardian must report to the school office when checking out a student. Anyone attempting to check out a student should be prepared to present photo identification to verify identity.

Students will be allowed three (3) unexcused check-ins or check-outs per nine-week period. If a student checks in late or checks out early from school for more than three times in a nine-week period for unexcused reasons, he or she will be assigned detention. For each subsequent unexcused check-in or check-out, he or she will receive additional disciplinary measures.

All check-in or check-outs will be marked unexcused unless a doctor's excuse is presented to the school or there has been prior approval from the principal.

### *INSTRUCTIONAL MATERIALS AND SUPPLIES*

Each teacher will send home a list of names and prices of instructional materials for the child's grade level. Teachers want their students to use certain types of pencils, paper, crayons, glue, etc. Parents will be notified so that the teacher can purchase these supplies for all or part of the year. Teachers will notify parents of the procedure for the child's grade level.

### *SNACKS*

Students are permitted to have a snack during the school day. Snacks may be brought from home or may be purchased at school. School snacks include juice and/or non-sweet dry snacks. Soft drinks are not allowed. Since snack time is a privilege, it may be prohibited or suspended at any time.

### *PROMOTION AND RETENTION POLICY*

#### Purpose

The Jasper City School Board of Education recognizes the fact that individuals are different and that students differ in their capacity to learn and the rate at which they learn. Promotion or retention in grades K-5 shall be made in the best interest of the student after careful evaluation of all factors relating to the advantages and disadvantages of alternatives.

#### Kindergarten

Students are expected to master academic readiness, social skills, and physical skills designated by the Alabama State Department of Education and the Jasper City Schools curriculum maps. Students will be promoted unless there are indications of immaturity that would prohibit them from coping with the academic expectations of the first grade program.

#### Grades 1-5

For students to be promoted to the next grade, they must successfully meet minimum established standards. These standards include, but are not limited to, the following:

1. Students are required to have passing grades in four of the five areas with Reading, Language, and Mathematics being three of the four areas.  
\* Reading      \*Language      \*Mathematics      \*Science      \*Social Studies
2. Students must comply with the Jasper City School System's attendance policy. Refer to *Attendance* section in General Information of Parent-Student Handbook.
3. Any elementary student missing more than twenty-five (25) days in a school year may be subject to retention.

## MIDDLE SCHOOL INFORMATION

### *SCHOOL HOURS*

Students should **not** arrive at school prior to 7:30 a.m. each day. School starts at 7:55 a.m. The tardy bell rings at 8:00 a.m. Dismissal is at 2:45 p.m. for 6<sup>th</sup> graders, and at 2:50 p.m. for 7<sup>th</sup> and 8<sup>th</sup> graders.

### *CHECK-IN AND CHECK-OUT PROCEDURES*

Any student who arrives at school after 8:00 a.m. should go to the office for a pass to class. Also, parent/guardian must report to the school office when checking out a student. Anyone attempting to check out a student should be prepared to present photo identification to verify identity.

If a student is planning on participating in an extracurricular activity, he/she is not allowed to check out or in on the day of the activity without prior approval from the principal. These rules also apply to tryouts. If students check out of school, they should not return to campus without checking back in through the office.

Students will be allowed three (3) unexcused check-ins or check-outs per nine-week period. If a student checks in late or checks out early from school for more than three times in a nine-week period for unexcused reasons, he or she will be assigned detention. For each subsequent unexcused check-in or check-out, he or she will receive additional disciplinary measures.

All check-in or check-outs will be marked unexcused unless a doctor's excuse is presented to the school or there has been prior approval from the principal.

### *ACADEMICS*

#### GRADING SCALE

In grades 6 through 12 in the schools of the school system, numerical grades shall be mandatory, based on the following scale:

- 90 - 100 = A Excellent
- 80 - 89 = B Good
- 70 - 79 = C Satisfactory
- 60 - 69 = D Needs Improvement
- 0 - 59 = F Failure

All academic courses will last approximately 65 minutes. Students will have physical education and the enrichment rotation/band all year for approximately 50 minutes.

#### COURSE OFFERINGS

##### **6th Grade**

1. Language Arts
2. Math (Regular or Advanced)
3. Science
4. Social Studies
5. Physical Education
6. Enrichment Rotation/Band

##### **7th Grade**

1. Language Arts (Regular or Advanced)
2. Math (Regular or Advanced)
3. Science
4. Social Studies
5. Physical Education
6. Enrichment Rotation/Band

##### **8th Grade**

1. Language Arts (Regular or Advanced)
2. Math (Regular or Advanced)
3. Science
4. Social Studies
5. Physical Education
6. Enrichment Rotation/Band

##### **Enrichment** –

Students will be placed in one of the following classes each nine week grading period:

1. Computer Literacy
2. Career Technology
3. Family and Consumer Science
4. Visual/Performing Arts
5. Choral Program

#### PROGRESS REPORTS

Progress reports are sent home every 4 ½ weeks. Grades may be checked daily through STI Home.

## COURSE PLACEMENT

Placement for regular and advanced courses is based on a wide range of criteria encompassing both ability level and individual task commitment. Factors that may affect placement include the following:

1. Final grades for the previous year
2. Standardized test results
3. Benchmark tests designed to indicate a student's current level of ability

By considering this wide range of factors, each student is placed in a class where he/she will be able to work at his/her highest potential without becoming unnecessarily frustrated. Placements are not dependent upon courses taken during a previous year.

*Placement for advanced courses is determined prior to the first day of the school year. Students who transfer in, therefore, are not eligible for advanced placement classes.*

## EXEMPTION POLICIES FOR SEMESTER EXAMS

Semester exams are an important part of Maddox Middle School's curriculum and instruction. Exempting semester exams is a privilege which must be earned. Semester exemptions are offered as incentives to students who strive for high academic success and attendance.

**Students who are absent for excused or unexcused reasons for more than ten class sessions and/or accumulates ten or more tardies for a semester will not be eligible to exempt. Please remember class attendance is taken during each class period. Checking in late and checking out early may count as a class absence.**

1. *Achievement Exemption:* Students who have an ARMT+ score of 4 in **both** total Math and total Reading, **plus** an average of 80 or above for both nine-weeks, are eligible for one exemption.
2. *Attendance Incentive Exemption: (Students with unexcused absences can not earn an attendance exemption.)*  
One exemption may be earned based on attendance for the current semester.
  - Three excused absences or less with a grade of A for both of the nine-weeks grading periods
  - Two excused absences or less with a grade of B or higher for both of the nine-weeks grading periods
  - No absences with a grade of C or higher for both of the nine-weeks grading periods
3. *Physical Education Exemption*  
Students who have an A for both of the nine-weeks grading periods and no more than three absences for the semester, are eligible for one exemption.

## HOMEWORK

Students shall be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should relate to classroom activities. Homework may be assigned to students on an individual and/or group basis based on teacher discretion. Students will be expected to assume the following responsibilities when homework is assigned:

- Complete the assignment in the specified time periods.
- Return the assignment on time.
- Do his/her best work possible when completing assignments.

Parents, please support your child in the following ways:

- Provide the proper home study environment.
- Examine work brought home by the child.
- Review any concept with which the child may be having difficulty.
- Help the child prepare for tests.
- Communicate and cooperate with the teachers if the child fails to accept the responsibility of homework assignments.

## *RETENTION/PROMOTION (SUMMER SCHOOL)*

Students at Maddox Middle School must pass all core academic subjects with a grade of 60 or above. Core subjects for all grades are math, science, social studies, and language arts. A student who fails one or two academic subjects must attend summer school and receive a passing grade in those subjects in order to be promoted to the next grade. If a student fails three or more academic subjects, he/she will not be promoted to the next grade. A fee will be charged for each summer school class. Students with excessive absences, more than ten class sessions during a semester, may be required to attend summer school in order to receive course credit.

## ABSENCES

Refer to the *Attendance* section in the General Information of the *Parent-Student Handbook* for more information about attendance and absenteeism policies.

### PREARRANGED ABSENCE

Parents should make prior arrangements with the principal if an absence (family emergency, out of town, etc.) is anticipated. A note from the parent/guardian should be given to the principal three or four days prior to the anticipated absence. After the principal approves the absence a copy of the approval notice will be sent to each classroom teacher for a signature and notification of the upcoming absence. The approval notice will then be filed in the attendance office.

### MAKE-UP WORK FOR EXCUSED ABSENCES

If a student is absent for any **excused** reason, the student shall be allowed to make up school work and /or examinations missed during the stated absence or absences. The student shall be responsible for contacting the teacher or teachers **within two days upon return to school** to arrange, at the teacher's discretion, to make up work and/or examinations. Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. However, no make-up work will be allowed during regular class time. *A grade of "1" on a progress report indicates work that may be made up.*

### TARDIES

Students are expected to arrive at school before the 7:55 a.m. bell. Students entering school after 8:00 a.m. must check in at the school office. Students who arrive late to school or check in must have a medical excuse or he/she will receive an unexcused tardy. Students must be inside the classroom, or in the assigned area as determined by the teacher, when the tardy bell stops ringing, otherwise, the student is considered unexcused tardy. More than three unexcused tardies (to class and/or school) during a nine-week period will result in two hours of before school detention. Tardies are calculated with both class tardies and school arrival tardies. **Any student having a habitual problem with tardies may receive disciplinary action exceeding the steps outlined below.**

Example:	1 - 3 unexcused tardies (class tardies/arrival to school tardies)	Warning
	4 unexcused tardies	2 hours Before school detention

## CLUBS AND ASSOCIATIONS

Maddox Middle School offers a variety of clubs and associations in which students may participate. Clubs and associations which are open to all students are listed below:

- Student Council
- Builders' Club
- First Priority
- Science Club
- AMICI Junior Club
- FCCLA Club
- Technology Student Association
- Math Team

### NATIONAL JUNIOR HONOR SOCIETY

The membership of the Maddox Middle School Chapter of the National Junior Honor Society is earned by the effective demonstration of Scholarship (with a GPA of 3.8), Service, Leadership, Character, and Citizenship.

## ATHLETICS

Maddox Middle School offers athletic participation for 7th and 8th grade students in the following sports: football, baseball, track/cross-country, volleyball, softball, wrestling, basketball, and tennis.

### **ELIGIBILITY RULES FOR MADDOX MIDDLE SCHOOL ATHLETICS:**

1. No 6th graders are allowed to participate.
2. The maximum age limit for 7th and 8th grade competitions is 15 years of age on or after September 1 of the current year to be eligible.
3. A player must meet the academic requirements as set forth by the Alabama High School Athletic Association **and Maddox Middle School. Coaches will inform prospective athletes of specific behavior and academic guidelines for athletic teams.**
4. No student shall be eligible to participate in interscholastic athletics until a copy of his/her birth certificate issued by the State Bureau of Vital Statistics in the state in which he/she was born is on file at the school.
5. Any member of a school athletic team who participates in an athletic contest as a member of a similar team during the same season shall be ineligible to compete under these rules for the remainder of the season.
6. A student must be legally enrolled in the Jasper City School System.
7. A student must have passed a current year physical examination.
8. A student must have a completed athletic file in place at the school, and the file must include the following:
  - State certified birth certificate
  - Drug testing consent/release form
  - Transportation permission form
  - Medical/Insurance form
  - Current physical examination form that will be valid for the entire upcoming school year

## CHEERLEADING

Cheerleading is not a sport as governed by state eligibility guidelines; however, Maddox Middle School cheerleading eligibility requirements will include the eligibility rules as outlined in the Maddox Middle School athletics section, in addition to the rules listed below:

- Candidates for cheerleader must have a 70 or higher in all academic Classes, for each nine-week grading period, not a composite of all academic scores.
- Candidates for cheerleader must be enrolled at Maddox Middle School by the beginning of the second semester in order to be eligible for tryouts.

## LOCKERS/BOOK BAGS

Lockers are available at a cost of \$10.00 per year per student or \$15.00 per family. Lockers should be used for the storage of books, book bags, work materials and personal belongings. Payment is due within the first week of school. **Only one person is allowed to use each locker.**

Although a student has control of his/her locker against fellow students, the administration may have any locker searched by authorized officials. The search will be authorized if there is reason to believe that something that is harmful or detrimental to the student or to other students is concealed in the locker, or if there is something illegal in the locker.

Book bags are only to be used to carry books to and from school. Students may not carry book bags or drawstring bags to individual classes.

## GYM CLOTHES AND GYM LOCKER/LOCK

Gym clothes and a lock for the gym locker are required for each student and must be purchased from the school. Students should write their names on their shirts and shorts. Clothing should not be torn, cut or altered.

Shirts	\$7.00
Shorts	\$7.00
Lock Rental	\$3.00

All physical education students, in accordance with State Board of Education regulations, are required to dress out each day. The only way a student can be excused from physical education is with a doctor's excuse.

## FOOD/DRINKS/GUM

Snacks/drinks are allowed at the discretion of the teachers. Bottled water is the only drink allowed in the classroom.

Absolutely no gum will be allowed at Maddox Middle School. Violations will result in assigned after-school work detail and/or morning detention.

## STUDENT PARKING

No student will be allowed to drive a car on the campus. Those riding bicycles or motorcycles will park them at the appropriate place and leave them there for the school day. Do not allow anyone to ride or play on your motorcycle or bicycle.

## HIGH SCHOOL INFORMATION

### *SCHOOL HOURS*

School starts at 7:55 a.m. Dismissal is at 3:10 p.m.

### *CHECK-IN AND CHECK-OUT PROCEDURES*

**Students will be allowed three (3) checkouts per semester.** After three (3) checkouts, parents will be required to come to school and check out their child. If a student checks out of school more than three times in a semester for unexcused reasons, he or she will be assigned an after-school detention. For each subsequent unexcused checkout, he or she will receive additional disciplinary measures. Anyone attempting to check out a Walker High School student should be prepared to present photo identification to verify identity.

#### Procedure for Checking In

Students are expected to arrive at school and be present in their first block class by the 7:55 bell. If a student arrives after 7:55, he or she must report to the attendance office and sign in for lunch detention. Lunch detention must be served on the day it is received, unless the student checks out of school prior to his or her lunch period. If a student fails to serve lunch detention on the day of the unexcused tardy to school, he or she will receive an after-school detention. Repeated failures to serve lunch detention will result in increasing discipline measures assigned by administrators. If the student checks out, the lunch detention must be served on the student's next day at school. Any student who checks in late to school for an unexcused reason during first or second blocks will receive lunch detention to be served that day during the student's assigned lunch period. Check-ins after the beginning of the third block result in the student being counted absent for the day. If a student checks into school for unexcused reasons more than three times in a semester, he or she will receive an after-school detention. The next unexcused check in and any subsequent check in will result in further disciplinary measures.

#### Procedure for Checking Out

##### **With Note**

Students are not permitted to leave school for any reason without written permission from the attendance office. If a student plans to leave school, the student should bring a note from the parent or guardian. The note should be written on a full sheet of paper; it must be dated and have a telephone number where a parent can be contacted. The student must present this note to the attendance office before 1<sup>st</sup> period and then the student must sign out at the attendance office when he or she leaves. Parental permission alone does not allow a student to leave campus. It is the responsibility of the student to check out with the designated school officials.

If a student becomes ill, he/she should check out through the nurse's office during the first ten minutes of the period unless an emergency condition exists.

If a student plans to go to a doctor or dentist, the student must put the doctor's name and telephone number on the note.

If a student is planning on participating in an extracurricular activity, he/she is not allowed to check out or in on the day of the activity without prior approval from the principal. These rules also apply to tryouts. If students check out of school, they should not return to campus without checking back in through the attendance office.

##### **Without Note**

Only in cases of emergency or sickness is a student allowed to check out without having a note and then only if a parent or guardian is contacted. The school is not permitted to send anyone home until a parent/guardian is contacted and satisfactory arrangements have been made.

Many students have entirely too many checkouts each year. Please work with us so we can provide you with the best possible educational opportunities.

**Students who are checking out of school must report to the attendance clerk for a checkout slip when the clerk calls for the student to come to the office. Failure to come to the attendance office to check out properly will result in discipline being assigned by the administration. Students are not to be picked up anywhere on campus except through the front door of the building when checking out.**

## *ACADEMICS*

### GRADING SCALE

In grades 6 through 12 in the schools of the school system, numerical grades shall be mandatory, based on the following scale:

- 90 - 100 = A Excellent
- 80 - 89 = B Good
- 70 - 79 = C Satisfactory
- 60 - 69 = D Needs Improvement
- 0 - 59 = F Failure

### EXEMPTION POLICY FOR SEMESTER EXAMS

Students may be eligible for one attendance/grade exemption as follows:

- "A" average and no more than two absences
- "B" average and no more than one absence
- 75-79 average and perfect attendance

Any student who accumulates three (3) tardies in a class will forfeit the opportunity for an exemption in that class.

### ADVANCED PLACEMENT

The Advanced Placement Program is designed for the highly motivated and capable students who wish to do college-level work in high school.

Since Advanced Placement courses have higher achievement levels, grades will be weighted for determining the honor roll, membership in the National Honor Society and class standing. The additional quality point will be added to the students' GPA and percentage ranking, but will not be reflected on the report card.

Any student making below 60 in an AP class will not receive credit for that class.

### CORRESPONDENCE COURSES

Correspondence courses may be taken in some cases. A student and his/her parents will be required to sign an agreement detailing the responsibilities of the student and the school for the independent study prior to approval of the correspondence course. The only responsibility of the school in a correspondence course is administering the exams to the student on behalf of the college/university.

### DUAL ENROLLMENT

Dual Enrollment classes are made available through Beville State Community College. Students who meet college entrance criteria may request permission from the principal/counselor to enroll in college classes. College courses taken for the purpose of earning a technical certificate qualify for dual credit based on six semester hours equaling one Carnegie Unit. The student is responsible for all college fees, supplies, and transportation.

### PHYSICAL EDUCATION CLASSES

Gym clothes and a lock for gym lockers are required for each student. These items can be purchased locally. All gym clothing must follow school policy with the exception of gym shorts worn in PE area. All physical education students, in accordance with State Board of Education regulations, are required to dress out each day. The only way a student can be excused from physical education is with a doctor's excuse.

### CLASS RANKING (SENIORS ONLY)

Rank in class is an indication of the student's academic standing in relation to other students in the class. Grade Point Average (GPA) is the average of all the grades in all the courses the student has taken in high school. This information is available to seniors after the first semester grades are posted. All students earning all A's who receive the Alabama High School Diploma with Honors Academic Endorsement will be ranked as number one in their graduation class.



## GRADUATION REQUIREMENTS

### Alabama High School Graduation Requirements

The Alabama high School Diploma requires the passing of 28 credits of coursework – Mathematics (4), Science (4), social Studies (4), English (4), Computer Applications (1), Physical Education (1), Health Education (0.5) and Electives (9). An Alabama High School Diploma may have no endorsement or any one of the five endorsements listed below:

ENDORSEMENT	REQUIREMENTS
Honors Academic Endorsement	Must meet the same requirements as the Advanced Academic Endorsement with ten of the courses being Honors or AP.
Advanced Academic Endorsement	Requires passing all standard coursework including Algebra II with Trig., one math course beyond the Alg. II/Trig. Level, two years of same foreign language, an online experience, and passing 5/5 sections of the <i>AHSGE</i> .
Advanced Career and Technical Endorsement	Requires passing the same coursework as the Advanced Academic Endorsement with the exception of foreign language and passing three career technical courses (or two career and technical courses and another course related to the student's career choice). In addition, 5/5 sections of the <i>AHSGE</i> also must be passed.
Career and Technical Endorsement	Requires passing all standard coursework, passing three career and technical courses, and passing 5/5 sections of the <i>AHSGE</i> .
Credit-Based Endorsement	Requires passing all standard coursework and passing 3/5 sections of the <i>AHSGE</i> , including Reading, Mathematics, and one other section.

Beginning with the freshman class of 2008-2009 school year, all students will be required to pursue the Diploma with Advanced Academic Endorsement or the Honors Diploma. Through the Individual Education Plan, students may continue to pursue the Alabama Occupational Diploma. There is an opt-out provision whereby parents may request that their child's diploma option be changed to the Alabama High School Diploma.

Distance Learning: Effective for students entering the ninth grade in the 2008-2009 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.

Students should not take courses out of sequence or at grade levels other than those specified. Students should consult the appropriate counselor about the four-year plan of study and the correct sequencing of courses.

A diploma with or without an endorsement signifies completion of high school and all requirements associated with the awarding of the diploma by the Alabama State Board of Education. Students who pass all required and elective courses taken will exceed the required number of credits for graduation.

### ALABAMA HIGH SCHOOL GRADUATION EXAM

The Alabama State Board of Education requires that any student receiving any Alabama High School Diploma, except for the Diploma with Credit-Based Endorsement, must pass all subject area tests of the Alabama High School Graduation Exam. The exam includes five subject area tests: reading comprehension, language, math, science, and social studies. Students will have six opportunities, if needed, to pass each subject area test before exiting school. Students will take the exam for the first time in the spring of the tenth grade. Students who are to receive the Diploma with Credit-Based Endorsement must pass a minimum of three of the five areas of the exam; the three areas must include reading and mathematics. Students may not apply for the credit-based endorsement prior to the spring administration of the Alabama High School Graduation Exam during their senior year.

### GRADUATION CEREMONY

All eligible senior students are encouraged to participate in the school's annual commencement service; however, it is not a requirement. **Any student NOT earning the necessary 28 units for graduation will not be allowed to participate in the graduation ceremony.** Listed below are general guidelines for participation in the annual graduation ceremony.

1. Students must adhere to printed WHS graduation ceremony dress and behavior codes. Students are expected to behave in a dignified and composed manner throughout the graduation ceremony.
2. Students must attend graduation practices and follow instructions given by teachers and/or administrators regarding procedures at the ceremony.
3. Anyone who has been drinking alcoholic beverages or abusing drugs will not be allowed to participate in the graduation ceremony.
4. Any student who participates in any act of vandalism against the school or school property may be denied the privilege of participation in the graduation ceremony.
5. School personnel will monitor student's behavior and diplomas will not be distributed until after the conclusion of the ceremony.

## *CLUBS AND ASSOCIATIONS*

### SELECTION PROCESS FOR THE NATIONAL HONOR SOCIETY

1. A student must be in at least the tenth grade and have a cumulative grade average of 3.68 (92%) or better and must be on an Honors or Advanced Diploma track in order to be considered for membership in the National Honor Society. Academically eligible students will also be evaluated on the basis of service, leadership and character.
2. All individual teachers will be given input in the election of NHS members through the marking of comment sheets on all academically eligible students; however, a faculty council composed of five teachers appointed annually by the principal will make the final selection of students for NHS membership. A 3-2 majority vote of the council will be required in order for a student to be admitted into NHS.
3. No student who has a record of suspension will be selected for membership in the National Honor Society.
4. No student on whom a documented record of cheating has been filed in the administrator's office will be selected for membership in the National Honor Society.
5. A student who holds membership in the National Honor Society will lose such membership if he/she is suspended, or if a documented record of his/her cheating is filed in the administrator's office.

### SELECTION PROCESS FOR THE BETA CLUB

1. A student must be in at least the second semester of the eleventh (11) grade, must have a cumulative grade average of 2.4 (85%) or better. Academically eligible students will also be evaluated on the basis of school citizenship, character, service, and leadership.
2. All individual teachers will be given input in the selection of Beta Club members through the marking of comment sheets on all academically eligible students.

## *ATHLETICS*

The goal of the athletic program is to provide our student-athletes quality opportunities to enhance and promote teamwork, sportsmanship, competitiveness, self-discipline and moral character. In doing so, we will strive to provide each participant with experiences that will help each child to reach his/her fullest potential while developing an environment of school spirit and commitment to excellence. For a complete, more detailed list of all sports offered, please refer to our WALKER HIGH SCHOOL ATHLETIC HANDBOOK.

## *PEP RALLIES AND ATHLETIC CONTESTS*

The first few minutes of a pep rally are used for spontaneous cheering. When the cheerleaders appear on the gym floor, they are in charge of the cheering. Students will not be permitted to lead cheers from the stands. Speakers at pep rallies should be shown the courtesy of silence while they are speaking. Artificial noisemakers are permitted at pep rallies (per coaches' choice), but they are not allowed at athletic contests.

Students who support our teams by attending athletic contests should remember that they represent our school to the general public. Improper conduct will be dealt with severely. All cheering must be under the direction of the cheerleader squad.

## *LOCKERS/BOOK BAGS*

For the 2011-2012 school year, WHS students will be required to purchase a locker and planner/agenda. The total fee for these items is \$25.00 per year or \$35.00 per family. Lockers and planners may be purchased during orientation week in the fall. ALL students, not just 9<sup>th</sup> graders as in past years, will be expected to have their planner with them at all times. It will function as the student's hall pass, as well as, helping them with lifelong organizational skills. If lost, replacement planners will be sold to students for \$10.00 each. Lockers should be used for the storage of books, book bags, cell phones, work materials and personal belongings. Sharing of lockers is not allowed; only one person is allowed to use each locker. Payment is due within the first week of school. Students with large sports bags should leave these items in a vehicle, locker room, or a teacher's classroom. These items may not be carried to the cafeteria at lunch. Although a student has control of his/her locker against fellow students, the administration may have any locker searched by authorized officials. The search will be authorized if there is reason to believe that something is harmful or detrimental to the student or to other students, concealed in the locker, or if there is something illegal in the locker. Lockers are not designed to be totally secure. Valuables are not to be left in any locker.

Book bags are only to be used to carry books to and from school. Students cannot carry book bags to individual classes.

## *JUNIOR/SENIOR PROM GUIDELINES*

Students attending the WHS prom are allowed to invite one guest who is at least a freshman in high school and not over the age of 20. Students who have been banned from WHS events and activities for any reason may not attend the prom. The above guidelines also apply to students attending other high schools who wish to attend the prom as a guest of a WHS student. The administration of Walker High School reserves the right to deny entry to any prom attendees. All Walker High School dress code rules apply to students and their guests at the prom. Facial piercings other than earrings for girls are prohibited. Only formal wear hats as accessories for tuxedos are allowed for boys. No other head coverings are allowed. Guests of Walker High School students attending prom must present photo identification for admittance.

## *STUDENT PARKING*

All vehicles driven to school must be registered in the school office, and each student shall be required to complete and return to the office the "Jasper City Board of Education Student Driver's Registration Form - Walker High School" and the "Student Parking Privileges Substance Abuse Consent Release Form" for random drug testing. Refer to the Jasper City Schools Board Policy 5.42.

Parking rules and regulations will be furnished to the student upon registration. All vehicles are to be vacated upon arrival to school. Students are not allowed to return to personal vehicles during the school day unless checking out of school. Parking rules and regulations will be enforced. Students will be subject to detention, Saturday School, suspension of parking privileges and ultimately (upon the third violation) towing of the vehicle if the student parks in a) a no-parking zone, b) an area not marked for parking, c) a numbered space not reserved by that student, or d) an area blocking other vehicles.

The first ticket issued will be detention (before-school detention or after-school detention). The second ticket will be Saturday School. The third ticket will result in the suspension of parking privileges and/or the vehicle being towed.

## ACKNOWLEDGEMENTS

### *TECHNOLOGY RESOURCE AGREEMENT*

I understand that, as an Internet user, I am responsible for my actions and that I am responsible to act considerately and appropriately, in accordance with the following rules. When using any Jasper City Schools Technology Resources, including the Internet, I will not:

1. Send, display, or download any offensive messages or pictures
2. Use obscene language
3. Harass, insult, or attack others
4. Damage any computers, computer systems or computer networks (includes changing workstation and/or printer configurations)
5. Violate any copyright laws
6. Use other users' passwords
7. Trespass in other users' files, folders, or work
8. Intentionally waste limited resources

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Jasper City Schools Technology Resources, including the Internet.

1. Loss of access
2. Additional disciplinary action to be determined at the individual school in line with existing practices regarding inappropriate language and/or behavior
3. Legal action, when applicable

***\*Notice – Signing the Acknowledgment Statement at the end of this handbook certifies that you have read and understand the above information.***

### *PARENT/GUARDIAN PERMISSION TO USE STUDENT PICTURES/NAMES*

The Jasper City Schools and its instructional staff use the Internet and the World Wide Web to highlight schools and various programs within the school system. These web sites can be accessed from the Jasper City Schools Home Page. The address for the Home Page is <http://www.jasper.k12.al.us>.

In order to feature as many of our students and activities as possible, we need your permission to publish your child's name and/or picture if he/she should be included in the staff's efforts. At no time will any employee of the Jasper City Schools publish a student picture with a student name next to the picture so that the student could be identified individually. The purpose of using web pages is that the pages provide another tool for recognizing students and schools for their accomplishments.

***\*Notice – Signing the Acknowledgment Statement at the end of this handbook certifies that you have read and understand the above information.***

**FORMS TO BE COMPLETED AND RETURNED TO SCHOOL**

**HEALTH FORM**



**State of Alabama Department of Education  
Health Assessment Record  
School Year: 2012-2013**



To Parent or Guardian:

The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

***This information will be kept strictly confidential.***

**To be completed by parent/guardian. PLEASE PRINT. Return to the School Nurse.**

Name of Student (Last, First, Middle)		Birth Date	Sex
Address (Street)		Race/Ethnicity	
(City and Zip code)		<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other	
Home Telephone Number	and	Cell Telephone Number	School Grade
Name of Parent/Guardian (Last, First, Middle)			
Transportation			
<input type="checkbox"/> Bus Rider <input type="checkbox"/> Car Rider <input type="checkbox"/> Special Needs Bus <input type="checkbox"/> After School Program			

**Part I – Health Information**

<b>Place where your child receives regular health care:</b>	<b>Place where your child receives regular dental care:</b>	<b>Type of insurance your child has:</b>
<input type="checkbox"/> Health Department <input type="checkbox"/> Hospital Clinic <input type="checkbox"/> Community Health Center <input type="checkbox"/> Private Doctor/HMO <input type="checkbox"/> Other _____ <input type="checkbox"/> No regular place	<input type="checkbox"/> Health Department <input type="checkbox"/> Hospital Clinic <input type="checkbox"/> Community Health Center <input type="checkbox"/> Private Doctor/HMO <input type="checkbox"/> Other _____ <input type="checkbox"/> No regular place	<input type="checkbox"/> Medicaid <input type="checkbox"/> No Insurance <input type="checkbox"/> Private Insurance <input type="checkbox"/> ALLKIDS <input type="checkbox"/> Other: _____

<b>Physician's Name:</b> _____	<b>Dentist's Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____
<b>Telephone:</b> _____	<b>Telephone:</b> _____

**Authorizations:**

- I authorize the school nurse, the registered nurse (RN) or licensed practical nurse (LPN), to talk with the physician(s) should a question come up about my child's medical conditions.
- I do NOT authorize the school nurse, the RN or LPN, to talk with the physician(s) should a question come up about my child's medical conditions.
- I authorize for my child to participate in all school health screenings, such as vision, hearing and scoliosis.
- I authorize the release of my child's Certificate of Immunization (Blue Slip) by the local Public Health Department.

**FOR OFFICE USE ONLY**

**Acuity Scale:**

Level A Nursing Dependent	Level B Medically Fragile	Level C Medically Complex	Level D Health Concerns
------------------------------	------------------------------	------------------------------	----------------------------

**Part II – Medical History**

>>>>>> Check only those that apply. <<<<<<<	
<input type="checkbox"/> <b>NO KNOWN HEALTH PROBLEMS.</b> Please go directly to the bottom of the page and provide parent/guardian signature.	
<input type="checkbox"/> <b>Attention Deficit Disorder (ADD)</b> OR <input type="checkbox"/> <b>Attention Deficit Hyperactivity Disorder (ADHD)</b>	<input type="checkbox"/> Requires medication? <i>(Requires medication authorization from physician)</i> <input type="checkbox"/> To be given while at school?
<input type="checkbox"/> <b>Asthma:</b>	<input type="checkbox"/> He/She uses an inhaler at school? <i>(Requires authorization from physician)</i> <input type="checkbox"/> He/She uses an inhaler at home?
<input type="checkbox"/> <b>Allergies: (Please Specify)</b> <input type="checkbox"/> Food _____ <input type="checkbox"/> Insects _____ <input type="checkbox"/> Environmental _____ <input type="checkbox"/> Medications _____	<input type="checkbox"/> Hives/rash? <input type="checkbox"/> Breathing difficulty? <input type="checkbox"/> Epi-pen? <i>(Requires authorization from physician)</i>
<input type="checkbox"/> <b>Bleeding Problems:</b> (Hemophilia, Von Willebrand's, frequent nosebleeds)	<input type="checkbox"/> Requires medication? Please explain: <i>(Requires authorization from physician)</i>
<input type="checkbox"/> <b>Cancer/Leukemia:</b>	Please explain:
<input type="checkbox"/> <b>Cerebral Palsy:</b>	Please explain:
<input type="checkbox"/> <b>Cystic Fibrosis:</b>	Please explain:
<input type="checkbox"/> <b>Dental Problems:</b>	<input type="checkbox"/> Braces? OR Please explain:
<input type="checkbox"/> <b>Diabetes:</b> <i>(Requires medication and procedure authorization from physician)</i>  <input type="checkbox"/> Type 1 Diabetic <input type="checkbox"/> Type 2 Diabetic	<input type="checkbox"/> Monitors Blood Sugars while at school? <input type="checkbox"/> Requires Insulin at school? <input type="checkbox"/> Glucagon order? <input type="checkbox"/> Insulin pump? <input type="checkbox"/> Managed with diet?
<input type="checkbox"/> <b>Emotional/Behavioral/Psychological:</b> Please explain:	
<input type="checkbox"/> <b>Gastrointestinal/Stomach Problems:</b> Please explain:	
<input type="checkbox"/> <b>Genetic Disorder:</b> Please explain:	
<input type="checkbox"/> <b>Headaches:</b> Please explain:	
<input type="checkbox"/> <b>Hearing Problems:</b>	<input type="checkbox"/> Right Ear <input type="checkbox"/> Left Ear <input type="checkbox"/> Both ears <input type="checkbox"/> Tubes <input type="checkbox"/> Hearing loss? <input type="checkbox"/> Hearing aid? <input type="checkbox"/> Cochlear Implant
<input type="checkbox"/> <b>Heart Condition:</b> Please explain: Are there any activity restrictions? Any medications taken at home only?	
<input type="checkbox"/> <b>Hypertension (High Blood Pressure):</b>	
<input type="checkbox"/> <b>Juvenile Arthritis/Bone-Joint Problems:</b> Please explain:	
<input type="checkbox"/> <b>Kidney Problems:</b> Please explain:	
<input type="checkbox"/> <b>Scoliosis:</b>	<input type="checkbox"/> No Treatment <input type="checkbox"/> Wears Brace <input type="checkbox"/> Surgery
<input type="checkbox"/> <b>Seizures/Convulsions:</b> Please explain:	Type of seizure: _____ <input type="checkbox"/> Diastat order
<input type="checkbox"/> <b>Sickle Cell Anemia:</b>	
<input type="checkbox"/> <b>Spina Bifida:</b>	
<input type="checkbox"/> <b>Special Diet:</b> Please explain:	
<input type="checkbox"/> <b>Vision Problems:</b>	<input type="checkbox"/> Wears glasses <input type="checkbox"/> Wears contacts <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>Other Medical Conditions:</b> Please include <u>any</u> medications taken at home only.	

**Part III – Medical Equipment /Procedures Required**

<input type="checkbox"/> Catheter	<input type="checkbox"/> Gastric Tube	<input type="checkbox"/> Nebulizer Treatments	<input type="checkbox"/> Oxygen Supplement	<input type="checkbox"/> Tracheostomy
<input type="checkbox"/> Vagal Nerve Stimulator (VNS)	<input type="checkbox"/> Ventilator	<input type="checkbox"/> Wheelchair	<input type="checkbox"/> Walker	

**Required Signatures**

Signature of parent(s) or guardian: _____	Date: _____
Signature of school nurse: _____	Date: _____

**Please complete this form, remove from the handbook, and return to the school office. Keep the handbook for future reference.**

*Health Form is available in Spanish at each school. Formulario de Salud está disponible en Español en cada escuela.*

PERMISSION FORM

SIGNATURE SHEET

- I have read the Jasper City Schools Parent-Student Handbook, and I am fully aware of the policies and procedures set forth by the Jasper City Board of Education.
- I have not read the Jasper City Schools Parent-Student Handbook because I cannot read English. I would like to request a meeting with school personnel in order to be fully aware of the policies and procedures set forth by the Jasper City Board of Education.
- I agree to follow all rules and policies.

STUDENT'S NAME: \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

SIGNATURE OF PARENT: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

**Please complete the following:**

- I hereby give my permission for the Jasper City School System to publish photographs of my son/daughter and/or his/her work.

OR

  - I **do not** give my permission for the Jasper City School System to publish photographs of my son/daughter and/or his/her work.
- 

- I hereby give my permission for my child to access the Internet with the supervision of his/her teacher as needed.

OR

  - I **do not** give my permission for my child to access the Internet with the supervision of his/her teacher as needed.
- 

- I hereby give my permission for my child to ride the bus for school or extracurricular activities.

OR

- I **do not** give my permission for my child to ride the bus for school or extracurricular activities.

**Please complete this form, remove from the handbook, and return to the school office. Keep the handbook for future reference.**

