



ANNISTON CITY SCHOOLS

2024-2025

STUDENT CODE OF CONDUCT

Dr. D. Ray Hill, Superintendent

**BULLDOGS LEAD THE WAY!**

This document has been published for the 2024-2025 school year and supersedes all previous Code of Conduct information.



## **SUPERINTENDENT'S MESSAGE**

Anniston City Schools' Code of Student Conduct is written and implemented for the benefit of all students in the school system with the expectation that they will adhere to all the requirements contained within.

The vision of Anniston City School, "To Become a Premier Educational System," begins with the involvement of you, parents and/or guardians, reviewing the Code of Student Conduct with your child(ren), and ensuring that there is an understanding of the standards of conduct when students are in school and representing Anniston City Schools in the community.

Following this Code of Student Conduct will result in a positive and orderly classroom and school that will strengthen the learning of all students. Teachers will also benefit from students who take learning seriously and behave appropriately. If there are any questions about the conduct expectations, please talk with your child's teacher or principal.

Thank you for supporting our work in Anniston City Schools.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Hill", written over a light blue background.

Dr. D. Ray Hill, Ed. D.

## **CENTRAL OFFICE PERSONNEL**

**Dr. D. Ray Hill**

**Superintendent of Education**

### **Administration**

Mrs. Narketha Bryant-Henderson  
Ms. Charlotte A. Nealy

Receptionist  
Secretary to the Superintendent/Board

### **Finance**

Ms. Johanna Martin  
Mrs. Charmonique Young  
Mrs. Leigh Jordan  
Ms. Susan Hunter  
Mrs. Stephanie Stacy  
Mrs. Stacey Flynn  
Ms. LaToya Campbell  
Mrs. Teresa Taylor Rhoden

Chief School Financial Officer  
Accounts Payable Officer  
Payroll and Accounting  
Human Resource Coordinator  
Finance Coordinator  
LSA Bookkeeper  
Director of Federal Programs and Transportation  
Federal Programs Secretary

### **Child Nutrition**

Ms. Anita Suttle  
Mrs. Lachaeska Taylor

Coordinator of Child Nutrition Program and Safety  
Child Nutrition Secretary

### **Maintenance**

Mr. Ken Goble  
Mr. Eric Barnwell

Head of Maintenance & Facilities  
Facilities & Maintenance

### **Instruction**

Dr. Marcus Barber  
Mrs. Theresa Huff  
Mr. Chris Howard  
Dr. Edward Cox  
Mrs. Sherry Gray  
Mrs. Chanda Preacher-Hill  
TBD  
Mrs. Alexis Wise Clark

Director of Secondary Curriculum and Instruction  
Director of Elementary Curriculum and Instruction  
Director of Career and Technical Education  
Director of Special Education  
Special Education Secretary  
Mental Health Services Coordinator  
Gifted Program Specialist  
Testing Coordinator/Alt. Learning/Truancy/Hearing Officer/Grants

### **Technology**

Mrs. Cindy Swain  
Ms. LaTroya Phillips  
Mr. Brian Willingham

Director of Technology  
Technology Technician  
Technology Technician

## **SCHOOLS**

**Anniston High (256) 231-5010**  
Mr. Phillip Posey, Principal  
Mr. Tyson Hall, Assistant Principal

**Randolph Park Elementary (256) 231-5080**  
Ms. Sonja Brown, Principal  
Dr. Elton Russ, Assistant Principal

**Anniston Middle (256) 231-5020**  
Ms. Paulette Robinson, Principal  
Ms. Alexandria Nixon, Assistant Principal

**Golden Springs Elementary (256) 231-5050**  
Dr. Vieshell Tatum, Principal  
Mrs. Senovia Wilson, Assistant Principal

**Cobb Preparatory Academy (256) 231-5030**  
Mrs. Teresia Hall, Principal

## **ANNISTON CITY BOARD OF EDUCATION**

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Anniston, AL 36207  
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## **EQUAL EDUCATIONAL OPPORTUNITIES**

(Board Policy 6.6) No student will be unlawfully excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status. All career and technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability. The district also provides equal access to the Boy Scouts and other designated youth groups.

## **ENRICHMENT / GIFTED NOTICE**

Gifted/enrichment 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/guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer to 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 your child's school.

## ELECTRONIC COMMUNICATION DEVICES

Visible possession and/or use of electronic devices, including, but not limited to cell phones, and other audiovisual devices are not permitted during routine school hours (i.e. from the opening of the campus in the morning until the final dismissal in the afternoon.) “Use of a cell phone is defined as sending or receiving messages in any format to include voice, video, or text. “Use” also shall include any incident where a device rings or vibrates audibly, even if the call is not answered. **ALL DEVICES -EVEN IF NOT VISIBLE-MUST BE TURNED OFF DURING SCHOOL.** Possession of electronic devices to and from school and during extracurricular activities is permitted as long as the device DOES NOT INTERRUPT OR DISTURB THE ACTIVITY. Use of devices are limited during instructional time. However, teachers and administrators may give students permission to utilize devices for learning purposes, however, it is solely at the discretion of the teacher with approval from the school administration. In such cases, students shall only use the device for the expressed purpose outlined by the teacher. Taking photos or videos during the school day is prohibited without prior approval from the school administration. If the teacher or administrators direct students to access the internet, the device must be logged on the schools’ **CHILD INTERNET PROTECTION ACT COMPLIANCE (CIPA)** Compliant wireless network.

**\*The Board assumes no responsibility** for theft, loss, or damage to any personal/wireless communication devices. The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices.



## INTRODUCTION

### STUDENT DISCIPLINE - CODE OF CONDUCT

Anniston City Board of Education requires that school personnel operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students in the District. To accomplish these goals, students and school personnel must work together in a school environment that is characterized by mutual respect. Positive Behavior Interventions Support (PBIS) emphasizes the promotion of safe, respectful, resourceful and responsible behaviors. The emphasis of the discipline approach shall be on the prevention of inappropriate student behavior and the development of individual responsibility. Even though discipline does not appear as a subject in the curriculum, it underlies the entire educational structure. Discipline is recognized as the training that helps students develop self-control, character, orderliness, efficiency, and effectiveness. Therefore, the Board views discipline as the key to good conduct and appropriate consideration for other people. Principals, teachers, and other school personnel have both the authority and the duty to take appropriate action whenever student behavior is not consistent with established rules of conduct.

Principals and teachers of the schools shall develop reasonable, proper, and specific rules for students. Such rules are detailed in the Code of Student Conduct. Principals shall be responsible for ensuring that students, parents/guardians, and staff members have been informed regarding pertinent student policies and procedures. Rules and regulations shall be disseminated to students, parents/guardians, and staff. Student handbooks, faculty handbooks, school newsletters, PTO/PTSO meetings, and classroom instruction are some of the ways that can be used to accomplish this task. These documents are available through district and local school websites.

Anniston City Board of Education students and their property are subject to all the rules and

regulations of the Anniston City Board of Education during the school day, during school-sponsored activities, while on or in School Board property and facilities, while being transported on school buses, and at times and places, including but not limited to, school-sponsored events, field trips, athletic functions, and other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto Board property and any conduct or activity occurring off-campus that threatens or results in substantial disruption of or material interference with the educational process or school activities.

**We want to reassure you that student safety is our first priority. As such, student behavior involving drugs, alcohol, weapons, or violence will be subject to serious disciplinary consequences and will be reported to the School Resource Officer or other law enforcement authorities if appropriate.**

### **Student Exclusions**

Effective June 1, 2024, a student can be excluded from a classroom for certain disruptive or disrespectful behaviors toward educational employees. Disorderly conduct; a behavior that obstructs teaching and learning; threatening, abusing, intimidating, or attempting to intimidate an employee; willfully disobeying an educational employee; and using abusive or profane language directed at an employee are all behaviors that fall under the exclusion law. An "Educational Employee" refers to both certified and non-certified employees. When a student is excluded he or she is placed with an administrator to receive disciplinary action, to include parental contact, prior to being allowed to return to class. If a student is excluded twice in one semester, the student will only be readmitted after a conference between the student, teacher and administrator occurs, and the course of disciplinary action is communicated to the parent or guardian, in addition, if the student is grades 6-12, the student will not be allowed back in the teachers class for the remainder of the school day. If the misbehavior continues, once the student returns, the teacher can request that the student be assigned the maximum discipline allowed per this code of conduct. Note: The behavior does not have to occur in the same teacher's classroom for this request to be made. If a student in grades 6-12 is excluded three times within 30 days, the principal must assign in-school suspension, out-of-school suspension, or refer to the alternative school. Again, please note that the behavior does not have to take place in the same teacher's classroom for this rule to apply. The school principal is charged with ensuring that a student's rights under the Individuals with Disabilities Act(IDEA), FERPA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act are not violated.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board views the school as a place where students have the opportunity to experience academic and social success. Success contributes to positive student self-esteem, which, in turn, translates into positive student behavior. By providing opportunities for students to learn

concepts, practice skills, and reinforce learning, a positive environment shall be created which promotes academic and social success.

The total school program focuses on developing each student into a competent, self-disciplined and self-directed learner of good character. Thus, emphasis is placed on teaching responsibility for one's behavior, modeling the behaviors desired of students, and identifying and resolving inappropriate behaviors. At all times, discipline is built within an atmosphere of self-respect, respect for others, and respect for the learning environment.

School policies are intended to allow for opportunities for students to develop self-discipline while providing boundaries within which individuals find emotional and physical security. It is essential that all persons (students, school personnel, and parents) accept responsibility for their actions. It is equally important that inappropriate behaviors be appropriately confronted and redirected.

Students must understand that, while these policies provide a means for resolving misconduct or inappropriate behaviors, certain violations will result in removal from the regular instructional program. Students, parents, and staff must work cooperatively to support the rights of students while helping students accept responsibility for their academic and social growth.

The Board authorizes the Superintendent to establish procedures to accomplish the intent and spirit of Board policies related to student rights and responsibilities

### **DISCIPLINE PROCESSES**

Violations of the Code of Student Conduct are generally grouped into categories of increasing severity- Class I Offenses, Class II Offenses, and Class III Offenses. Because the Code of Student Conduct applies to all students in Anniston City Schools, Pre-K through 12th grade, administrators determine the level of the offense and disciplinary consequences based on multiple factors, including the age of the student, and have the discretion to apply the disciplinary process accordingly.

Some problems are best handled by classroom personnel without resorting to the more formal procedures contained within this Code of Student Conduct. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class disciplinary action, by making oral or written contact with the child's parent or guardian when feasible, and by scheduling conferences with parents, guardians, and other school staff. If the action taken by the teacher is ineffective or the disruption is, in the teacher's judgment, sufficiently severe, the student may be referred to the principal or his/her designee.

When a student is referred to the principal or his/her designee, the principal will have the discretion to determine the nature and classification of the offense committed by the student. Each student will be allowed due process to provide an explanation - to admit or refute any

charges - prior to any final disciplinary action taken.

For any offense for which an in-school parent conference is required, it is the parent's or guardian's responsibility to make arrangements for the conference within twenty-four (24) hours of being notified of the problem. The administrator will advise the parent/guardian whether a conference is required before the student returns to school.

For offenses which are being investigated as a Class III offense, the principal or designee should apprise the student of the suspected or pending charges and should provide the student with an opportunity for due process to admit or refute those charges. Any charges involving alcohol, drugs, weapons, violence, or a suspected crime may result in intervention by law enforcement authorities. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

While some misconduct would require repeated violations to be considered "serious," a single incident of other misconduct may warrant serious consequences. Students who break the law will also be reported to the police. Law enforcement action or the lack thereof does not dictate or govern school disciplinary action.

Procedural due process, to the extent of its applicability in any particular situation, shall be afforded students prior to imposing consequences. Due process afforded shall be commensurate both with the gravity of the offense and with the severity of the contemplated penalty.

The Board expects **ALL** school personnel, including bus drivers, lunchroom personnel, custodians, office staff, and substitutes to be treated with respect and dignity. All schools in the Anniston School System operate on a "closed campus" policy. This means students must stay in the school building or on the campus from the time they arrive, even if the daily schedule has not begun, until they are dismissed. All staff members have the authority to require students to meet behavior expectations.

Students are expected to behave in a respectful, responsible, and resourceful manner while traveling on a Anniston City School bus. Any behavior that has the potential to compromise bus safety will be considered a serious violation of these behavior expectations. Discipline Processes Follow Three Levels of Responses: Classroom, Office/Administrative, and Alternative Placement/Expulsion. This document organizes disciplinary infractions into these three categories with consequences for each category limited to the specific consequences.

### **Discipline Process: Classroom Management Level- Class I Violations**

The greatest opportunity for students to demonstrate self-esteem, self-discipline, and respect for others occurs in the classroom under the direction of the classroom teacher. Teachers shall implement effective instructional strategies and best practices in classroom management. We believe continual teaching, combined with feedback of positive student behavior will decrease unnecessary discipline and promote a culture of productivity, safety, and learning. When a

student shows a lack of respect for established rules, teachers shall assist the student in recognizing the inappropriate actions, identifying the rule the student is breaking, and developing a plan for making more appropriate choices.

Specific teacher management and consequence options for Class I violations include:

- Redirection and verbal warning
- Ask student to take a break to calm down
- De-escalation techniques
- Teacher/student conferences
- Teacher/parent/guardian conferences
- Teacher/student/parent/guardian conferences
- Counseling services
- Instructional support will be used as is appropriate in an attempt to redirect student behavior.
- Loss of privileges
- Tier 2 interventions: prioritize a learning environment that is safe and supportive for all students and faculty.

Teachers shall apply logical, appropriate consequences for student misbehavior, including, but not limited to, immediate intervention, student conferences, parent/guardian conferences before creating an office referral.

### **Discipline Process: Administrative Level- Class II Violations**

The principal is ultimately responsible for the orderly operation of the school program. The principal, with the assistance of his/her designated staff, will maintain an atmosphere or climate within each school that will support and allow for a strong teaching/learning environment. Class II, office managed violations require students to be removed from the classroom and will be implemented consistently according to the outlined procedures. Additionally, repeated Class I violations may lead to a Class II violation under “2.25 Multiple or Continuous Class 1 Offenses” as listed below.

**This process allows for instruction during disciplinary practices which take time. Students are able to demonstrate that they have learned to behave in a more positive manner.**  
Consequences which require students to attend school during non-school hours will be assigned with adequate student/parent/guardian notification prior to the sanction, and transportation will be the responsibility of the parent/guardian.

Consequences for inappropriate conduct may include, but are not limited to, the following and should be matched to severity of infraction:

- Administrative Intervention

- Required parent conference
- Detention (to include before and/or after school)
- Restitution for damages of ACS property
- Tier 2 and referral to Problem Solving Team
- Counseling
- Bus Suspension
- Saturday School Placement
- Intensive School Supervision (ISS)
- Loss of driving privileges
- Out of School Suspension (OSS)
- Restorative Justice Practices
- School Assigned Community Service
- Limit access to or revocation of technology privileges
- Short-term alternative placement recommendation

A principal has the authority to prohibit any item or action that he/she deems interferes with maintaining a safe, orderly, or effective learning environment. Such specific prohibitions should be communicated to staff, students, and parents as soon as possible after the administrative decision is made.

#### **In School Supervision (ISS)**

A student may be temporarily denied attendance in regular classes for disciplinary purposes. A student assigned to ISS will continue to come to school and receive credit for completed assigned work; however, he/she will be isolated from the school's student population. While in ISS, a student may not attend any school district activities until the ISS assignment is completed. Parent/guardian notification of the ISS placement will be made.

#### **Out of School Suspension (OSS)**

A temporary removal of a student from a school and the school program by an administrator for disciplinary purposes. Students served by an Individual Education Plan (IEP) have legal limitations in a given school year. A suspended student shall not attend school or any school-related activities on or off Anniston City Schools property during the suspension nor enroll in another Anniston City school until the suspension is completed. Suspended students are not permitted to participate in any extra-curricular activity, to include practice, until suspension is completed. A suspended student will not return to regular classes on the day of the suspension but will leave school only when the parent/guardian or other proper authority assumes responsibility for the student. A school conference may be convened prior to the student returning to classes and will include the student, a parent/ guardian, an administrator, and other appropriate persons. Students who enroll from an other school must complete their OSS days assigned prior to attending regular classes in ACS. Suspended students will be provided the opportunity to make up and receive credit for major projects and major tests that were missed. Grade level counselors may work with teachers to determine assignments that will be accepted and will communicate this to students.

#### **Discipline Process: Administrative Level- Class III Violations**

Class III violations are sometimes unlawful behaviors which will be referred to SROs including, but not limited to drugs, weapons, alcohol, sexual offenses, assault/battery and criminal threats. Possible disciplinary consequences for Class III violations include:

- Out of School Suspension (OSS)
- Alternative Placement Recommendation
- Expulsion Recommendation
- Notification of law enforcement officials as appropriate and as the law requires
- Permanent removal from school bus
- Restitution for ACS property
- Limit access to or revocation of technology privileges

**\*\*All Recommendations for Alternative Placement and or Expulsion must go through a Due Process Hearing\*\***

### **Alternative School Placement (AP)**

A recommendation for Alternative placement is made by the principal to the district's disciplinary hearing officer. When this recommendation is made, the student will be Out of School Suspended (OSS) for a maximum of (10) days pending a due process hearing. A student's placement in Alternative School is determined by the disciplinary hearing officer and/or disciplinary committee as a lesser consequence to expulsion. Students grades 6-12 assigned will have a minimum of a 45 day consecutive placement; the time may be lower for students younger than 6th grade. This program is housed in a facility separated from any of the regular school settings and there is no transportation provided.

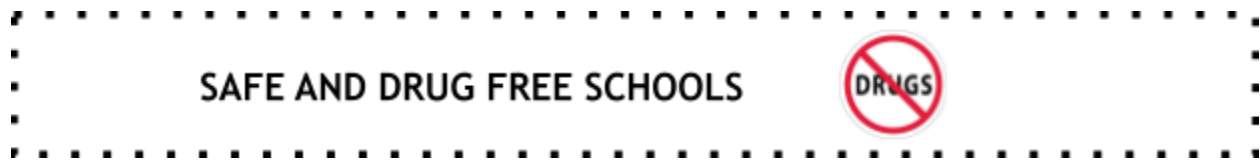
### **Expulsion**

Expulsion is the permanent or long-term removal of a student from school in the Anniston City School System for violation of school rules or regulations. In the case of offenses warranting such action, the principal has the responsibility to recommend a student expulsion to the disciplinary hearing officer. When this recommendation is made, the student will be Out of School Suspended (OSS) for a maximum of (10) days pending a disciplinary/due process hearing. If the recommendation is upheld by the disciplinary officer and/or the committee, a recommendation is then made to the Superintendent and Board of Education in accordance with Board policy. The hearing relative to expulsion, as well as all preliminary steps concerning the hearing and recommendation, shall fully comply with applicable due process criteria and the parents/guardians will be notified in writing of all actions.

### **Special Role of School Resource Officer**

The School Resource Officers assigned to Anniston City Schools assist school officials with school safety. Their role is to build relationships with students, teach them about the law, and serve as a positive role model. The day-to-day conversations and interactions between students and the School Resource Officer are not to be construed as "interviews" and do not require prior parent

approval. For any violation of the Code of Conduct that is a crime or potentially a crime, the School Resource Officer will operate in his/her capacity as a law enforcement officer.



Anniston City Schools is committed to providing learning environments free from alcohol, drugs, controlled substances and weapons. There are serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances, or dangerous instruments/weapons will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsion. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, personal items such as purses or backpacks, or otherwise in the actual possession of any person. Any violations regarding firearms will result in involvement by appropriate law enforcement authorities and will result in a recommendation to the School Board for expulsion. Per state law, safety drills including severe weather, fire, and active shooter are periodically completed as required by law.

### **DISCIPLINE APPEALS**

Students charged with and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level. Class III consequences may be appealed to the Superintendent or designee. Procedures for appealing Class III consequences are defined under the heading -“Class 3 Discipline Appeals.” Class III offenses resulting in an expulsion recommendation by the Superintendent to the Board of Education may be appealed to the Board prior to Board members voting on the expulsion recommendation. During the appeal process, students are assigned to In School Suspension.

### **CLASS 3 DISCIPLINE APPEALS**

A Parent/Guardian has the right to appeal the decision of the hearing officer and/or disciplinary committee after a disciplinary hearing using the steps listed below:

1. The parent or guardian must submit a typed and signed letter of appeal to the office of the superintendent within Fourteen (14) days of the disciplinary hearing. Please note that while awaiting the verdict of the appeal, the student will be required to follow the decision made during the disciplinary hearing.
2. Unless there are extenuating circumstances, within fourteen (14) school days from receipt of the appeal request, the Superintendent or their appointed designee shall review evidence and deliver a verdict.



3. If a conference is requested by the Superintendent, participants at the appeal will include: the Superintendent or Designee, disciplinary hearing officer, administrator from the student's school, the student, and the parent or guardian. Ordinarily, no attorney will be present in an advisory capacity at the appeal. If the student's parent/guardian chooses to have an attorney present, the school district will have an attorney present in an advisory capacity. The student's parent/guardian must give at least 5 Day notice prior to the hearing of the decision to have an attorney present. Failure to do so may result in the rescheduling of the hearing, and, if the student's parent fails to provide notice after a hearing has been rescheduled, the participation of the attorney in the appeal may be denied.

4. The superintendent or designee will make a final determination and a copy of the decision will be sent to the following individuals:

- a. The student's parent (by certified mail)
- b. The Disciplinary Hearing Officer
- c. The Principal at the respective school
- d. The Instructional Support Department (for special education students only)
- e. The Superintendent's Office for Filing Purposes

### **Expulsion Hearings**

1. The school administrator is initially responsible for determining that an offense has been committed for which expulsion may be warranted. An expulsion is defined as the exclusion of a student from his or her regular school environment for more than 90 school days but less than 180 school days per incident for disciplinary purposes.

2. The Superintendent or designee will review a principal's recommendation for expulsion to determine whether or not to submit the recommendation for expulsion to the Board. As part of that review, the Superintendent or his/her designee may

- (1) Hold a due process hearing with the student and the parent/guardian, which will also include the principal and any other individuals that may be needed to determine whether the recommendation from the principal shall be upheld
- (2) Review the written records submitted by the principal in support of the recommendation; or
- (3) Take any other such action that is deemed necessary to make a determination regarding the recommendation. If the Superintendent or his/her designee holds a due process hearing to determine whether the recommendation from the principal shall be upheld, the Superintendent or his/her designee shall, by letter, notify the parents/guardians of the hearing.

3. If the recommendation for expulsion is upheld, the Superintendent will present the recommendation to the Board and the parents/guardian and the student shall be notified, by letter, of the time and place of an expulsion hearing before the Board. In order to comply with applicable student privacy laws, the hearing will be closed to the public.

4. Any student who is the subject of an expulsion hearing shall have the right to a hearing before the school board, the right to be accompanied by counsel, the right to be informed of the alleged charge(s), the right to cross-examine witnesses, and the right to speak and offer evidence on his/her own behalf. The student's parents must give the Board notice, at least 5 days prior to the hearing, of the decision to have an attorney. Failure to do so may result in the rescheduling of the appeal hearing, and, if the student's parent fails to provide notice after a hearing has been rescheduled, the Board may deny the participation of the attorney in the hearing.

5. The Board will make the final decision as to whether the student will be expelled after the hearing. If the decision to expel the student is made, the Superintendent or his/her designee shall, by letter, notify the following individuals of the Board's decision in writing:

- a. The student's parent/custodian (by certified mail)
- b. The Principal at the student's school and/or Alt. School
- c. Disciplinary Hearing Officer
- d. The Superintendent (for filing purposes)
- e. If applicable, the Special Education Department

6. The student shall remain under suspension until the hearing is held without any violation of the student's rights under the Individuals with Disabilities Act(IDEA), FERPA, Section 504 of Rehabilitation Act, and the Americans with Disabilities Act for those students who are eligible for special services.

7. Any student, who has been determined eligible for services or accommodations under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 may be expelled provided that all procedural and other requirements of applicable law are observed.

### LIST OF VIOLATIONS AND CONSEQUENCES

#### CLASS I OFFENSES: CLASSROOM MANAGED

(Repeated violations constitute a Class II "2.25 Multiple or Continuous Class 1 Offenses" as outlined below)

**1.00 DISRUPTION OF THE LEARNING ENVIRONMENT OR UNCOOPERATIVE BEHAVIOR-** Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management or refusal to comply with direction from an ACS employee or request to correct a misbehavior. Disruption does not include occasional or isolated interferences with instruction.

**1.01 UNEXCUSED TARDIES** - See the section on Tardies

**1.02 BEHAVIOR INVOLVING VERBAL DISRESPECT OR INAPPROPRIATE LANGUAGE** - Minor insults, name-calling, jeering, embarrassing statements, teasing, etc. (see bullying policy for definition of incidents rising to bullying and procedures for handling bullying)

**1.03 BEHAVIOR INVOLVING PHYSICAL DISRESPECT OR CONTACT** - Minor, not harmful, physical poking, prodding, tripping, pulling, drawing on, horseplay, shoving, or other unwanted non-sexual physical contact

**1.04 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION** - Single, minor incidents of consensual hugging, kissing, holding hands in an affectionate way, etc.

**1.05 UNAUTHORIZED POSSESSION OF AUDIO AND/OR VIDEO DEVICES OR OTHER TECHNOLOGY DEVICES/MATERIALS-** see Technology Use Policy

**1.06 NONCOMPLIANCE TO DRESS CODE** - See the section on Dress Code

**DISPOSITION OPTIONS FOR CLASS I INFRACTIONS AS DEEMED APPROPRIATE BY THE TEACHER (must be matched to seriousness of problem behavior, presented in order of intensity):**

- Redirection and verbal warning
- Ask student to take a break to calm down
- De-escalation techniques
- Teacher/student conferences
- Teacher/parent/guardian conferences
- Teacher/student/parent/guardian conferences
- Counseling services
- Instructional support will be used as is appropriate in an attempt to redirect student behavior.
- Loss of privileges
- Tier 2 interventions with Problem Solving Team involvement

### **CLASS II OFFENSES: OFFICE MANAGED**

**2.00 DEFIANCE OF AUTHORITY** - Willful disobedience of a direct order of instruction from a school board employee or others having legal authority. A contemptuous opposition or disregard of an order of instruction from a school board employee or others having legal authority (policeman, fireman) openly expressed in words or actions. This conduct substantially disrupts the orderly conduct of a school function or is behavior that substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others.

**2.01 VAPE/VAPOR, POSSESSION** - Possession of a device used to inhale or exhale vapor containing nicotine and/or flavoring or other substance at school-sponsored events, and on

transportation to and from school or other school-sponsored transportation. Unidentified substances intended to be used with electronic cigarettes may be classified as a drug and coded as a Class III. **See Vaping Policy**

**2.02 VAPE/VAPOR, USAGE** -Using a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance at school-sponsored events, and on transportation to and from school or other school-sponsored transportation. Unidentified substances intended to be used with electronic cigarettes may be classified as a drug and coded as a Class III. **See Vaping Policy**

**2.03 VAPE/VAPOR, SALE** - Selling of a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance at school-sponsored events, and on transportation to and from school or other school-sponsored transportation. Unidentified substances intended to be used with electronic cigarettes may be classified as a drug and coded as a Class III. **See Vaping Policy**

**2.04 E-CIGARETTES, POSSESSION** -Possession of a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substance at school-sponsored events, and on transportation to and from school or other school-sponsored transportation. Unidentified substances intended to be used with electronic cigarettes may be classified as a drug and coded as a Class III.

**2.05 E-CIGARETTES, USAGE** - Using a device to produce an aerosol by heating a liquid that contains nicotine and/or flavoring or other substance at school-sponsored events, and on transportation to and from school or other school-sponsored transportation. Unidentified substances intended to be used with electronic cigarettes may be classified as a drug and coded as a Class III.

**2.06 E-CIGARETTES, SALE** - Selling a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substances at school-sponsored events, and on transportation to and from school or other school-sponsored transportation. Unidentified substances intended to be used with electronic cigarettes may be classified as a drug and coded as a Class III.

**2.07 TOBACCO, POSSESSION**- The possession of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation, to include lighters, matches, and other similar/related products .

**2.08 TOBACCO, SALE** -The sale/transfer of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation, to include lighters, matches, and other similar/related products .

**2.09 TOBACCO, USE** - The use of tobacco products on school grounds, at school sponsored events, and on transportation to and from school or other school-sponsored transportation, to

include lighters, matches, and other similar/related products.

**2.10 VERBAL ALTERCATION** - An argument between individuals which disrupts the learning environment or has the potential to create a violent situation.

**2.11 VANDALISM** - Intentional and deliberate action resulting in or having the potential to result in damages to public property or the real estate or personal property of another. Restitution for ACS property will be required.

**2.12 THEFT** - The intentional taking and/or carrying away of property belonging to someone else without that person's express permission. Restitution will be required for theft of ACS property.

**2.13 POSSESSION OF STOLEN OR LOST PROPERTY** - Possession of any property that does not belong to the person in possession.

**2.14 TRESPASSING** - To enter or remain on an Anniston City Schools campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by chief administrator or designee of the facility, campus, or function. A person commits the offense of trespass if he/she knowingly enters or remains unlawfully in a building or upon real property that is fenced or enclosed in a manner designed to exclude intruders.

**2.15 POSSESSION OF PROHIBITED ITEMS** - Including but not limited to items that are distractions to the educational process and/or certain types of foods, drinks, or items which can be harmful ( Examples include but are not limited to: a single dose of medication, counterfeit money)

**2.16 FAILURE TO SERVE SCHOOL-BASED DISCIPLINE ASSIGNMENT SUCH AS DETENTION, SATURDAY SCHOOL, ETC.**

**2.17 USE OF PROFANE, OBSCENE, DEROGATORY, OR INFLAMMATORY LANGUAGE OR GESTURES TOWARD ANOTHER STUDENT OR AS A GENERAL CONVERSATION, OUTBURST, OR STATEMENT/GESTURE**

**2.18 PROVIDING FALSE INFORMATION** - Intentionally providing false information to a School Board employee including giving false student information or concealment of information directly relating to school business. Intentionally providing false or misleading information or withholding information regarding a school investigation. Submitting false/forged documents, including but not limited to absence excuses, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school.

**2.19 IDENTIFICATION WITH OR PARTICIPATION AT SCHOOL OR AT SCHOOL- SPONSORED**

**ACTIVITIES IN AN UNAUTHORIZED ORGANIZATION OR GROUP** - Including but not limited to groups, gangs, or clubs which exhibit or promote drug use, violence, criminal or disruptive behavior. Prohibited activity shall also include, but not be limited to, wearing clothing or other attire which has an identifiable name or identifying sign or symbol of an unauthorized organization or group, the possession of writings or drawings that indicate affiliation with unauthorized organizations or groups, and the use of gestures or signals which indicate affiliation with unauthorized organizations or groups.

**2.20 BULLYING, INTIMIDATION, VIOLENCE, AND THREATS OF VIOLENCE OF A STUDENT OR ADULT** Verbal or nonverbal behavior that causes physical and/or emotional harm to another or disrupts the learning environment. Such behavior may include, but is not limited to, teasing, taunting, threatening, hitting, stealing or destroying personal property. (**Refer to Board Policy Bullying Prevention Act**)

\*Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

“Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

“Bullying” means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

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

“Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

“Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

Threat, Harassment, Bullying, or Intimidation events that occur off campus, but are disruptive to the school learning environment, may be subject to investigation and discipline by school administrators.

## **2.21 VIOLATION OF THE STUDENT NETWORK ACCESS AND ACCEPTABLE USE AGREEMENT OR VIOLATION OF ANY OF THE FOLLOWING:**

- Students must not access or intentionally attempt to circumvent the school’s computer filtering or security system; the unauthorized use, misuse, and/or abuse of the school computer equipment or network.
- Students must not install or download a computer program from any source outside the school without authorization from the principal/instructor.
- Sending inappropriate messages and/or images via electronic communication devices or any other form of technology, whether personally owned or owned by the school district, at any time may result in serious school, personal, and/or civil or criminal legal consequences. There is an expectation of privacy in restrooms, locker rooms, and performance areas; therefore, cell phones or other recording devices are banned from use in these areas.
- Or any other offense in the use of technology the principal may deem falls in Class II

Technology Acceptable Use Agreement can be found on the Anniston City Schools website at [www.annistonschools.com](http://www.annistonschools.com) or a copy may be requested at the school.

## **2.22 POSSESSION OR ACCESSING OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL.**

**2.23 THE UNAUTHORIZED USE OF ELECTRONIC DEVICES (such as cell phones, cell phone accessories including earbuds and headphones, computers, or wearable).** Students are not permitted to use wireless/electronic devices at school without express permission from the school principal or designee

**2.24 ACADEMIC DISHONESTY** - Includes plagiarism, copying another's work; altering records and cheating by providing, receiving, or viewing answers to quiz or test items or independent assignments, using texts, documents, notes, or notebooks during tests without permission from a staff member.

**2.25 GAMBLING** - To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage.

**2.26 BUS SAFETY INFRACTION** -All bus infractions are listed as Class II violations based on the seriousness of safety issues that may arise. Failing to follow proper procedures at bus stops, including but not limited to the failure to do any of the following:

- Walk on the left, facing traffic, to the bus stop and stay off the roadway at all times while waiting for a bus.
- Be at the bus stop ahead of the scheduled bus arrival time.
- Wait until the bus comes to a **COMPLETE** stop before attempting to get on or off.
- Cross the roadway, if necessary, after leaving the bus in the following manner:
  - Make certain that the bus is stationary.
  - Upon exiting from the bus, stand on the side of the road at a point 10 feet in front of the bus and wait for the proper signal to cross.
  - Upon signal from the driver, look to both the right and left and proceed across the roadway in front of the bus; never cross behind the bus.
- Removing seat belts before coming to a complete stop on buses.
- Bringing prohibited items aboard the bus including, but not limited to gum, candy, drink, and most toys -  
Exceptions are made for medically documented conditions
- Moving from assigned seat - Seats may be assigned or be reassigned at any time. Students should remain seated facing forward with feet on the floor and legs out of the aisle from the time they board the bus until they arrive at their destination, and the bus door is opened.
- Yelling or speaking in a loud or disruptive manner
- Speaking when approaching or crossing railroad tracks
- Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits
- Failing to secure all items such as book bags, backpacks, and cases.
- Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a bona fide emergency.
- Shoving, tripping, or striking another student or any other aggressive physical contact with another student.
- Throwing or dropping anything inside or outside the bus at any time.
- Failing to keep head, limbs, and/or hands inside the bus at all times.
- Entering or leaving the bus without the consent of the driver.
- Tampering with door handles and/or other safety equipment at any time unless directed



to do so by the driver or the aide.

- Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will be required.
- Changing seats or standing while the bus is in motion.
- Any other violation which the principal may reasonably deem falls in this class.

**2.27 INTENTIONAL PHYSICAL AGGRESSION-** Incident of physical aggression including hitting, kicking, tripping, pushing that causes physical harm.

**2.28 BEING TRUANT FROM CLASS OR SCHOOL** - Not being in the scheduled location at the scheduled time for the scheduled duration, leaving the school building and/or grounds without permission i.e. "Skipping"

**2.29 Multiple or Continuous Class I Offenses** - Documented, repeated Class I violations as outlined above.

**2.30 DISORDERLY CONDUCT** - Any act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. If the action results in a more serious incident, report in the more serious incident category. This category does not include fights. This category includes an individual who:

- Makes unreasonable noise.
- In a public place uses abusive or obscene language or makes an obscene gesture.
- Without lawful authority, disturbs any lawful assembly or meeting of persons.
- Obstructs vehicular or pedestrian traffic or a transportation facility.
- Congregates with other persons in a public place and refuses to comply with a lawful order

**2.31 CONSENSUAL EXCESSIVE OR REPEATED INAPPROPRIATE DISPLAY OF AFFECTION OR INAPPROPRIATE PHYSICAL CONTACT-** Excessive or repeated hugging, touching, or kissing

**2.32 PROVIDING FALSE INFORMATION OR WITHHOLDING INFORMATION THAT SERIOUSLY COMPROMISES A SCHOOL INVESTIGATION AND/OR HAS THE POTENTIAL TO COMPROMISE THE SAFETY OF ANOTHER INDIVIDUAL**

**DISPOSITION OPTIONS FOR CLASS II INFRACTIONS AS DEEMED APPROPRIATE BY THE ADMINISTRATION WITH REQUIRED PARENT NOTIFICATION. (should be matched to seriousness of infraction and are presented in order of intensity):**

- ADMINISTRATIVE INTERVENTION
- PARENT CONFERENCE
- SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR
- COUNSELING
- TIER 2, PROBLEM SOLVING INTERVENTIONS
- DETENTION/TIME OUT

- IN SCHOOL SUPERVISION (ISS)
- EXTENDED OR PERMANENT BUS SUSPENSION
- OUT OF SCHOOL SUSPENSION (OSS)
- RESTITUTION FOR ACS PROPERTY
- RESTORATIVE JUSTICE PRACTICES
- SUPERVISED SCHOOL ASSIGNED COMMUNITY SERVICE
- LIMITED ACCESS TO OR REVOKE TECHNOLOGY
- FRIDAY NIGHT/SATURDAY SCHOOL
- LOSS OF DRIVING PRIVILEGES

### **CLASS III OFFENSES: ALTERNATIVE PLACEMENT OR EXPULSION**

Misconduct that violates local, state, or federal laws and which occurs at school, on a school bus, at a school-sponsored activity or such misconduct occurring off-campus that threatens or results in substantial disruption of or material interference with school activities may result in notification of the appropriate law enforcement agency. The Board reserves the right to file charges and to prosecute students engaged in conduct which violates local, state, or federal laws. If a student is arrested and charged with a felony or with a drug, alcohol, or weapons related misdemeanor, the school's disciplinary procedure, up to and including expulsion, may be implemented.

Unless otherwise modified in connection with Alabama Code 16-1-24.3, the Superintendent will recommend expulsion of students, for a period of one calendar year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

**3.00 ALCOHOL** – Possession, use or sale of alcoholic beverages; intent to use, buy, or sell alcoholic beverages; being under the influence of alcoholic beverages.

**3.01 DRUGS/DRUG PARAPHERNALIA** -Possession, transfer, use or sale of drugs or drug paraphernalia; intent to use, buy, or sell drugs/drug paraphernalia; being under the influence of drugs. “Drugs” also includes all illegal controlled substances, synthetic drugs, prescription drugs, more than a single dose based on product directions of over-the-counter medications, and over-the-counter medications that must be released for purchase by a pharmacist or the sale of which is restricted based on the purchaser’s age. Possession of any other substance which might create a hazard to the user’s health or safety or the health or safety of another is prohibited.

**3.02 ARSON** - The burning of any part of a building or its contents and/or other school property or the property of a person on school grounds or school buses.

**3.03 ASSAULT UPON A SCHOOL BOARD EMPLOYEE**- Physical aggression towards or the intentional touching or striking of a school board employee against his/her will or the

intentional causing of bodily harm to a school board employee.

**3.04 ROBBERY** - Taking money or other property from a person by force and/or intimidation

**3.05 AGGRAVATED MISCHIEF** – Willful and malicious injury or serious damage to public property, or to real or personal property belonging to another. Restitution will be required for ACS property.

**3.06 ILLEGAL SCHOOL ENTRY** - Breaking, entering or remaining in an Anniston City School structure or school vehicles without permission or justification during the hours the premises are closed to the public.

**3.07 POSSESSION OF FIREARMS** - Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile; any similar destructive device. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, handgun, zip gun, pistol, rifle, shotgun, starter gun, or flare gun.

*AL Code 16-1-24.3 - All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions...*

**3.08 POSSESSION OR USE OF A KNIFE** - Possession or use of a knife including but not limited to: pocket knives, switchblades, hunting knives, razor blades, or box cutters.

**3.09 POSSESSION OR USE OF PROHIBITED OBJECTS** - Possession or use of a gun, other than a firearm (including, but not limited to, “BB” gun, pellet gun, paintball gun/marker, or airsoft gun), metal knuckles, tear gas gun, chemical weapon or device, mace or any type tactical spray/weapon, martial arts weapon, projectile device including, but not limited to, slingshot, crossbow, taser, or any other similar object; possession or use of any other object that can be used as a weapon or dangerous instrument.

**3.10 BOMB THREATS** - Any such communication(s) which has the effect of interrupting the educational environment.

**3.11 EXPLOSIVES** - Preparing, possessing, or igniting on School Board property, explosives (including live projectiles) which have the potential to cause bodily injury or property damage.

**3.12 SEXUAL OR LEWD ACTS** - Acts of a sexual or lewd nature including, but not limited to, battery, intercourse, attempted rape, rape, or indecent exposure.

**3.13 ASSAULT UPON STUDENT OR OTHER PERSON** - Intentionally striking another student or other person against that person's will.

**3.14 AGGRAVATED ASSAULT** - Intentionally causing bodily harm, disability, or permanent disfigurement; use of a weapon or other instrument causing physical harm.

**3.15 ANY OTHER OFFENSE WHICH IS REASONABLY LIKELY TO CAUSE HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS.**

**3.16 AGGRAVATED BULLYING, INTIMIDATION, VIOLENCE, AND THREATS OF VIOLENCE OF A STUDENT OR ADULT-** A threat to do bodily harm or violence to another student by word or act; a threat to kill, maim or inflict bodily harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which is capable of inflicting bodily harm;

- **Refer to Policy 6.22 Bullying Prevention Act Policy .**

Threat, Harassment, Bullying, or Intimidation that occur off campus but not at school activities/events but which disrupts the school learning environment in any way are subject to investigation and discipline by school administrators.

**3.17 THREATS TO EXTORT** - Any communication maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any monetary advantage whatsoever; or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.

**3.18 EXTORTION** - Compelling someone by threat or physical injury to pay money or otherwise do an act or refrain from doing an act against his/her will.

**3.19 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A MAJOR STUDENT DISORDER** - Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others.

**3.20 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:**

- Students must not use or possess, on or off school property, a computer program capable of modifying or destroying other school programs or school data. Prohibited programs include but are not limited to "Virus," "Trojan Horse," and the like.
- Students must not use or possess, on or off school property, a computer program designed to access, read, or modify the security system installed on the information networks of Anniston City Schools.
- Students must not modify or attempt to modify any program or data belonging to

Anniston City Schools.

- Students must not delete or attempt to delete any program or data other than their own.
- Students must not attempt to disrupt the networks through vandalism. Vandalism includes the destruction and/or theft of hardware, software, data, or files of another user.
- Malicious attempts to harm, modify, or destroy technology resources could result in suspension, expulsion, legal action, restitution, and prosecution by authorities.
- Students must not use the school network or personal technology to break laws involving theft, identity theft, and distribution of stolen and/or illegal items.
- Other electronic device and/or network violations the principal may deem falls in Class III

Technology Acceptable Use Agreement can be found on the Anniston City Schools website at [www.annistonschools.com](http://www.annistonschools.com) or a copy may be requested at the school.

**3.21 POSSESSION, USE/LIGHTING OR OTHERWISE DISCHARGING OF FIREWORKS, FIRECRACKERS, STINK BOMBS, BULLETS, OR OTHER SIMILAR DEVICES** - Possession or use of any device/object that can cause injury or creates a situation of panic, fear, threat, or other potentially unsafe environment

**3.22 DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE OR ANY OTHER ADULT AT THE SCHOOL**

**3.23 HAZING AT SCHOOL OR AT SCHOOL SANCTIONED EVENTS, WHICH IS DEFINED AS FOLLOWS:**

- (a) Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of any student.
- (b) Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or threatening, or attempting to strike, beat, bruise or maim or to do or threaten or attempt to do physical violence to any student of any educational institution or any assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such student as defined herein.

**3.24 DISPLAY OR DISTRIBUTION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL** - Including having this material visible where others can intentionally or unintentionally see it

**3.25 IMITATION CONTROLLED SUBSTANCES** - Unauthorized possession, transfer, use or sale of a substance other than a drug, which, by dosage unit, appearance (including color, size, shape, and markings), and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

**3.26 CLASS 3 BUS SAFETY INFRACTION** - Any act on a school bus that has the potential to

cause harm to the passengers, driver, or property surrounding the bus, as well as, any Class III infraction occurring on a bus or at a bus stop

**3.27 SEXUAL HARASSMENT INCLUDING, BUT NOT LIMITED TO THE FOLLOWING: OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS, WRITTEN OR VERBAL PROPOSITIONS, ENGAGEMENT IN SEXUAL ACTS, USE OF OBSCENE MANIFESTATIONS (VERBAL, WRITTEN, GESTURE) TOWARD ANOTHER PERSON** - Unwanted verbal, non-verbal, and/or physical contact of a sexual nature that occurs on multiple occasions or multiple times on one occasion or is of such a serious nature that it creates an environment of sexual harassment for another person or group of people

**3.28 CONTINUED ACTIVITIES THAT INDICATE GANG INVOLVEMENT AND WHICH CAUSE DISRUPTION ON THE SCHOOL CAMPUS, THE SCHOOL BUS, AND/OR SCHOOL-SPONSORED ACTIVITIES**

**3.29 FIGHTING** - 2 or more students in physical conflict; potential/actual injury; potential/actual escalation involving other students; potential/actual major disruption

**3.30 THREAT OF OR ACT OF TERRORISM** - the act or threat to commit a crime of violence or the act or threat to cause bodily injury to another person and terrorization as the result of the proscribed conduct. Notification of law enforcement is required.

**3.31 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

**3.32 ANY SUBSTANCE WITH ALCOHOL CONTENT** - Unauthorized possession, transfer, use, or sale of a substance with alcohol content; intent to use, buy, or sell any substance with alcohol content.

**3.33 REFUSING MULTIPLE DIRECTIVES OR REASONABLE REQUESTS OF ADMINISTRATORS AND THREATENING THE SAFETY OF THE SCHOOL AND/OR STUDENT(S).**

**3.34 MULTIPLE OR CONTINUOUS CLASS 2 OFFENSES** - Documented, repeated Class 2 violations as outlined above.

**3.35 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM**

**3.36 VAPE/VAPOR, POSSESSION** - Possession of a device used to inhale or exhale vapor containing nicotine and/or flavoring or other substance at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.

See Vaping Policy

**3.37 VAPE/VAPOR, USAGE** -Using a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.

**See Vaping Policy**

**3.38 VAPE/VAPOR, SALE** - Selling of a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance at school-sponsored events, and on transportation to and from school or other school-sponsored transportation. **See Vaping Policy**

**3.39 E-CIGARETTES, POSSESSION** -Possession of a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substance at school-sponsored events, and on transportation to and from school or other school-sponsored transportation. Unidentified substances intended to be used with electronic cigarettes may be classified as a drug and coded as a Class III.

**3.40 E-CIGARETTES, USAGE** - Using a device to produce an aerosol by heating a liquid that contains nicotine and/or flavoring or other substance at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.

**3.41 E-CIGARETTES, SALE** - Selling a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substances at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.

**3.42 TOBACCO, POSSESSION**- The possession of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation, to include lighters, matches, and other similar/related products .

**3.43 TOBACCO, SALE** -The sale/transfer of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation, to include lighters, matches, and other similar/related products .

**3.44 TOBACCO, USE** - The use of tobacco products on school grounds, at school sponsored events, and on transportation to and from school or other school-sponsored transportation, to include lighters, matches, and other similar/related products.

**DISPOSITION OPTIONS FOR CLASS III INFRACTIONS AS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and can be more than one)**

**REQUIRED FOR ALL CLASS III DISPOSITIONS** - Parent/Guardian notification and face-to-face parent/guardian conference in addition to one or more of the of the following dispositions:

- Alternative School Placement- Days Must Be Earned According To Behavior System (Minimum 45 Day Placement) \*\*Time can be extended due to non-compliance\*\*

- Recommendation For Expulsion
- Notification Of Law Enforcement Officials As Appropriate And As The Law Requires (See Section Titled “It’s The Law”)
- Permanent Removal From School Bus
- Restitution For Acs Property - In Addition To Other Consequence(S)
- Revoke Technology
- Prohibition From Attending School Organized Activities (E.G., Extracurricular Activities)
- Out Of School Suspension

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 : **VAPE Education and Early Warning Program** :  
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In an effort to address the epidemic increase of adolescent use of e-cigarettes, JUUL, or other Vape devices, the following plan of action will be in place to educate parents and students about the dangers of these products and the risks associated with them.

**VAPE Prevention:** All Anniston City School Students will be required to complete a Vape Education Module at the beginning of each school year.

What Constitutes an Infraction?

Possession, distribution, or use of a vaping device on a school campus or an extension of a school campus, ie: stadium, bus, bus stop, field trips, etc.

In the event a student is found to possess use or distribute any of these products the following protocols will be enforced:

**Elementary Students (K-5):**

**First Vape Infraction:** 3 Days Out of School Suspension, 2 Days In-School Suspension, and Successful Completion of Vape Early Warning.

**Second Vape Infraction:** 5 Days Out of School Suspension, 3 Days In-School Suspension, and Successful Completion of Vape Early Warning.

**Third Vape Infraction:** The student will be recommended to appear before the Disciplinary Officer for Alternative Placement.

**Secondary Students (6-12):**

**First Vape Infraction:** 5 Days Out of School Suspension, 3 Days In-School Suspension, and Successful Completion of Vape Early Warning.

**Second Vape Infraction:** 10 Days Out of School Suspension, 5 Days In-School Suspension, and



Successful Completion of Vape Early Warning.

**Third Vape Infraction:** The student will be recommended to appear before the Disciplinary Officer for Alternative Placement.

### **Vape Early Warning**

The Anniston City Schools VAPE Early Warning Program (V.E.W) is designed to address the vaping epidemic we are experiencing with adolescents across the United States. On Wednesday of each week, V.E.W. will be held at the Kilby House located on the Anniston High School Campus promptly at 3:30 p.m.. Students assigned to V.E.W. will be required to complete the program before returning to the classroom from In-School Suspension. In addition, a parent will be required to accompany their child to V.E.W. and complete the parental component of the program. The program will begin promptly at 3:30 p.m. each week. Anyone who arrives after 3:30 p.m. will not be allowed in the session and will be reassigned to the next session. Please note that the student will not be allowed to return to the regular classroom setting until V.E.W has been completed by both the student and parent.

## DISCIPLINE AND STUDENTS WITH DISABILITIES

Discipline of students with disabilities will be subject to applicable legal requirements as determined by the Individuals with Disabilities Education Act (IDEA) and Section 504.

## THREAT ASSESSMENT PROTOCOL

The purpose of this protocol is to establish a procedure for members of the Anniston City School System and community to work together to recognize and assess threats of violence in a school setting and, if possible, to prevent acts of violence from occurring. The protocol is intended to help school administrators and law enforcement officials identify credible threats of violence, establish procedures for addressing them, and develop guidelines for follow-up once a threat has occurred.

**Threatened Act of Violence:** Any threat or action that suggests the possibility that serious physical injury or death may be caused to another.

**Procedure:** The following procedure is separated into several sections to highlight the responsibilities of different members of the school community.

1. Any student, parent or guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:

- ◆ Assume the threat is serious;
- ◆ Immediately report the threat to a school administrator or law enforcement officer;
- ◆ Take measures to preserve the evidence;
- ◆ Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.

2. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:

- ◆ Assume the threat is serious;
- ◆ Arrange for threat assessment interviews to be conducted.

3. The SRO/police officer, upon receiving information that a person is threatening to commit an act of violence or upon notification from a school administrator that a threat to commit an act of violence has occurred, shall:

- ◆ Assume the threat is serious;
- ◆ Immediately notify a school administrator and provide complete information;
- ◆ Work with the school administrator to make arrangements for the threat assessment interviews to be completed.

**Threat Assessment Interviews** The primary purpose of the interviews are to engage in an assessment of the available information in an attempt to determine the veracity of the threat in order to decide what level of follow-up action is needed and appropriate.

- ◆ The school administrator will make arrangements for the threat assessment interview to be conducted at the time of the threat or as closely to the time of the threat as possible.
- ◆ Administrators will work with law enforcement personnel to determine an appropriate time to conduct the assessment if law enforcement determines there is need/cause for immediate removal of the student from the school campus.

Once the assessment is complete, the SRO/police officer and school administrator shall convene privately to discuss the threat and consider options for further assessment and follow-up action. If the result of the threat assessment indicates that the threat is credible, school administrators will follow standard procedures regarding disciplinary actions for the student, notification of the parent, etc. Anniston City Schools will cooperate with law enforcement and diligently seek criminal prosecution for any incident involving threats of violence.

If the result of the threat assessment indicates that the threat is not credible, the school administrator will determine if any further action is necessary and contact the parents/guardians of the students involved in the incident.

## RESTRAINT & SECLUSION NOTIFICATION AND PROCEDURES

### Procedures for Implementing Seclusion and Restraint of All Students

The Anniston City Board of Education utilizes physical restraint in a manner that complies with the Alabama State Board of Education rule 290-3-1-02(1)(f). Physical restraint, as defined by the state rule, may be used in situations in which a student is an immediate danger to himself or to others. Designated faculty and staff are provided with training in the appropriate use of physical restraint. In each instance that physical restraint is used, the student's parents will be contacted.

#### 1. Definitions from Alabama Administrative Code:

**Chemical Restraint** refers to any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student.

**Physical Restraint** is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. School employees may provide limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, provide physical guidance or prompting when teaching a skill, redirect attention, provide guidance to a location, provide comfort, or provide limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property. Physical Restraint that restricts the flow of air to the student's lungs, including any method (face-down, face-up, or on your side) of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs, is prohibited in Alabama public schools and educational programs.

**Mechanical Restraint**, the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student, is prohibited. School employees may use adaptive or protective devices when recommended by a physician or therapist to promote normative body positioning, physical functioning, and/or to prevent self-injurious behavior. Seat belts and other safety equipment can be used to secure students during transportation.

**Seclusion**, a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others, is prohibited. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member

trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined below, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

**Time-Out** refers to a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when: (1) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled; (2) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the student, but should not exceed 45 minutes per time-out; (3) The student is reasonably monitored, in reasonable physical proximity and in line of sight of an attending adult; and (4) The time-out space is free of objects that unreasonably expose the student or others to harm.

**2. Requirements of the Restraint Rule:**

- The use of seclusion is prohibited.
- The use of any method of physical restraint that restricts the flow of air to a student’s lungs is prohibited.
- The use of mechanical restraint is prohibited.
- The use of chemical restraint is prohibited.
- The use of physical restraint is prohibited in Alabama public schools and educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de- escalation techniques. Notwithstanding the foregoing, physical restraint is prohibited in Alabama public schools and educational programs when used as a form of discipline or punishment.
- All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

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**SEARCHES**  
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**School system property search:**

All school system property, facilities, equipment, and grounds may be entered, inspected, and searched for any lawful purpose by school administrators or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.

**Personal property search:**

A student’s personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers and personal electronic communication devices may be

searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community or significantly disruptive to the overall discipline of the school or is evidence of a crime or violation of this code, provided that the nature and extent of the search shall be reasonably related and limited to the suspected violation.

### **Search of a Student’s Person**

Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. The search must be conducted by a school administrator in the presence of another school employee and may include a frisk or “pat down” of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. However, a law enforcement officer may be called to conduct the search in the presence of a school administrator.

Personal searches will be conducted with due regard for the age and gender of the students. Searches that require physical contact between the school official and the students should be conducted in a way that preserves the dignity of the student to the extent practicable under the circumstances.

### **Confiscated Items**

Any items which are specifically prohibited by law or by Board policy may be impounded by school administrators/designee. Such prohibited items shall include, but not be limited to, the following: (1) knives of any size or type, including pocket knives, (2) other weapons, (3) tobacco/vapes, (4) drugs or drug paraphernalia of any sort, (5) alcoholic beverages, (6) pornographic material, (7) property that is alleged to belong to another party, and (8) unauthorized electronic devices (i.e., phones, iPads, etc.).

### **Refusal**

Refusal to submit to a search or to cooperate in a search may be grounds for disciplinary action.

### **Law enforcement searches**

Law enforcement agencies are allowed to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs or other justifiable reasons. These visits may be unannounced to anyone except the local Superintendent and building principal.

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**DISCIPLINE CONSEQUENCES: Enrollment and Transfer Implications**

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Students who withdraw from Anniston City Schools while under review for a Class II or Class III offense will resume this review should he/she choose to re-enter any Anniston City School in the

future. Upon re-entry to any Anniston school, pending disciplinary consequences will be enforced.

If a student transfers into a Anniston City school and is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board which may include temporary attendance at New Beginnings Alternative School.

**STUDENT DRESS CODE**

The Anniston City Board of Education recognizes the effect of student dress upon safety and the learning environment. Parents have an important role in helping their children make appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain a safe environment that is conducive to learning, attire considered disruptive or that distracts from the learning environment or that could present a health or safety problem is not allowed. If any aspect of the Dress Code becomes a consistent problem, appropriate adjustments will be made by the administration to address the situation.

Unless an exemption is authorized by a school administrator, the following rules concerning dress and grooming are mandatory for all students attending Anniston City Schools. Students who fail to follow these rules will be subject to disciplinary action and/or loss of privileges.

- Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of any Anniston City School.
- Clothing should not reveal the body in an inappropriate manner. Clothing which is too tight, exposing the bust line, sides, back, or midriff area is prohibited. Excessive large/baggy clothing is not allowed. Clothing must cover students' undergarments (e.g., bra, cami, bra straps, bralettes.). Halter and spaghetti straps are not allowed unless worn underneath clothing that complies with Dress Code.
- All yoga pants, tights, leggings, or jeggings must cover the student's hips, bottom, and undergarments and must be covered by shorts, skirts, shirts or dresses that completely cover the student's hips and bottom. Pajamas and leisure pants are not allowed.
- Legs may not be exposed more than 3 inches above the knee on all sides; this includes while moving.
- Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment or may pose a safety risk/hazard (ex. excessively large, noisy jewelry and/or belts). No decorative dental appliances (whether permanent or temporary) or distracting contact lenses will be allowed.

- T-shirts or any other type clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being "off-color," suggestive, obscene, or offensive, or relating to, death, the occult, etc. are not permitted.
- Clothing and/or accessories which are disruptive or distracting to the learning environment or which identify a student as being a member of a gang, unauthorized organization, or any subversive or unlawful organization will not be allowed.
- Students are not to wear or carry caps, hats, visors, bandannas, sunglasses, or other inappropriate headwear (ex. Hoodie pulled up over head, ski hat, etc.).
- Hair design or style that can be associated with unauthorized organizations is not allowed.
- Extreme facial make-up, face painting, masks, etc. that obscures the student's face or causes a disruption to the learning process is not acceptable.
- Students are not to wear heavy metal chains, metal spiked apparel, or accessories, etc.
- Students are required to wear shoes to school at all times. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed, and shoes must contain a back strap. CROCS ARE NOT ALLOWED!
- Clothing & accessories designed to conceal illicit objects are prohibited.
- Female Handbags and Male "Man Bags" are not permitted unless clear or mesh.
- All student Book Bags/Backpacks must be clear or mesh only.

**CROWDFUNDING**

Students may not use crowdfunding (such as Go Fund Me or similar means) to raise money in the name of or on behalf of Anniston City Schools.

**SCHOOL BUS BEHAVIOR EXPECTATIONS**

The School Bus Behavior Expectations enhance safety for all students, staff, and general public. The school bus is considered an extension of the classroom, and all Anniston City Schools rules apply. Because bus safety depends on the driver being able to operate the bus in a safe manner, any student behavior that causes the driver to be distracted from safely operating the bus will be reported to the school administrator for appropriate discipline measures and may result in the student being removed from riding the bus for a period of time. Any student's behavior that necessitates the bus stopping for the driver to correct behavior, restore order, or request assistance from administrators or the police department will also result in the student being disciplined for the behavior and being removed from riding the bus for an extended period of time appropriate to reflect the safety breach and/or severity or repeated nature of the

offense. Repeated violations of the bus behavior expectations will result in increased disciplinary consequences and amount of time the student is removed from riding the bus or permanent revocation of bus riding privileges. Should misconduct on an Anniston school bus create a danger to the driver or students, the bus driver is authorized to drive immediately to the nearest school for removal of the student(s) creating the danger or pull the bus into a safe area and request assistance. Students and parents/guardians should note the following information:

1. Transportation services are a privilege and inappropriate conduct can result in a loss of that privilege.
2. Bus drivers are in charge of their buses at all times. Students will respectfully follow the directions of the bus driver and behave in a responsible manner which demonstrates respect for property and consideration for others while riding the bus.
3. Transportation is available to all Anniston City students who live beyond the legally prescribed two (2) mile walking distance from their zoned school or those students with authorized exception; therefore, only students authorized to ride the bus should do so. Students found to be riding the bus without authorization are in defiance of authority and will be disciplined accordingly.
4. Students are assigned to a particular school bus by the appropriate transportation personnel. Students are not permitted to ride any bus other than their regularly assigned bus. Students found to be riding the bus without authorization are in defiance of authority and will be disciplined accordingly.
5. There will be no transportation provided for students wishing to go to another address other than their assigned bus stop, without written consent from a parent and verification.
6. The location of all bus stops will be determined at the discretion of the transportation vendor. All requests for a new/change bus stop location must be made to the Transportation Department of ACS.
7. Only students living along a bus route will be assigned to the bus serving that route.
8. Video cameras w/audio are placed on all school buses as a tool for school personnel to monitor behavior, and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Code of Student Conduct. Recording from buses will not be available for any parent to view.
9. Any carry-on equipment (e.g., book bags, band instruments or uniforms, sports equipment or bags, science projects, school fundraiser items, personal items, etc.) must be held by the student owner or safely placed under the student's seat and must not interfere with either the seating or the safety of other students on the bus (i.e., block any emergency exits).

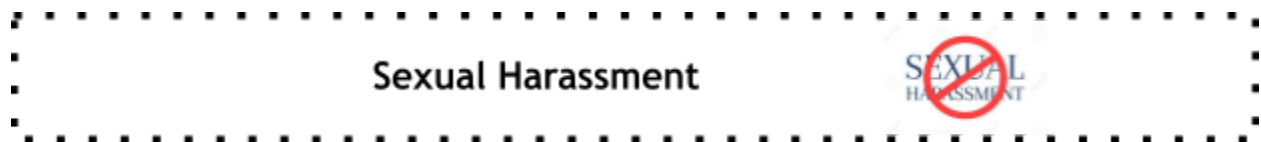
**DISCIPLINARY INFRACTIONS PERTAINING TO STUDENTS TRANSPORTED ON BUSES** Every student who utilizes transportation services is subject to the Code of Student Conduct. Violation of the Code of Student Conduct will result in disciplinary consequences and possible removal from riding the bus for a period of time or permanently.



- Students in grades 1-12 will receive a minimum of five (5) days bus suspension for failure to follow instructions. Upon the second offense students will receive no less than a ten (10) bus suspension for subsequent disciplinary actions.
- Kindergarten students will be given an opportunity to acclimate to the conditions of riding a school bus before being subjected to disciplinary actions.
- All afternoon meals will be provided to students as they exit the bus at their designated stop.
- Bus fights follow the discipline guidelines established in this code of conduct.
- Parents can and may be referred to required bus safety training before a suspended student can return to riding the bus.
- No student will be dropped off at the Boys and Girls Clubs, daycares, community centers, or in front of their house.
- Parents are responsible for monitoring their children at bus stops until the bus picks up and/or drops off students. Students in kindergarten must be dropped off and picked up by a parent or guardian. If your child has to be returned to the school, DHR may be called and a child neglect report will be made.
- If a child's bus privileges are suspended, it is the responsibility of the parent to bring the child to and from school.

#### **Expectations for Student Behavior on Anniston School Buses**

- Always follow the bus driver's/aide's instructions.
- Show respect for everyone.
- Remain seated in your assigned seat, facing forward.
- Keep your head and arms inside the bus.
- Keep your feet and backpacks out of the aisle.
- Keep your hands, feet, books, pencils, etc. to yourself.
- Keep voice at a low volume (inside voice) so that the driver is not distracted and can hear traffic warnings or other danger alerts.
- No eating or drinking on the bus. (Administrator may approve for documented medical reasons.)
- Students may use electronic devices on the bus. Music on electronic devices should be played through ear buds, not a speaker. If behavior due to electronic devices becomes an issue for the bus driver, the privilege to use the device may be removed by the administrator (see infractions for inappropriate usage of technology).



#### **Prohibited Conduct**

Students shall not engage in conduct constituting sexual harassment as defined hereafter. Sexual harassment, whether between students or between a student and an employee, is illegal

and will not be tolerated. Administrators will investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

### **Definition**

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or third parties when:

- A. Submission to the conduct is made explicitly or implicitly a term or condition of the student's education, including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education.
- B. Submission to or rejection of the conduct is used as the basis for decisions affecting the student's academic performance, participation in school-sponsored activities, or any other aspect of the student's education.
  
- C. The conduct has the purpose and effect of unreasonably interfering with the student's academic performance or participation in school-sponsored activities or creating an intimidating, hostile, or offensive education environment.

The following are examples of conduct that may constitute sexual harassment, depending on the circumstances:

- 1. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- 2. Repeated unwelcome solicitations of sexual activity or sexual contact;
- 3. Unwelcome inappropriate sexual touching;
- 4. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.

### **Complaint Procedure**

A student who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, school counselor, principal, or the Superintendent/designee. A student's request to make his or her report of sexual harassment to someone of the same sex as the student shall be granted. No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate

investigation into the matter. The custodial parent(s)/guardian of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent/designee for prompt and appropriate action, if warranted. A written response to the student's complaint will be provided to the custodial parent(s)/guardian of the student and the student within forty- five (45) days of the date the student first registered the complaint unless extenuating circumstances exist that would hinder this timeline. The student or the custodial parent(s)/guardian of the student may appeal the decision within ten (5) days of receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting of the Board. The Board shall make a final decision and notify the student and the custodial parent(s)/guardian of the student in writing of the Board's decision.

### **Protection of Complainant**

No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

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

**6.22.2 Definitions** In this policy, these terms shall have the following meanings:

“Bullying” means a **continuous** pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- ✓ Place a student in reasonable fear of harm to his or her person or damage to his or her property;
- ✓ Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
- ✓ Have the effect of substantially disrupting or interfering with the orderly operation of the school whether the conduct occurs on or off school property, online, or electronically;
- ✓ Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or
- ✓ Have the effect of being sufficiently severe, persistent, or pervasive enough to create

an intimidating, threatening, or abusive educational environment for a student.

“Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

### **Student Bullying Prevention Act Policy**

“Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

“Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

“Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

“Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

“Student” as used in this policy means a person who is enrolled in the Anniston City school system.

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

- A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to
  1. comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation;
  2. refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student,
  3. refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- B. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
  - Disability

- Gender Identity
- National origin
- Race
- Religion
- Sex
- Socioeconomics

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

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

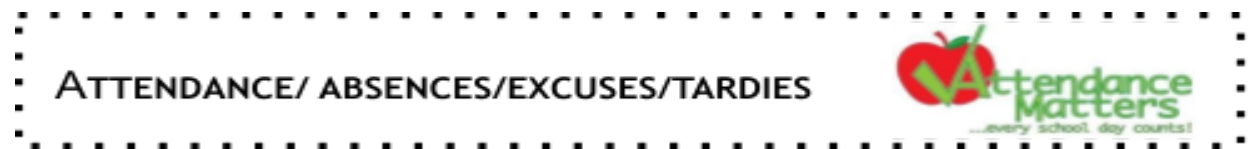
- A. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school’s office. The complaint must be delivered to the principal or the principal’s designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.
- B. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal’s designee is authorized to inform the student’s parent or guardian of the report unless at the discretion of the school principal or the principal’s designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.
- C. Upon receipt of the complaint, the principal or the principal’s designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or the principal’s designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.
- D. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

**6.22.6 Promulgation of Policy and Related Procedures, Rules, and Forms** This policy and any procedures, rules and forms developed and approved to implement the policy will be published

on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

**6.22.7 Construction of Policy** This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, violence, threats of violence or intimidation not specifically listed herein. Students who engage in bullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

[Reference: Ala. Code §16-28B-1, *et seq.* (1975)]



The Board believes that the right to attend public school places upon students the accompanying responsibility to be faithful in attendance. Regular attendance is essential for a student's successful progress in the instructional program. Failure to comply with attendance procedures can result in Educational Neglect and Truancy, Title 16-28-12, Code of Alabama.

All Anniston policies and procedures are in alignment with Alabama State Law. Regular school attendance and arriving on time is the responsibility of both the student and the parent (in the case of children under 17 years of age). Nothing hinders student success more than absences, tardies, and check ins/check outs. Five (5) excused absences per year. Each case will be evaluated on an individual basis. Illness, when supported by a physician verification, may be considered as a mitigating circumstance. If you need further explanation of the policies, please contact your school's registrar or principal.

### **Excused Absences**

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

1. Illness
2. Death in the immediate family
3. Inclement weather
4. Legal quarantine
5. Emergency conditions as determined by the Principal/Designee or Superintendent/Designee
6. Permission of Principal and consent of parent

When a student returns, the parent must provide a written excuse within three (3) days of the

student's return to school. The excuse should include the following:

1. A written statement from the parent or doctor stating the reason for the absence
  - a. A doctor's note must:
    - i. Be submitted on official practice letterhead/excuse or similar document from their CURRENT employing practice.
    - ii. Be signed by the physician or authorized practice employee.
    - iii. List the date of treatment/exam, address and telephone number of the practice.
    - iv. Days requested to be excused while under the doctor's care.
    - v. Excused days must reflect the doctor's direction, not parent requests.
    - vi. The student **MUST** be a "Patient on Record."
2. The date of the absence(s)
3. The parent's signature

After five (5) absences in a school year, Anniston City Schools will not excuse other absences unless verified by a physician or legal representative . A form for anticipated absences can be found on the school's website and must be approved prior to the absence occurring.

### **Unexcused Absences**

**Absences are unexcused for the following:**

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

For unexcused absences, the student may only be permitted to receive credit for makeup work for major tests/assignments.

### **Number of Unexcused Absences & Consequences**

**#1-** call, email, and/or letter communication made to parent

**#2-** Phone Call and letter sent home to parent/guardian

**#3-**Warning Letter to Parent/Guardian & Referral to Attendance Warning Workshop

**#5-**Referral to Early Warning Court by ACS Truancy Officer

**#7** or more-Warrant/Petition Filed on parent only for elementary students; or Parent and student for middle and high school students

**Suspension** -School days missed as a result of suspension are considered unexcused for the purposes of making up work; however, a suspended student will have the opportunity to make up and receive credit for major projects and tests (not daily assignments, homework, or quizzes). Grade level counselors will work with teachers to determine assignments that will be accepted and will communicate this to students and parents. Students will have 3 days from the last day

of the suspension to turn in assignments to their teachers at their base school.

### **Excessive Absences**

If unexcused absences total five (5) days or more during the school year (not semester), the student may be referred to the District's Attendance Office. Aniston's Student Services Representative, HFI Case Officer and/or the Principal will proceed with the following:

1. Investigate the reasons for the excessive absences.
2. Meet with parent(s) and student to resolve the attendance problem.
3. Refer the parent and student to the Early Warning Court of the student's school zone and follow all policies and laws concerning truancy.

### **Anniston City Schools Truancy Progression Process**

- a. First absence - phone call, email, and/or letter communication made with parent
- b. Second absence- phone call and letter sent home to parent
- c. Third absence - Parent conference with attendance team via Attendance Warning Workshop
- d. Fifth absence - Mandatory Early Warning Court appearance
- e. Seventh absence - Warrant and/or petition filed

Once truancy has been filed, all further actions reside with the Judge of Juvenile Court. The Driver Improvement Unit of the Driver's License Division in the Department of Public Safety will be notified of students who have more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester and/or students who dropout of school under the age of nineteen (19). This notification is required by Alabama Code 16-28-40 (School Enrollment Law) and will result in suspending or denying the license or permit of the student.

### **Tardies**

Being tardy to school greatly affects student success and routine. Tardy is defined as:

**Elementary**- Students who have not entered through the front door when the morning bell rings are considered tardy. Students that are tardy need to be "checked in" by the adult transporting the student. Students that leave (check out) before the school day is fully completed are considered tardy. Check-ins and check-outs are recorded on the attendance profile as subsections of tardy.

**Middle and High**- Students not in their assigned classroom at the beginning of the day when the bell rings are considered tardy. Students that are tardy should be checked-in before going to class. Students that leave (check out) before the school day is fully completed (based on an individual's class schedule) are considered tardy.

For students on all levels (Elementary and Secondary) an accumulation of 10 excused or unexcused tardies, will be treated as (1) unexcused absence. The student may only be permitted to receive credit for makeup work for major tests/assignments. Check-ins and check-outs are recorded on the attendance profile as subsections of tardy and will count as such.



Once Five (5) tardies have accumulated during the school year, a referral will be made to the Attendance team and the parent will be notified and required to attend an attendance workshop. Once ten (10) tardies have been accumulated, 1 unexcused absence will occur per every tenth tardy. For students grades 6-12, the school may also impose disciplinary procedures for excessive class tardies throughout the day. Excessive absences and tardies may result in a home visit from the School Resource Officer-Anniston Police Department, HFI Case Officer and/or the Anniston City Schools Student Services Representative.

### **Check-outs:**

While checkouts from school are discouraged by the Board, necessary check-outs must be processed by the parent or person authorized by the parent on the check out list through the school's office. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. Checkouts are considered excused for the same reasons as excused absences. An unexcused check-out will be treated as tardy.

When severe weather conditions exist, parents are asked to comply with emergency school dismissal procedures established by building level administrators.

### **What to Expect for Excessive Absences and Tardies:**

- ✓ A warning letter will be sent from the student's school.
- ✓ A School Administrative Meeting will be held.
- ✓ A home visit may be made by a School Resources Officer- Anniston Police Department, HFI Case Officer and/or ACS Student Services Representative.
- ✓ Continued excessive absences and/or tardies will require a parent/legal custodian to attend a district attendance intervention/meeting.
- ✓ Continued excessive absences and/or tardies will require a parent/legal custodian, along with the student if over 10 years old, to attend Early Warning Court in that school's jurisdiction.
- ✓ After attending Early Warning Court, if excessive absences and/or tardies continue, a petition/warrant for Educational Neglect and/or Truancy will be issued to the courts.
- ✓ A student will be retained for more than 18 days of absences from school. This includes all absences recorded as a part of the student's attendance record (excused or unexcused) These would not include absences for school-related activities.

### **Educational Neglect /Violation of Parents Responsibility Act (VOPRA)/Violation of Alabama Compulsory School Attendance Law (VACSAL)**

School personnel are considered "mandatory reporters." If neglect is suspected or observed, a report MUST be made to proper authorities.

### **Truancy Case**

Age 12 and up - The student may be prosecuted.



## USE OF DIGITAL DEVICE THE ADMINISTRATION OF STATE TEST

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, watches or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in this Handbook and other regularly used modes of communication.



## COMPUTER ACCESS AND USE BY STUDENTS

Anniston City Schools use instructional technology as one way of enhancing the mission to prepare and inspire all students for lifelong success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, ACS has made it a goal to offer students 24/7 accessibility to their learning through this "Remote Learning Initiative" (RLI). The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace. All students in grades PreK-12 will receive a district-issued device for their use. Students may be required to pay for any repair and replacement damages, including labor costs. In addition, the student's privilege to bring personal technology to school and/or use district-issued technology while on school property may be revoked. Summer use of technology is a privilege and could be revoked for inappropriate use.

**Technology Acceptable Use Agreement** The most current Acceptable Use Agreement can always be found at this address: [www.annistonschools.com](http://www.annistonschools.com) or you may request a paper copy at the school. Place online

By signing the Code of Student Conduct you are agreeing to the terms of the Acceptable Use Agreement. It is the responsibility of each ACS student and parent to read and abide by the

Technology Acceptable Use Agreement.



The Family Educational Rights and Privacy Act (**FERPA**), a Federal law, requires that Anniston City Schools obtain written consent from parent/legal guardian prior to the disclosure of personally identifiable information about a child’s education records. However, Anniston City Schools may disclose appropriately designated “directory information” without written consent, unless the parent/legal guardian has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Anniston City Schools to include this type of information from your child’s education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy, can also be disclosed to outside organizations without parent/legal guardian written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Acts of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings for students - unless parent/legal guardian has advised the LEA that they do not want the student’s information disclosed without prior written consent.

If parent/legal guardian does **not** want Anniston City Schools to disclose directory information from the child’s records without prior written consent, the parent/legal guardian must notify the registrar at the child’s school in writing prior to the end of July of the current school year or no later than two weeks after enrollment. Anniston City Schools has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address (email)

- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

For more information, contact your school principal or visit the FERPA Web Site at:  
[www.FERPA@ED.Gov](http://www.FERPA@ED.Gov).

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

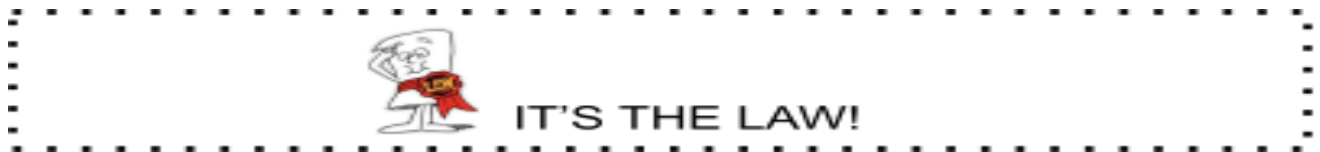
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Anniston City Schools receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school,

performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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



The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

**Attendance and Conduct (Act 94-782) (Ala. Code § 16-28-12)** Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

**Teacher Assault (Act 94-794) (Ala. Code § 13A-6-21)** A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of

the performance of his or her duty.

**Drug Dealing (Act 94-783) (Ala. Code § 6-5-72)** A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

**Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) (Ala. Code § 16-1-24.1)** The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

**Weapons in Schools (Act 94-817) (Ala. Code § 13A-11-72)** No person shall knowingly with intent to do bodily harm carry or possess a weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun, or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

**Possession of Firearms—Expulsion Recommendation (Al Code 16-1-24)** All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

**Vandalism (Act 94-819) (Ala. Code §16-5-380)** The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

**Pistol Possession/Driver’s License (Act 94-820) (Ala. Code §16-28-40)** Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days.

**Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in Ala. Code 16- 28-40(1975) & Ala. Code §16-8-40)** The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are parents of a minor or unborn child, or are the sole source of transportation for the parent.

**Theft of Lost Property (Acts 1977, No. 607, p. 812, §3205)**

**Theft of lost property - Definition** A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature or the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

**Theft of lost property in the first degree Section 13A-8-7**

- (a) The theft of lost property which exceeds two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the first degree.
- (b) Theft of lost property in the first degree is a Class B felony.

**Theft of lost property in the second degree Section 13A-8-8**

- (a) The theft of lost property which exceeds five hundred dollars (\$500) in value but does not exceed two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the second degree.
- (b) Theft of lost property in the second degree is a Class C felony.

**Theft of lost property in the third degree Section 13A-8-9**

- (a) The theft of lost property which does not exceed five hundred dollars (\$500) in value constitutes theft of lost property in the third degree.
- (b) Theft of lost property in the third degree is a Class A misdemeanor.

**Mandatory Reporting of Suspected Child Abuse or Neglect (Code of Ala. § 26-14-3(f))**

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

**EQUAL ACCESS**

1. Enrollment (See Policy Plyler vs. Doe, 457 U.S. 202, 1982)
2. Programs and Services (Title VI, Civil Rights Act of 1964)(See Office of Civil Rights

Memorandum: September 1991, Section 504) (See Office of Civil Rights, 1992)

**Plyler vs. Doe, 457 U.S. 202, 19**

- Anniston City Schools admits all students regardless of their immigrant status or English-speaking status.

**Office of Civil Rights Memorandum; September 1991, Section 504**

- Anniston City Schools demonstrates practices and ensures limited English proficient students are not excluded from special opportunity programs such as programs for the academically gifted, or other specialized activities based on English Language proficiency.

**Office of Civil Rights, 1992**

- Anniston City Schools notifies Limited English Proficient (LEP) parents about important school information in format and language they understand.

**Anniston City Board of Education, “No Barriers” Policy, July 2003**

- The Anniston City School System will not deny school entrance to prospective students who fall into Special Population categories such as ELL (English Language Learners), Homeless, Migrant, Immigrant, Neglected and Delinquent.

**FREE SPEECH/EXPRESSION**

Citizens in our democracy are guaranteed self-expression under the first and fourteenth Amendments of the United States Constitution. Therefore, in our democratic society, one of the basic purposes of education is to prepare students for responsible self-expression.

**Student Responsibilities**

- ◆ To respect the rights of all individuals to express disagreement in a manner which does not infringe upon the rights of others.
- ◆ To act in a manner which promotes dignity in the observance of patriotic activities.
- ◆ To respect the religious beliefs of others.

**Student Rights**

- ◆ To express viewpoints through speaking and writing in a manner which does not infringe upon the rights of others.
- ◆ To participate in the observance of patriotic activities.
- ◆ To refrain from any activity which violates the precepts of his/her religion.

**Grading Procedures**

An academic grade should reflect the teacher’s most objective assessment of the student’s academic achievement. Academic grades should not be used as a means of maintaining order in a classroom, not should student behavior be a factor when calculating academic grades.

**Student Responsibilities**

- To be informed of the grading criteria
- To maintain a level of academic performance commensurate with his/her capability, and to make every effort to improve performance upon notification of unsatisfactory progress



## Student Rights

- To receive the grading criteria from each teacher at the beginning of the course
- To receive notification of failure or potential failure when it is apparent that unsatisfactory work is being performed

## Report Cards

The Board of Education believes that the regular and effective reporting of student's progress toward the attainment of academic goals and objectives is imperative. The report card is a personal and private evaluation of the student in terms of the student's abilities, emotional adjustment, physical development, values, and efforts toward achievement of the prescribed studies. Report cards shall be issued to all students four times each school at all schools. Students will also receive a progress report at the midpoint of each nine week period.

## GRADING CATEGORIES

**Assessments:** A periodic data collection process before or after a unit or instructional phase over multiple standards. To include summative of multiple-choice, short answer, constructive response, and fill-in-the-blank.

**Classwork/Class Participation:** Active engagement of students in learning and doing the work.

**Quiz:** A method of collecting student data based on student skill or standard. To include summative or formative multiple-choice, short answer, and constructive response.

**Project:** An extended piece of work on a particular topic.

**Homework:** A set of tasks assigned to be completed after hours.

## GRADING PERIOD DATES

QUARTER	BEGINNING DATE	MID-TERM DATE	ENDING DATE	REPORT CARD DATE	DAYS ON ROLL
1	08/07/2024	9/11/2024	10/11/2024	10/23/2024	46
2	10/21/2024	11/20/2024	01/10/2025	1/15/2025	43
3	01/13/2025	02/12/2025	03/14/2025	3/19/2025	43
4	03/17/2025	04/23/2025	05/29/2025	05/29/2025	48

## GRADING SCALE

Anniston City Schools uses the following grading scale in grades one through twelve:

- A 90-100 Superior
- B 80-89 Above Average
- C 70-79 Average
- D 60-69 Below Average

F 0-59 Failing

## GRADING EXPECTATIONS

A minimum of two grades should be put into the gradebook per content weekly. At least two assessments should be put into the gradebook per grading period.

## TEACHER CREATED ASSESSMENTS

Students who receive a failing grade on an assessment will have the opportunity to retake the test. Before retaking the test, they will receive additional instruction to review the content, and they must show growth on practice assignments before taking the retake.

**\*Please note: A 60% average must be earned in order to pass a course or subject area in grades 1-12.**

### Homework Policy

While homework is encouraged throughout the Anniston City School System, it may be used or counted as no more than 5% of a student's grade in a given subject.

## Promotion and Retention Standards

### Kindergarten

In order to ensure success at the next grade level, the kindergarten student must demonstrate mastery of skills and first grade readiness. Parents, in consultation with teachers, administrators and resource professionals, will make the final determination as to whether or not a student is promoted to first grade.

### Grades 1-5

The student must receive a yearly average of 60 or above in reading, mathematics, language arts, social studies and science. The yearly average will be determined by averaging the two semester numerical grades.

Beginning the 2023-2024 school year, any 3rd grade student who does not demonstrate sufficient reading skills through one of the following areas will not be promoted to the next grade level:

- Score above the lowest achievement level for the ACAP in the spring
- Earn an acceptable score for the ACAP Supplemental Assessment
- Master grade 3 Essential Reading Standards in the Student Reading Portfolio
- Meet one of the Good Cause Exemptions
  - Students identified as English language learners who have had less than three years of instruction in English as a second language.
  - Students with disabilities who participate in the statewide English Language Arts reading assessment and who have an Individual Education Plan or a Section 504 plan that reflects that the student has received intensive reading intervention for more than two years and who still demonstrates a deficiency in reading or was previously retained in kindergarten, first grade, second grade, or third grade.
  - Students who have received intensive reading intervention for two or more years and who still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, or second grade for a total of two years.

**\*\*No student shall be retained more than once in the third grade\*\*.**

### **Grades 6-8**

In order to be promoted from grades six to seven, seven to eight, and eight to nine, a student must have earned an overall yearly average of 60% or higher in reading, language arts, mathematics, social studies, and science.

### **Grades 9-12**

In order to be promoted from grades nine to ten, ten to eleven, and eleven to twelve, a student must have met the following requirements:

- 9-10: Must have earned at least six credits and not have failed a core subject (such as English 9, math, science, and social studies)
- 10-11: Must have earned at least twelve credits and not have failed a core subject (such as English 10, math, science, and social studies)
- 11-12: Must have earned sufficient credits to be eligible to graduate at the end of the twelfth grade year **AND** must not have failed a core subject (such as English 11, math, science, and social studies) **AND** must be able to schedule and complete all required courses prior to graduation

A senior is defined as a student who is currently enrolled at Anniston High School and has earned a minimum of nineteen credits toward graduation.

**\*\*All students are encouraged to take advantage of the various intervention programs offered at the schools to ensure promotion from grade to grade. These intervention programs include tutoring, summer remediation, credit recovery, summer school, virtual school and others suggested by local school principals.**

## **ALSDE DIPLOMA REQUIREMENTS**

On November 10, 2022, the Alabama State Board of Education amended **the *Alabama Administrative Code, Rule No. 290-3-1.02***, which added a College and Career Readiness (CCR) Indicator to the Alabama High School Graduation Requirements. Effective for students of the graduating **Class of 2028** who will enter Grade 8 for the first time in the 2023-2024 school year, the Alabama High School Diploma—General Education Pathway shall be issued to students who earn the required credits and earn one or more of the following college or career readiness indicators:

- Earn a benchmark score in any subject area on the ACT® College Entrance Exam.
- Earn a qualifying score of three or higher on an Advanced Placement® Exam.
- Earn a qualifying score of four or higher on an International Baccalaureate® Exam.
- Earn college credit while in high school.
- Earn a silver or gold level on the ACT® WorkKeys® Exam.
- Complete an in-school youth apprenticeship program.
- Earn a career technical industry credential listed on the compendium of valuable credentials of the Alabama Committee on Credentialing and Career Pathways.
- Military enlistment.
- Attain Career and Technical Education (CTE) completer status.
- Any additional College and Career Readiness (CCR) indicator approved by the Alabama State Board of Education.

Except for students who are pursuing the Alabama High School Diploma: Essentials Pathway or the Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway, no student shall receive the Alabama High School Diploma: General Education Pathway without earning one or more of the college and career readiness indicators. Any student not receiving the Alabama High School Diploma: General Education Pathway, who later becomes in compliance, may only receive the Alabama High School Diploma: General Education Pathway if the remedy occurs within the two years of their initial failure to graduate.

Beginning with the graduating class of 2017, there will be only one diploma option, the *Alabama High School Diploma*.

Anniston High School will offer all diplomas and/or special education certificates sanctioned by the Alabama State Department of Education and described in Alabama Administrative Code 290-3-1-02(8) and (8)(a). In order to be considered as a candidate for graduation, a student must have completed all requirements as delineated by the Alabama State Department of Education.

**DIPLOMA PATHWAYS FOR STUDENTS WITH DISABILITIES:** Students with disabilities who have an Individualized Education Program (IEP) may choose from three pathways that lead to an Alabama High School Diploma: General Education Pathway, Essentials Pathway, and Alternate Achievement Standards (AAS) Pathway. All students with disabilities that meet the graduation requirements for their selected pathway will receive an Alabama High School Diploma.

**STUDENTS WITH DISABILITIES ON THE GENERAL EDUCATION PATHWAY:** Alabama High School Diploma: General Education Pathway courses are aligned to the Alabama Courses of Study and are designed to prepare students to be college and career ready.

**STUDENTS WITH DISABILITIES ON THE ESSENTIALS PATHWAY:** The Alabama High School Diploma: Essentials Pathway is limited to a student with an active IEP. This pathway is designed to allow students to participate in career preparation and competitive employment. The content of Essentials pathway courses is not fully aligned to the Alabama Courses of Study. Students who earn credit in at least one (1) Essentials/Life Skills Core course must complete all requirements of the Essentials pathway, including the following:

- Career Preparedness (Career and Academic Planning, Computer Applications, and Financial Literacy)
- Community-Based Work Training
- Two (2) Career and Technical Education courses in a sequence
- Workforce Readiness or Transition Services
- Cooperative Education/School-Based Enterprises and/or Essentials Career Preparation

Students must have a minimum of 140 hours of apprenticeship (paid) experience or 140 hours of internship (unpaid) experience. The Alabama High School Diploma: Essentials Pathway may be accepted by most Alabama community colleges; however, the diploma pathway may not be accepted by most four-year institutions, may not be accepted by the National Collegiate Athletic Association (NCAA) for eligibility purposes, or may not be accepted by branches of the United States Military, either active duty or reserves.

**STUDENTS WITH DISABILITIES ON THE ALTERNATE ACHIEVEMENT STANDARDS PATHWAY (AAS):** The Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway is limited to students with a significant cognitive disability. Since the content of Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway courses is not fully aligned to the Alabama

Courses of Study, this diploma pathway will prepare a student for supported, competitive employment and supported, postsecondary education for a student with an intellectual disability.\*

\*For a student pursuing the Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway, the Individualized Education Program (IEP) Team must have completed the Alabama Comprehensive Assessment Program (ACAP) Alternate Participation Decision-Making Tool.

**GRADUATION AND STUDENTS WITH DISABILITIES:** The awarding of an Alabama High School Diploma: General Education Pathway ceases the local education agency's responsibility for providing a free appropriate public education.

Students with disabilities who complete all coursework on the Alabama High School Diploma: General Education Pathway and who meet all graduation requirements will earn and be awarded an Alabama High School Diploma: General Education Pathway. These students will count as federal and state graduates in the Four-Year Cohort Graduation Rate. Students with disabilities on the Alabama High School Diploma: Essentials Pathway or Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway will receive their selected diploma; however, students will not be counted to the U.S. Department of Education as a federal graduate in the Four-Year Adjusted Cohort Graduation Rate. Those students are considered state completers, not federal graduates nor dropouts.

According to the Individuals with Disabilities Education Act (IDEA), students with disabilities who have not earned the Alabama High School Diploma: General Education Pathway are entitled to a free appropriate public education until the age of 21. Students pursuing the Alabama High School Diploma: Essentials Pathway or Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway who meet the requirements for graduation and who will continue receiving special education and related services beyond Grade 12 may participate in graduation activities with his or her non-disabled peers and be awarded his or her Alabama High School Diploma.

A student who is awarded the Alabama High School Diploma: Essentials Pathway or Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway, and who will not return to continue receiving special education and related services beyond Grade 12, is considered a change in placement for a student with a disability. The Notice of Proposal or Refusal to Take Action must be used to document the proposed change of placement (graduation) to ensure that the student and parent have been fully informed of the proposed termination of special education services.

The Summary of Academic and Functional Performance must be completed for every student who exits special education services with an Alabama High School Diploma, or who will be exceeding the age of eligibility (age of 21) for receiving a free appropriate public education.

The following charts provide specific details about graduation requirements:

# ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

*(Alabama Administrative Code 290-3-1-02(8) and (8)(a))*

## GRADUATING CLASS OF 2024 GRADUATING CLASS OF 2025

COURSE REQUIREMENTS			
<b>English Language Arts</b>	<b>Four credits to include:</b>		<b>Credits</b>
	English 9		1
	English 10		1
	English 11		1
	English 12		1
English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.			
<b>English Language Arts Total Credits</b>			<b>4</b>
<b>Mathematics</b>	<b>Three credits to include:</b>		<b>Credits</b>
	Algebra I or its equivalent/substitute		1
	Geometry or its equivalent/substitute		1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute		1
	<b>One credit from:</b>		
Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.			1
<b>Mathematics Total Credits</b>			<b>4</b>
<b>Science</b>	<b>Two credits to include:</b>		<b>Credits</b>
	Biology		1
	A physical science (Chemistry, Physics, Physical Science)		1
	<b>Two credits from:</b>		
Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.			2
<b>Science Total Credits</b>			<b>4</b>
<b>Social Studies</b>	<b>Four credits to include:</b>		<b>Credits</b>
	World History		1
	United States History I		1
	United States History II		1
	United States Government		0.5
	Economics		0.5
Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.			
<b>Civics Exam Requirement</b>	Students are required to earn a passing score on the <i>Civics Exam</i>		
<b>Social Studies Total Credits</b>			<b>4</b>
<b>Physical Education</b>	Beginning Kinesiology <u>or</u> Junior Reserve Officers' Training Corps (JROTC)		1
<b>Career Preparedness</b>			1
<b>Health Education</b>			0.5
<b>Arts Education and/or Career and Technical Education (CTE) and/or World Languages</b>			<b>3</b>
<b>Electives</b>			<b>2.5</b>
<b>Total Credits</b>			<b>24</b>
<p><small>* Distance Learning: Effective for students entering the ninth grade in the 2009-2010 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.</small></p> <p><small>** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.</small></p>			

March 1, 2024

# ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

*(Alabama Administrative Code 290-3-1-02(8) and (8)(a))*

## GRADUATING CLASS OF 2026 GRADUATING CLASS OF 2027

COURSE REQUIREMENTS		
<b>English Language Arts</b>	<b>Four credits to include:</b>	<b>Credits</b>
	English 9	1
	English 10	1
	English 11	1
	English 12	1
English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
<b>English Language Arts Total Credits</b>		<b>4</b>
<b>Mathematics</b>	<b>Three credits to include:</b>	<b>Credits</b>
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	<b>One credit from:</b>	
Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		1
<b>Mathematics Total Credits</b>		<b>4</b>
<b>Science</b>	<b>Two credits to include:</b>	<b>Credits</b>
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	<b>Two credits from:</b>	
Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		2
<b>Science Total Credits</b>		<b>4</b>
<b>Social Studies</b>	<b>Four credits to include:</b>	<b>Credits</b>
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
<b>Civics Exam Requirement</b>	Students are required to earn a passing score on the <i>Civics Exam</i>	
<b>Social Studies Total Credits</b>		<b>4</b>
<b>Physical Education</b>	Beginning Kinesiology <u>or</u> Junior Reserve Officers' Training Corps (JROTC)	1
<b>Career Preparedness</b>		1
<b>Health Education</b>		0.5
<b>Arts Education and/or Career and Technical Education (CTE) and/or World Languages</b>		<b>3</b>
<b>Electives</b>		<b>2.5</b>
<b>Total Credits</b>		<b>24</b>
<p><small>* Distance Learning: Effective for students entering the ninth grade in the 2009-2010 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.</small></p> <p><small>** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.</small></p> <p><small>***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.</small></p>		

March 1, 2024

# ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(b) and (b)(a))

## GRADUATING CLASS OF 2028 AND BEYOND

COURSE REQUIREMENTS		
English Language Arts	<b>Four credits to include:</b>	<b>Credits</b>
	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts credit-eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
<b>English Language Arts Total Credits</b>		<b>4</b>
Mathematics	<b>Three credits to include:</b>	<b>Credits</b>
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	<b>One credit from:</b>	
Alabama Course of Study: Mathematics or mathematics credit-eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		1
<b>Mathematics Total Credits</b>		<b>4</b>
Science	<b>Two credits to include:</b>	<b>Credits</b>
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	<b>Two credits from:</b>	
Alabama Course of Study: Science or science credit-eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		2
<b>Science Total Credits</b>		<b>4</b>
Social Studies	<b>Four credits to include:</b>	<b>Credits</b>
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
Social Studies credit-eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
Civics Exam Requirement	Students are required to earn a passing score on the Civics Exam	
<b>Social Studies Total Credits</b>		<b>4</b>
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	1
Career Preparedness	Students are required to complete an accompanying financial literacy examination as part of this course.	
Health Education		0.5
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		3
Electives		2.5
<b>Total Credits</b>		<b>24</b>
<p>* Distance Learning: Effective for students entering the ninth grade in the 2009-2010 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.</p> <p>** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.</p> <p>***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.</p>		

March 1, 2024



## **General Information Regarding Class Ranking**

The GPA (Grade Point Average) will be computed on course work taken for seven semesters, beginning with the first semester of the freshman year through the first semester of the senior year.

GPA calculations will be done using a four-point scale (A=4, B=3, C=2, D=1, F=0).

AP courses and dual enrollment courses taken during the seven semester period of time will be weighted (A=5, B=4, C=3, D=2).

Official Class Ranks will be released during the third nine week grading period of the senior year. Students and parents will be notified in writing.

## **Determining Graduation Honors**

2016-17 forward

**\*\*Valedictorian and Salutatorian**

The Valedictorian and Salutatorian positions will be awarded to those students with the highest and second highest overall GPA, respectively. Beginning with the graduating class of 2017, there will be only one diploma option, the Alabama High School Diploma.

**Additional Honors**

Students who have earned a GPA of 3.45-3.74 will be recognized as graduating Cum Laude.

Students who have earned a GPA of 3.75-3.94 will be recognized as graduating Magna Cum Laude.

Students who have earned a GPA of 3.95 or higher will be recognized as graduating Summa Cum Laude.

**\*\*Students selected for the Valedictorian and Salutatorian positions must be enrolled in Anniston High School prior to the start of their junior year.**

To participate in baccalaureate and graduation ceremonies, Anniston High School seniors must accomplish **ALL** of the following:

Earn all the credits necessary to receive a recognized diploma or certificate (inclusive of special education)

Pass all required courses

Participate in **BOTH** baccalaureate and graduation practice(s)

## **CREDIT RECOVERY**

In accordance with the guidelines released by the Alabama State Department of Education (ALSDE), Anniston High School (AHS) will offer students a credit recovery option. This opportunity is only provided for students who have received failing grades in courses that are required for graduation. Students in the credit recovery program are allowed to recover class credits through a standards-based approach that will target specific knowledge and skill deficits instead of requiring students to repeat the entire course.

Students who qualify may apply to their school counselors to enroll in the AHS Credit Recovery Program. If accepted into the program, students may complete Credit Recovery courses aligned to the Alabama Course of Study standards using ALSDE-approved computer software or teacher guided instruction.

## **SUMMER SCHOOL**

- Summer School is required by the Alabama State Board of Education.
- Fees for summer school are determined by the Board in the spring of each school year.
- Transportation is provided by the Anniston City School System.
- The Anniston City School System may/may not offer summer school courses depending on funding availability and academic need. Classes may be offered using direct instruction or an online credit recovery program. Specific guidelines will determine which students qualify for each program.
- Summer school courses taken from outside the school system must come from a pre-approved provider.
- Summer school (if offered) is only available only to students who were enrolled in the Anniston City Schools during the previous school year.
- The administration has the right to allow expelled students or alternatively placed students the right to participate in summer school.

### **PRIVACY AND PROPERTY RIGHTS**

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

- a. Board Property - All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored or maintained.
- b. Personal Property - Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and "personal digital assistant" (PDA) devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.
- c. Personal Searches - Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. All personal student searches must be conducted by a school resource officer or member of law enforcement. Personal searches will be conducted with due regard for the age and gender of the student.
- d. Use of Recovered Items - Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained by law enforcement personnel and used for any lawful purpose in accordance with federal/state laws, and Board policy.

### **Student Responsibilities**

- ◆ To refrain from bringing materials or objects prohibited by law or Board of Education policy to school or to school-sponsored activities.
- ◆ To respect public and personal rights.

### **Student Rights**

- ◆ To maintain privacy of personal possessions unless appropriate school personnel has reasonable suspicion to believe a student possesses any object or material which is prohibited by law or Board of Education policy.
- ◆ To attend school where public and personal property rights are respected.

## **ANNISTON CITY SCHOOLS EXTRACURRICULAR ACTIVITIES**

The Anniston City Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Anniston City Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student's athletic and extracurricular activity progress toward graduation from high school within a four year period of time. At Anniston High School, students must successfully earn a minimum of 26 credits in grades 9-12, with four (4) each in English, Mathematics, Social Studies, and Science.

- A. The Anniston City Board of Education prescribes the following regulations for eligibility by students in this school system to participate in athletics and/or extracurricular activities:
  1. Each student in grades 9-12 must, for the immediately preceding semester, have a passing grade and earn the appropriate number of credits in each of six Carnegie units of credits, including one credit each in English, science, social studies, and mathematics.
  2. Physical education may count as only one unit per year.
  3. No more than two Carnegie units may be made up during summer school or Credit Recovery.
  4. Eligibility shall be determined on the first day of the school year and shall remain in effect for one complete semester. A student may not become eligible after school begins (after the first day of school). Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as it pertains to other extracurricular activities.
  5. Each eligible student must have a minimum composite numerical average of 70 on the six Carnegie units from the preceding semester, including summer school. Summer school work passed may substitute for regular school work failed in computing the 70 average.
  6. Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
  7. Any student who earns more than four credits in the core curriculum in any given year or who accumulates a total in excess of the required four per year may be exempt from earning the four core courses in the succeeding year as long as that student remains on track for graduation with his/her class.

- B. Each student below grade 9 shall pass five subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12.
- C. For the purposes of definition, athletic events are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Extracurricular activities are defined as those that are not related to a student's academic requirements or success in a course (s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and Anniston City Board of Education for approval. Each request for full participation by all students regardless of academic standing in a curricular activity shall be granted if the principal, superintendent, and Anniston City Board of Education approve it as an extension of a course(s) requirement(s) and/or it is a sanctioned event by a state/national subject matter association.
- D. Students deemed ineligible for participation under rules of this policy may continue in coursework but shall not be allowed to participate in extracurricular activities. Events (examples only) such as student participation at athletic events, club conventions, Christmas parades, amusement park trips and companies, performances at various meetings, etc., are extracurricular and students academically ineligible under this policy shall not be allowed to participate.

## **Anniston City Schools Night School Education Option For High School Students:Procedures**

### **Enrollment**

Students in grades 9-12 interested in pursuing Anniston City Schools Night School Option to earn missed credit must follow all enrollment and registration procedures, including those for residency, required for the traditional day program. There is a limited enrollment window for classes. Students cannot pick up these classes in the middle of a term. Students must be enrolled in these classes within two weeks of the beginning of any semester term.

### **Platform**

Anniston City Schools will use the Edgenuity and ACCESS for the Night School Learning platform from the Alabama State Department of Education. These courses are not taught by High School teachers. High School is the facilitator for enrolling students in these classes and administering the tests. Students must be responsible for their own pacing and course work. Questions about classes should be directed to the teacher of the specific class.

### **Transportation**

Any necessary student transportation must be provided by parents/guardians or by the licensed virtual option student who has submitted proper documentation in accordance with City Schools transportation procedures.

## **Testing**

Students will adhere to All online Learning testing protocols, as well as any established by City Schools. The test administrator will be a certified educator, and all tests and assessments will be administered at High School. Students are expected to check-in at the front office on testing dates.

## **Grading**

Anniston City Schools will follow grading policies set forth by the platform being used. If a student fails a course, the student can retake the course through summer school or credit recovery. If a student fails a class and retakes the class in summer school, then, upon the successful completion of summer school, the student's GPA for the academic year just completed will be recalculated. If the student's GPA is at least a 2.5, the student is still on track for graduation, and he/she meets all other requirements and expectations of City Schools, then the student will be permitted to continue his/her enrollment in Anniston City Schools'. A student will earn *no* credit for incomplete coursework and will be required to make up credit. Students are responsible for checking their own grades. A student should be self-starters and highly motivated. We have found that students that struggle with attendance, organization, and self-directed learning struggle in this form of learning..

## **Extracurricular Participation**

Students enrolled in Anniston City Schools' Night Option are eligible to participate in school sponsored extracurricular activities, including athletics. Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association (AHSAA) requirements. Students' residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines. Students who participate in extracurricular activities must take any required corresponding course on campus during the traditional school day.

## **Academic Integrity**

The Academic Integrity Agreement of City Schools combines the existing Academic Integrity policy of Night School Learning with the additional requirements of Anniston City Schools'.

Night School Learning students must sign a commitment form attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student will be removed from the course and will be subject to other consequences as determined by local school system administrators.

- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the teacher.
- Cheating is not allowed in any form. See Anniston City Schools' Board Policy.
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.
- Translators are prohibited in all Foreign Language ACCESS classes.

All Night School Learning teachers utilize a variety of technologies to check student work for authenticity. If an instructor confirms that a student has cheated in any manner, the student will be subject to consequences determined by The Night School and the local school system, and will be subject to removal from the course with a failing grade.

Anniston City Board of Education believes that communication and sharing of information is vitally important and in so doing, may deem it necessary to make its schools, students and certain student information available to the public, including, but not limited to the news media and other informational and promotional outlets. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records ([click here for FERPA](#)).

Anniston City Board of Education designates the following categories of information as directory information, as defined in FERPA:

- Student's name, Student ID, gender, photograph, video image (other than security video)
- Student's date of birth, dates of attendance, grade, homeroom, enrollment status, school
- Student's degrees, honors and awards
- Student's participation in officially recognized activities, including but limited to fine arts and sports, along with general information associated with said activities, such as weight and height of members of athletic teams.

## **THE JASON FLATT ACT**

State of Alabama SB11

**Youth Suicide Awareness & Prevention**

**Enacted May 5, 2016**

### **Introduction**

Suicide is the tenth cause of death in the United States according to the Centers for Disease Control and Prevention. For youth between the ages of 10 and 24, the cause of death rankings are 2nd and 3rd in the nation, and these rankings are higher for youth in the same age brackets in the state of Alabama. The *Jason Flatt Act* was passed in order to equip education institutions and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected.

The *Jason Flatt Act*, which amends the 16-28B-8 of the *Code of Alabama 1975*, includes several elements listed below (*in italics*) which should be interpreted as Policy. "To the extent that the legislature shall appropriate funds, or to the extent that any local board may provide funds from other sources, each school system shall implement the following standards and policies for programs in an effort to prevent student suicide":

### **Section 1. Prevention of Suicide**

The *Jason Flatt Act* was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected. This act, which amends 16-28B-8 of the *Code of Alabama 1975*, includes prevention of harassment and violence.

**Section 2.** The Jason Flatt Act includes several elements which should be interpreted as Policy. School systems will:

1. Foster individual, family, and group counseling services related to suicide prevention.
2. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
3. Foster training for school personnel who are responsible for counseling and supervising students.
4. Increase student awareness of the relationship between drug and alcohol use and suicide.
5. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
6. Inform students of available community suicide prevention services.
7. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
8. Foster school-based or community-based, or both, alternative programs outside of the classroom.
9. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
10. Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
11. Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
12. Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
13. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by the local school system.

### **Section 3. Description of Behavior Expected of Students**

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to

- (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation and
- (2) to comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

### **Section 4. Responsibility of Reporting**

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.

### **Section 5. Promulgation of Policy and Related Procedures, Rules and Forms**

This policy and any procedures and rules developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the (local board's) Web site.

Anniston City Schools has a zero tolerance policy regarding bullying behavior. Please call the Bullying Hotline at **256-231-5000** or email us at **stopbullying@anniston.k12.al.us** if you would like to report a problem.



**Form for Reporting a Complaint of Bullying, Intimidation, Violence, and Threats of Violence May Be Obtained Below or From Your Child's School Administration.**



**Anniston City Schools**  
**Bullying**  
**Information for Parents/Guardians**  
Please review this with your child

**What is bullying?**

Bullying is defined as any sort of harassment, intimidation or otherwise deliberately hurtful behavior by a single person or a group of people toward an individual that is carried out repeatedly over time. Bullying requires a perceived imbalance of power that the bully uses to make the targeted student feel uncomfortable, humiliated, ridiculed, or scared. Bullying can be in the form of physical, verbal, or psychological abuse and has an adverse effect on the student's education and ability to participate at school.

**THE DISTRICT PROHIBITS ANY FORM OF BULLYING BY OR AGAINST STUDENTS.**

**EXAMPLES OF BULLYING:**

**Physical Aggression:**

- kicking, hitting, tripping, shoving, pinching, destroying personal property and any other physical means of hurting another person
- demanding property, money or a service in exchange for not hurting the targeted student
- threatening to inflict physical harm on the target; physical intimidation or posturing

**Social Aggression:**

- deliberate exclusion, rejection and isolation with the intent to humiliate or hurt
- verbal threats, name calling, spreading rumors and public humiliation
- manipulation of friends and relationships
- circulating notes, graffiti or other writing among peers with the intent to humiliate or hurt

**Cyber-Bullying:**

- using social media (Facebook, Twitter, Email, etc.), the Internet or other technology to harass, intimidate, humiliate, or torment the targeted student
- using technology to impersonate the targeted student

**Hazing:**

- the use of various forms of bullying as an initiation into a group
- may be used by fraternities, gangs, academic and athletic teams to initiate new members

**Sexual Harassment/Inappropriate Touching:**

- unwanted behavior or comments that are of a sexual nature
- touching, caressing, grabbing any body part without consent
- name calling, making sexual propositions and inappropriate comments
- unwelcome advances in the form of written notes, phone calls, or social media
- sending inappropriate pictures via cell phone, email or social media
- sexual harassment is against the law

**Harassment based on Race, Ethnicity, Religion, Disability or Sexual Orientation:**

- using the targeted student's race, ethnicity, religious background, disability or sexual orientation to fuel aggressive behavior or harassment
- use of racial slurs, name calling and off-color jokes to harass, intimidate, humiliate or torment the targeted student
- bullying based on race, ethnicity, religion, disability or sexual orientation is a form of hate behavior and in some cases, may be considered a hate crime and is against the law

## Anniston City Schools

### What Can Parents/Guardians Do?

Encourage positive behavior and kindness and be a positive role model. Avoid making negative comments or put downs about others. Avoid foul language and trash-talk when children are within ear shot. Show them that friendships and relationships are based on trust and respect.

### At Home

1. Talk to your children daily about their interactions with friends and peers. Encourage them to talk about their feelings.
2. Listen carefully for any signs that your child may be involved in a bullying incident, either as a bully, bystander or target. Ask for specifics and write them down.
3. Encourage your child to tell you or another adult about any bullying that they see at school.
4. Do not tolerate bullying, ridicule or harassment that may occur at home between siblings or friends.
5. Help children embrace diversity. Teach that every individual is different and deserves to be treated with kindness and respect. They may not like everyone but they should never hurt a person emotionally or physically.
6. Help your child to develop self-confidence and learn positive social skills.
7. Help your child choose friends that are kind and respectful.
8. Help your child choose TV programs, movies and other media that demonstrate positive behavior.
9. Teach children at a young age that bullying is disrespectful behavior and can not only be dangerous, but can also be against the law.
10. Teach children that bullying can carry on into adulthood and have consequences on personal and professional levels for both the bully and the target.

### At School

1. Learn the school's rules on bullying and attend any meetings or trainings where this may be discussed.
2. Keep an open line of communication with teachers, counselors, coaches or any other staff member who has regular contact with your child.
3. Accept help from the school in any situation where your child may be a bully, bystander or target.
4. Report any incident of bullying to the school.
5. Join a school parent organization with efforts aimed at preventing and eliminating bullying.

### How to Report an Incident

Students or parents/guardians of students should immediately contact the school for more information about how to report a specific incident if you believe your child has been the target of a bully.

### School Contact Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Online Resources for Parents/Guardians

- White House Website for Bullying Prevention: [www.stopbullying.gov](http://www.stopbullying.gov)
- International Bullying Prevention Association: [www.stopbullyingworld.org](http://www.stopbullyingworld.org)
- Cyber Bullying Research Center: [www.cyberbullying.us](http://www.cyberbullying.us)
- Committee for Children: [www.cfchildren.org](http://www.cfchildren.org)
- National School Safety Center: [www.schoolsafety.us](http://www.schoolsafety.us)
- Positive Behavioral Intervention and Supports: [www.pbis.org](http://www.pbis.org)

**Anniston City Schools  
Harassment, Intimidation & Bullying  
Incident Report Form**

**Instructions:** Harassment, intimidation, discrimination and bullying are serious offenses and will not be tolerated. If you have been a witness to or suspect a bullying offense, please complete the form below and return it to the principal's office at your school or to the district office. This form may be completed anonymously but no disciplinary action will be taken based solely on the basis of an anonymous report or phone call.

Today's Date: \_\_\_\_\_ Name of Targeted Student: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Student #: \_\_\_\_\_

Name of School: \_\_\_\_\_

Person Reporting Incident: \_\_\_\_\_  I prefer to remain anonymous

Relationship to Targeted Student:  Self  Witness/Bystander  Parent/Guardian  
 School Staff  Close Adult Relative  Other: \_\_\_\_\_

Name(s) of Bullies, if known:	Student	
	Yes	No

Name(s) of Witnesses/Bystanders, if known:	Student	
	Yes	No

Date(s) of Incident(s): \_\_\_\_\_

School adults already contacted: \_\_\_\_\_

	Yes	No	Unknown
Is this an ongoing issue?			
Have you witnessed the accused bully exhibit bullying/harassing behavior toward you, the targeted student or other students before? If yes, how many times? _____			
Was a report filed for the previous times? If yes, when: _____			

**Where did this incident occur?** (Check all that apply.)

**At School**

- Classroom
- Cafeteria
- Locker Room
- Hallway or Locker
- Restroom
- Other (describe): \_\_\_\_\_

**On School Property**

- School Club/Activity
- Parking Lot
- Grounds/Common Areas
- Sports Field
- Gym

**Off School Property**

- School-Sponsored Activity
- School Bus/Bus Stop
- Way to/from school
- Internet/Social Media
- Cell Phone/Text

## Anniston City Schools

**Please check the statement below that best describes what happened. (Check all that apply.)**

- |  |  |
|--|--|
| <input type="checkbox"/> Physical violence (hitting, kicking, shoving, etc.)<br><input type="checkbox"/> Getting another person to harm the targeted student<br><input type="checkbox"/> Threats/intimidation<br><input type="checkbox"/> Teasing/name calling/critical remarks<br><input type="checkbox"/> Demeaning and making student a target of jokes<br><input type="checkbox"/> Rude or threatening gestures<br><input type="checkbox"/> Spreading lies/rumors/gossip<br><input type="checkbox"/> Electronic communication or "Cyber Bullying" (describe): _____<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> Social exclusion/rejection<br><input type="checkbox"/> Theft/damaged possessions<br><input type="checkbox"/> Stalking/ongoing harassment<br><input type="checkbox"/> Public humiliation<br><input type="checkbox"/> Make fearful, demand money/exploiting<br><input type="checkbox"/> Racial comments<br><input type="checkbox"/> Sexual comments |
|--|--|

Please describe what happened in your own words, including what the alleged offender(s) said or did (attach a separate sheet, if needed):

Why do you think the incident(s) happened? (attach a separate sheet, if needed):

	Yes	No	Unknown
Did physical injury result from this incident?			
If yes, was medical attention required?			
If there was physical injury, will the targeted student have permanent effects as a result?			
Was the targeted student absent from school because of the incident? If yes, number of days absent: _____			
Did a psychological injury result from this incident?			
If yes, were psychological services sought?			

Please list or attach any evidence of bullying or harassment (i.e. texts, notes, photos, etc) or other relevant information:

**I certify that the information provided above is accurate and true to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ANNISTON CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT  
NOTICE OF RECEIPT**

**Student (print)** \_\_\_\_\_  
**Parent/Legal Guardian (print)** \_\_\_\_\_  
**School (print)** \_\_\_\_\_  
**Date** \_\_\_\_\_

The above named student and parent/legal guardian hereby acknowledge they have received and read, or had read to them, the Anniston City Schools Code of Student Conduct, which contains a copy of "It's the Law" and contains other important information including information specific to student attendance and Internet Use. In addition, the student and parent/legal guardian acknowledge they have received and read, or had read to them, the school's handbook (if one exists).

The student and parent/legal guardian understand the policies and procedures apply to all students in Anniston City Schools. The policies and procedures in the Student Code of Conduct and in the school's handbook apply to all school-related events and activities on school campuses, the immediate vicinity of the school, school field trips, school buses or other school-owned vehicles, and any conduct or activity occurring off-campus that threatens or results in substantial disruption of or material interference with the educational process or school activities.

The student and parent/legal guardian acknowledge by signing below they have access to the Code of Student Conduct and the school's handbook (if one exists), have read or had read to them the information in the Code of Student Conduct and the school's handbook, and understand the expectations of the school district and school as outlined in the Code of Student Conduct and school handbook.

**Student (signature)** \_\_\_\_\_

Parent/Legal Guardian (signature) \_\_\_\_\_

Parent/Legal Guardian (signature) \_\_\_\_\_

**Note:** The student is to sign the above statement. If the student lives with both parents or two legal guardians, both are to sign the statement. If the student lives with only one parent or one legal guardian, only one is to sign. A separate statement is to be signed for each student.

Please sign this page and have the student return it to the school. Keep the accompanying information for future reference. **NOTE: Completion of online registration includes agreement by the parent/legal guardian and student of knowledge of the requirements and regulations of the Code of Conduct.**

