GRADES K-12

STUDENT-PARENT HANDBOOK

SARALAND CITY SCHOOLS

BUILDING A FOUNDATION FOR STUDENT SUCCESS

2025-2026

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INTRODUCTION

MESSAGE FROM SUPERINTENDENT

This student handbook is designed to inform parents, guardians, and students of academic and extracurricular offerings as well as Saraland City Schools' policies and procedures. However, no single document is all encompassing. Saraland City Schools' Board Policy, Curriculum and Instruction Manual, AHSAA guidelines, federal and ALSDE mandates, as well as local school and extracurricular procedures are subject to change and influence administrative decisions. Ultimately, decisions will be made to ensure the safety and security of Saraland students and employees. Please bring concerns that may arise during the school year to the attention of a local school administrator.

VISION STATEMENT

A community united in building a school system where high expectations and the relentless pursuit of educational achievement establish the foundation for individual student success.

MISSION STATEMENT

Building a foundation for student success.

FOCUS AREAS

-Student Outcomes: Maintain high expectations and provide equitable access to multiple opportunities resulting in high achievements for every student, every day.

-Stakeholder Satisfaction: Provide opportunities to build and enrich relationships between the schools and community.

-Staff Development: Recruit and retain highly qualified personnel and provide purposeful opportunities for professional growth.

-Fiscal Sustainability: Maintain a purposeful and sound fiscal structure to address student and staff needs efficiently.

-Support Systems: Integrate a multi-tier system of support to build relationships and promote student success.

NON-DISCRIMINATION STATEMENT

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

For inquiries regarding nondiscrimination policies, individuals should contact Mr. Jeff Ward, Title IX Coordinator, jward@saralandboe.org or Mrs. Amy Duffey, 504 Coordinator, aduffey@saralandboe.org. Concerns may be mailed to 4010 Lil' Spartan Drive, Saraland, AL 36571. Assistance may also be requested by phone at 251.375.5420.

RESIDENCY AND ENROLLMENT

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

SARALAND CITY BOARD OF EDUCATION

Board Members

Mrs. Renee Jerkins, President
Dr. Lonnie Burnett, Vice-President
Mrs. Josephine Rodgers
Dr. Gary Shockley
Mr. Kris Nelson

Saraland City Schools is fully accredited by Cognia.

Central Office

4010 Lil' Spartan Drive
Saraland, AL 36571
Phone: 251.375.5420
Fax: 1.251.216.4099
Web: saralandboe.org

Dr. Brent Harrison, Superintendent

Dr. Frankie Mathis, Assistant Superintendent

GRADES K-1

Saraland Early Education Center
4000 Lil' Spartan Drive
Saraland, Alabama 36571
Phone: 251.602.8930
Fax: 251.602.8932
Web: seecspartans.com
Facebook: Saraland Early Education Center
Dr. Kim Williams, Principal
Mrs. Bridgette Nolfe, Assistant Principal

GRADES 2-5

Saraland Elementary School
229 McKeough Avenue
Saraland, Alabama 36571
Phone: 251.679.5739
Fax: 251.679.5749
Web: sespartans.com
Facebook: Saraland Elementary School
Mrs. Stephanie Dial, Principal
Dr. Natalie Lewis, Assistant Principal
Mr. Patrick Talley, Assistant Principal

GRADES 6-8

Saraland Middle School
401 Baldwin Road
Saraland, Alabama 36571
Phone: 251.679.9405
Fax: 251.679.9456
Web: smspartans.com
Facebook: Saraland Middle School
Mr. Alex Crane, Principal
Mrs. Heather Hunt, Assistant Principal
Mrs. Rakesia Wilson, Assistant Principal

GRADES 9-12

Saraland High School
1115 Industrial Pkwy
Saraland, Alabama 36571
Phone: 251.602.8970
Fax: 251.602.8994
Web: shspartans.com
Facebook: Saraland High School
Mr. Scott Croley, Principal
Mr. Darrell McCollum, Assistant Principal
Mr. Russell McDuffie, Assistant Principal
Mrs. Christin Skidmore, Assistant Principal

GENERAL INFORMATION

CHANGE OF ADDRESS

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

LOCKERS

During physical education classes, students in grades 6-12 may utilize lockers in gym locker rooms to store personal articles.

Lockers will be assigned to students as soon as possible and should be kept neat, orderly, and locked. Lockers are provided for the convenience of students and should be cared for in the same manner as all school property. Students should immediately report to the teacher all locker malfunctions or problems. Students should not give their locker combination to anyone.

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

LOST AND FOUND

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

PERSONAL PROPERTY

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

SCHOOL VISITORS

Campus access to visitors is restricted and requires administrator approval. All school facilities are smoke/vape free. Upon arrival, all school visitors are required to report to the main office, present a photo ID, sign in, secure a visitor's pass, and comply with school policies and procedures while on campus. Visitors who fail to maintain behavior that enriches the educational environment are subject to restriction from all school facilities, activities, and events.

Students enrolled in Saraland City Schools are not permitted to bring visitors to school during regular school hours without prior approval from the principal.

TELEPHONE USE

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

BEFORE AND AFTER SCHOOL CARE

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

Kid Zone, a private, independent childcare business, provides before- and after-school care service for students in **kindergarten-5th grade**. Contact at 251.490.5380 for more information and fees.

DELIVERIES TO STUDENTS

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

SCHOOL HOURS *

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

** Times subject to change as deemed necessary by administration.*

MIDDLE SCHOOL BELL SCHEDULE (6-8) *

Breakfast Served	7:05				
Take-In Bell	7:20 am				
Tardy Bell	7:25 am				
1st Period	7:25 am-8:20 am				
2nd Period	8:23 am-9:18 am				
3rd Period	9:21 am-10:16 am				
4th Period	10:19 am-11:37 am				
1st Lunch Wave	10:19 am-10:42 am	2nd Lunch Wave	10:48 am-11:10 am	3rd Lunch Wave	11:15 am-11:37 am
5th Period	11:40 am-12:35 pm				
6th Period	12:38 pm-1:33 pm				
7th Period	1:36 pm-2:25 pm				
Bus Dismissal	2:25 pm	Car 2:30 pm			

HIGH SCHOOL BELL SCHEDULE (9-12) *

Breakfast Served	7:05 am		
Take-In	7:20 am		
1st Block/Homeroom	7:30 am-9:06 am		
2nd Block	9:11 am-10:41 am		
3rd Block	10:46 am-12:54 pm		
		Lunch A	10:46 am-11:12 am
		Lunch B	11:20 am-11:46 am
		Lunch C	11:54 am-12:20 pm
		Lunch D	12:28 pm-12:55 pm
4th Block	1:00 pm-2:25 pm		
Bus Dismissal	2:25 pm	Car Dismissal	2:30 pm

*Bell schedules subject to change as deemed necessary by administration.

EARLY EDUCATION CENTER AND ELEMENTARY SCHOOL CLASS PARTIES

There are two (2) annual planned parties (Christmas and End of Year) for each class. Specific guidance will be distributed by the classroom teacher or school administration. All party plans or special snacks require teacher or school administration approval.

DIGITAL COMMUNICATION

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

MEDIA CENTER

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

FUNDRAISERS

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

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

ACADEMICS

STUDENT PROMOTION AND RETENTION

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

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

Grades 9-12 – Students must meet the following criteria to be promoted to the next grade level, where one (1) Carnegie unit is defined as one (1) credit:

9th Grade: Successful completion of middle school
10th Grade: Successful attainment of seven (7) Carnegie units
11th Grade: Successful attainment of fourteen (14) Carnegie units
12th Grade: Successful attainment of twenty-one (21) Carnegie units and eligible to complete all graduation requirements within the school year

ALABAMA LITERACY ACT – RETENTION, GRADE 3

With the goal of improving student reading skills, the Alabama Legislature passed the Alabama Literacy Act, which became law on June 10, 2019. This legislation requires educators to concentrate systematically to improve all public school students' early literacy reading skills so that every student is reading at or above grade level by the end of the third grade. In compliance with legislation, third graders must read at grade level to be promoted to fourth grade. For additional information on the Alabama Literacy Act, email Mrs. Mandy DeMattei, mdemattei@saralandboe.org or Mrs. Ashlee Lomax, alomax@saralandboe.org.

ALABAMA NUMERACY ACT

The Alabama Numeracy Act (Act 2022-2491) outlines steps to improve mathematics proficiency of public school K-5 students. Its goal is to ensure students achieve mathematical proficiency at or above grade level by the end of 5th grade. For information, email Mrs. Mandy DeMattei, mdemattei@saralandboe.org or Mrs. Ashlee Lomax, alomax@saralandboe.org.

DIPLOMA REQUIREMENTS AND ENDORSEMENTS

Standard Diploma (26 Carnegie units):

Core curriculum includes math, science, social studies, and English and requires 4 credits to be earned in each subject area based on state guidelines*
LIFE PE, Beginning Kinesiology, or state approved substitution (1 credit)
Career Prep (1 credit)
Health (0.5 credit)
CTE, fine art, and/or foreign language (3 credits)
Additional electives (4.5–8.5 per diploma endorsement requirements)

Additional requirements—

*The Code of Alabama (Title 16. Education § 16-40-10) requires that each Alabama high school student complete a **civics test**, composed of 100 questions, as a graduation requirement.*

*In 2021, the Alabama State Board of Education approved a resolution to amend the Alabama Administrative Code, effective with the graduating Class of 2022, **requiring** graduating seniors 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 school system superintendent.*

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 while the state legislature passed a law to implement the CCR indicator graduation requirement earlier. Effective for students in 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 following college and 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, attaining a C or higher, while in high school.*
- *Earn a silver or higher 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.*

* ***Workforce Pathways Diploma – Option B (Starting Fall 2025)***
Option B offers a standard Alabama High School Diploma through a career-focused path that replaces some academic courses with Career and Technical Education (CTE).
See a high school counselor for details and planning.

Requirements for Advanced Academic Endorsement (30 Carnegie units):

For students enrolled in Grade 9 in 2022-2023 or after—

-Meet all standard diploma requirements, complete at least six (6) core diploma requirements at the Honors (HR), Advanced Placement (AP), or dual enrollment (DE) level, with Honors Biology or DE Biology and an option of either Honors Chemistry or Honors Physics being the second of the six required core courses. The other four (HR, AP, or DE) courses can be in any of the other core areas (English, math, science, or social studies)
-Maintain an overall 3.0 GPA and earn a passing score in all attempted coursework
-Earn two (2) credits in the same world language

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

-Meet all standard diploma requirements and complete all core diploma requirements at the Honors (HR), Advanced Placement (AP), or dual enrollment (DE) level
-Maintain an overall 3.5 GPA and earn a passing score in all attempted coursework
-Earn two (2) credits in the same world language

MID-YEAR GRADUATION

Saraland High School students have the option to graduate in December of their senior year. To qualify, students must have earned a minimum of 22 credits prior to their senior year. Additionally, to be eligible for mid-year graduation, students must attain a College and Career Readiness Indicator (CRI), complete the FAFSA or submit a non-participation waiver, and pass the required Civics Exam prior to the end of the first semester of their senior year. Students must meet with their assigned counselor to plan for this option.

Students opting for mid-year graduation will not be allowed to participate in any extracurricular activity or sport after December. However, based on acceptable conduct at each preceding event and with administrative approval, mid-year graduates may participate in events such as the commencement ceremony and prom. Mid-year graduates waive the opportunity for consideration of Latin honors as well as honor roll.

HIGH SCHOOL EXAMS

Comprehensive semester exams will be administered in December and May, coinciding with the end of second and fourth quarters. These exams are required and constitute 20% of a semester average. Half-credit courses follow exam guidance based on a comparable end-of-term schedule. Advanced Placement (AP) students may participate in the National AP exam as well as mock AP exams and are eligible for semester exam exemption in an AP course.

WEIGHTING HIGH SCHOOL GRADES

The weighted grade process for class ranking includes all credit-bearing courses posted on a student's high school transcript. Board approved eighth grade courses will receive appropriate high school credit and will be included in cumulative/ranking GPA.

LATIN HONORS

Latin honors recognize the top 15% of each graduating class based on the following designation:

Summa Cum Laude (with highest honors), 95th percentile or higher
Magna Cum Laude (with high honors), 90th – 94th percentile
Cum Laude (with honors), 85th – 89th percentile

The criteria for Latin honors recognition are as follows:

- *Latin honors will be determined at the end of the second semester of the senior year after fourth quarter exams are administered and grades are averaged using class rank procedures.*
- *Out-of-system transfer students must be enrolled in the current school starting with the first semester of the junior year and complete four (4) consecutive semesters in the Saraland City School System to be considered for Latin honors.*
- *All students must take a full schedule (maximum course load) each year for four (4) years to be eligible for Latin honors.*

CRITERIA FOR HONOR ROLL / HONORS DAY RECOGNITION

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

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

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

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

The high school honor roll is based on grades from the 1st, 2nd, and 3rd quarters.
Due to the timing of honor roll announcements, 4th quarter and 1st semester grades are not included.

HOMEWORK

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

VIRTUAL PROGRAM

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

HIGH SCHOOL TRANSCRIPT REQUESTS

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

EARLY COLLEGE AND DUAL ENROLLMENT PROGRAMS

Early College and Dual Enrollment offer high school students the opportunity to earn college credit concurrently while in high school. For approved coursework, students may receive both high school and college credit.

Earned dual enrollment credits may transfer to the student's attending college following high school graduation. Interested students should contact a school counselor for course availability and fee information. Students enrolled in dual enrollment who require class accommodations may need to coordinate services with the college's division of special services – see a Saraland High School counselor for guidance.

Dual enrollment requires approval from school administration (Board Policy 4.17). Annually, students may request to enroll in a maximum of two additional dual enrollment classes scheduled outside the regular school day.

HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS

All grade 8 students are eligible to enroll and earn high school credit for successful completion of Business Software Applications I. Grade 8 students who maintained a cumulative average of an 85/B or higher in Spanish 7 are eligible to enroll in the Spanish I course for high school credit. The final grade earned in these courses will become part of the student's high school transcript.

FIELD TRIPS AND EXCURSIONS

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

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

PARENT/GUARDIAN CONFERENCES

Parent/guardian conferences with administrators, teachers, and staff are encouraged and required annually. Conferences should be scheduled through the school office. Conferences with classroom teachers are held only during non-instructional time. *Learn-at-Home Day (Nov 10th) is a day specifically designated for parent-teacher conferences, if needed.*

PARENT/GUARDIAN INVOLVEMENT

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

PROGRESS REPORTS (September 10th, November 12th, February 4th, April 22nd)

All students are provided a mid-quarter progress report. High school students with a 69 or below in any given class will be mailed a mid-quarter progress report. Additionally, progress reports are sent home bi-monthly to early education, elementary, and middle school students. All schools provide online access for parents/guardians to check student progress in PowerSchool, the student information system gradebook. A link to the PowerSchool Student Portal is located on school and district webpages. If needed, parents/guardians may contact the school office to obtain login information/assistance.

REPORT CARDS (October 15th, January 7th, March 18th, May 22nd)

Report cards are issued quarterly to provide a measurement of student mastery of the course of study standards. First, second, and third quarters, students in K-8 will receive report cards to deliver to parents/guardians while report cards for students in grades 9-12 will be mailed quarterly. All students' fourth quarter report cards will be mailed. The only valid report card for Saraland students is the PowerSchool report card printed on watermarked paper. Issued report cards are not to be altered, and any corrections needed should be reported promptly to the principal.

MULTI-TIERED SYSTEM OF SUPPORT SYSTEM (MTSS), RESPONSE TO INSTRUCTION (RtI), AND PROBLEM-SOLVING TEAMS

MTSS is a team approach designed to remove barriers, provide opportunities, and promote the success of all students from a comprehensive perspective that may include academic, behavioral, physical, and mental health, as well as social-emotional support. Response to Instruction (RtI) integrates classroom instruction, assessment, and interventions to promote student achievement and reduce behavior problems. The RtI process is used to identify and monitor students who are at risk of failure. Problem solving teams monitor student progress and adjust intervention based on student need. These teams make decisions to support all students, especially those at risk of failing to achieve state performance standards. Parents who have concerns about their child needing support should contact a school administrator.

SCHOOL AND CLUB/EXTRACURRICULAR ACTIVITY FEES*

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

Early Ed Center and Elementary School–registration contribution (all students K-5), $25.00

Middle School–general fee (all students 6-8), $40.00

Course	Fee	Course	Fee
Art (per semester)	$15.00	Science Lab	$15.00
Band	$50.00	Show Choir	$40.00
CTE Business Software Applications I	$25.00	Spanish I	$20.00
CTE Family & Consumer Sciences Courses (per semester)	$20.00	Spanish 7 (per semester)	$15.00
Elective Explorations	$20.00	STEM	$25.00
PE	$10.00	Other Electives (Journalism, Theatre, Technology, Chorus, etc.)	$15.00
Piano (Keyboarding)	$20.00		

High School–general fee, $45.00 and parking fee, $40.00

Course	Fee	Course	Fee
ACCESS Class (per course)	$15.00	Dance	$50.00
Advanced Placement (AP) Exam	$43.00	Dual Enrollment	$25.00
Art	$25.00	Drama/Theatre	$25.00
Band/Auxiliary	$50.00	Driver's Education & Safety	$30.00
Chorus	$50.00	Guitar	$25.00
CTE/DE Aviation Technology	$35.00	Health	$15.00
CTE Business Info Tech (BIT)	$25.00	JROTC (Coast Guard)	$25.00
CTE/DE Engineering/ Advanced Manufacturing	$25.00	Percussion	$50.00
CTE/DE Hospitality and Tourism	$40.00	Piano/Keyboarding	$30.00
CTE/DE Health Science	$25.00	Robotics	$25.00
CTE Teaching & Training	$25.00	Science Lab	$15.00
CTE/DE Welding	$35.00	Other Elective Courses	$15.00

**Fees subject to change.*

Yearbook–To preserve memories of friends and classmates, showcase accomplishments, and highlight memorable moments, buy a yearbook: early ed/elementary ($40.00), middle ($65.00), and high ($70.00).

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

Early Education Center:

Club/Organization	Fee		Fee
PALS (Parents & Teachers Advocating for Little Spartans)	$10.00	Project Outreach	$40.00
		STEM Club	$30.00
Spartybots	$30.00	Green Team	$30.00

Elementary School:

Club/Organization	Fee	Club/Organization	Fee
Choir/Costume	$50.00	PTO	$10.00
National Elementary Honor Society	$25.00	Sign Language Club	$25.00
Project Outreach	$40.00	STEM Club	$30.00

Middle School:

Club/Organization	Fee	Club/Organization	Fee
Diamond Dolls	$40.00	PTO	$10.00
FBLA	$25.00	NJHS (new inductees includes t-shirt)	$30.00
FCA (includes t-shirt)	$20.00	NJHS (returning members)	$10.00
FCCLA (includes t-shirt)	$25.00	Scholars Bowl	$15.00
Project Outreach	$40.00	Sign Language Club	$25.00

High School:

Club/Organization	Fee	Club/Organization	Fee
Band Booster	$200.00	National Honor Society (Seniors)	$30.00
Beta Club	$20.00	Project Outreach	$40.00
FBLA	$20.00	PTO	$10.00
FCCLA	$20.00	Robotics	$20.00
HOSA	$20.00	Scholars Bowl	$15.00
Leo Club	$25.00	Skills USA (Welding)	$15.00
Mu Alpha Theta	$15.00	Spanish Club	$5.00
Multicultural Club	$15.00	Tri M Honor Society	$15.00
National Honor Society	$20.00	Technology Student Association (TSA)	$25.00

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

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

Graduating seniors may not participate in commencement unless all fees are paid or cleared. Prior to graduation, parents/guardians should contact Saraland High School's main office during second semester to confirm/make necessary arrangements to ensure all fees are cleared/paid.

Fee for Damaged Textbooks–Parents/guardians are responsible for textbooks and other materials issued to their children and are held liable for any loss, abuse, or damage more than results from normal use.

ONLINE PAYMENT OPTION

Payments for fees, field trips, snacks, spirit wear, and online deposits to student meal accounts are accepted online at www.paypams.com. *A convenience fee, as determined, by provider will be charged.*

WORTHLESS CHECKS

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

ADDITIONAL EDUCATION PROGRAMS AND SERVICES

FEDERAL PROGRAMS

Saraland's Federal Program advisory council, comprised of central office staff, school administrators, teachers, parents, and community stakeholders, meets annually to complete a needs assessment for student learning and review and update all federal plans. During the meeting, all federal budgets are discussed. Additionally, a parent meeting is held first quarter to review the Parent's Right to Know documents developed by the state and school system federal program departments. Moreover, these documents are sent home with all students by September 30th of each school year. Email Mr. Jeff Ward, Federal Programs Director, at jward@saralandboe.org for additional information.

ENGLISH LEARNER PROGRAM

The English Learner (EL) Program includes the identification of students who have limited-English proficiency (LEP). Once EL students are identified, appropriate educational programs are developed, and student progress is monitored. Email Mrs. Lindsey Simmons, English Learner Specialist, lsimmons@saralandboe.org for more information.

COUNSELING SERVICES (also see MENTAL HEALTH section)

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

SUMMER SCHOOL

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

SUMMER LEARNING PROGRAMS (K-5)

A 60-hour summer learning camp is offered to students in grades K-3 who qualify based on provisions in the Alabama Literacy Act while students in grades K-5 may qualify to attend based on provisions in the Alabama Numeracy Act. For additional information, email Mrs. Mandy DeMattei, mdemattei@saralandboe.org or Mrs. Ashlee Lomax, alomax@saralandboe.org.

GIFTED SERVICES

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

SPECIAL EDUCATION SERVICES

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

NOTIFICATION OF TRANSFER OF SPECIAL EDUCATION RECORDS

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

RETENTION AND DISPOSITION OF SPECIAL EDUCATION/GIFTED AND TALENTED STUDENT RECORDS

Records for each student enrolled in a special education program include identifying information, parental consent forms, and most current eligibility documentation. Disposition in this edition of the RDA, "Retain 5 years after the termination of the special education program in which they were used" adheres exactly to the wording of Chapter 290-8-9.08(2)(h)1-3 of the Alabama Administrative Code, which provides rules for the retention of special education student records. Under the revised disposition, the state Department of Education has directed that on January 1, 2014, all records from January 1, 2009 and back may be destroyed, regardless of whether the student is active or inactive in the school system. The special education program referred to is the program created for an individual student, not the local school or school system's overall special education program. The state department has also requested a minor change in disposition for records of gifted and talented students, with the phrase "reaches age 18" replacing "exits school."

CHILD FIND NOTICE FOR CHILDREN WITH DISABILITIES

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

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

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

ATTENDANCE

Ensuring students are in school, on time, every day is key to learning, academic success, and ultimately, success in life. Saraland City Schools maintains attendance and truancy policies, which were written in accordance with Alabama State Board of Education Administrative Code, and §16-28-1 *et seq*., Code of Alabama (1975).

Details of those policies follow on subsequent pages. If you have any other questions, please contact the principal or Mr. Jeff Ward, Student Services Coordinator, at 251.375.5420 or jward@saralandboe.org.

- Students between the ages of six (6) and seventeen (17) shall be required to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school year.
- A school day is defined as the starting and ending time of the entire day.
- Students must be in attendance one-half of the instructional day to be counted present. The parent or guardian **must send a written note** if the student is checked out prior to completing one-half of the instructional day. In grades 6-12, attendance is recorded each period/block.
- Checkouts should be conducted through the main office no later than 2:00 pm for middle/high school students, 2:15 pm for early education center and 2:30 pm elementary school students.
- Students are required to be on time for school.
- Late arrivals should report to the main office to check in.
- Any missed school will be categorized as an excused absence, excused tardy, unexcused absence, or unexcused tardy.
- Excessive absences will subject a student and parent or guardian to truancy policies and procedures.

TARDINESS

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

4th tardy	One (1) hour after school detention, parent/guardian notification
5th tardy	One (1) hour after school detention, parent/guardian notification
6th tardy	One (1) day in-school suspension (ISS), parent/guardian notification
7th tardy	Two (2) days in-school suspension (ISS), parent/guardian notification
Each addt'l tardy	Three (3) days in-school suspension (ISS), parent/guardian notification. Subject to referral to the Early Warning Truancy/Discipline Program

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

Tardy *is defined by The Alabama State Department of Education (ALSDE) as arriving at school/class after the specified starting time/not attending a full instructional day.* ***Based on this definition, once a student has been present for 51% of the day, all checkouts are recorded in the student information system (PowerSchool) as a tardy.*** *In the past, checkouts were coded as an early dismissal. To avoid confusion, please note this change as prescribed by ALSDE.*

ABSENCES

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

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

Students are allowed up to **five (5) excused absences per semester** with a written statement from a parent or guardian. The excuse shall state the reason for the absence, the date of the absence(s), and have a parent/guardian signature. When a parent/guardian has exhausted notes justifying **five (5)** student absences, all future absences during the semester will require a written excuse from a medical physician or clinician to be coded as excused.

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

- Failure to send a note within three (3) days of the absence upon returning to school.
- Failure to secure prior approval from the principal for administrative approved absences.
- Failure to secure prior permission from the principal for out-of-town trips.
- Failure to provide a medical/clinical excuse after a student has submitted five (5) parent notes in a semester.

EXCESSIVE ABSENCES

Students who are deemed **chronically absent may lose the privilege to** participate in extracurricular activities such as dances, reward fieldtrips, and other school-sponsored events.

On-campus parking privileges will be revoked for high school students who accumulate 10 or more unexcused absences and state-issued **driver's license will be subject to being suspended by the Alabama Department of Transportation.**

TRUANCY

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

- One (1) unexcused absence—Parent or guardian notification via automated phone call.
- Seven (7) unexcused absences—Mandatory attendance at the school's Early Warning Truancy/Discipline Program.
- Ten (10) or more unexcused absences—A petition may be filed against the parent or guardian in the Mobile County Juvenile Court.

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

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

DENIAL OF DRIVER'S LICENSE OR LEARNER'S PERMIT

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

ATTENDANCE AWARDS

A perfect attendance award will be presented to students who have attended school every day based on documentation of the attendance record. Students who are tardy two (2) or more times or have checked in/out two (2) or more times per semester may not be eligible for the perfect attendance award.

COLLEGE VISITS

High school juniors and seniors are allowed two authorized college visit absences per school year. Additional visits require prior approval from administration. Students must pick up a form from the counselors' suite, have teachers initial it in advance, and submit official college documentation after the visit to ensure the absence is properly coded.

MAKE-UP WORK FOR EXCUSED/UNEXCUSED ABSENCES

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

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

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

SCHOOL PARTICIPATION ABSENCES

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

EARLY DISMISSAL FROM SCHOOL

To comply with school early dismissal procedures, parent/guardians of students must present photo identification to school office personnel before a student will be allowed an early dismissal from school. Such persons are not to go directly to classrooms for this purpose. All students must sign out through the front office before leaving campus. Early dismissals prior to 11:40am for K-5 and 11:05am for 6-12 students will result in a state coded all day absence. *Note: When a "shelter-in-place" is issued, campus doors are locked. School staff and students are relocated, and early dismissals are not possible until the school resumes general operations.*

CHANGES IN STUDENT TRANSPORTATION

Changes in the mode of student dismissal must be in writing (*example – bus rider to car rider*). For the safety of students, phone calls will not be accepted to change student dismissal arrangements. Changes should include name and grade of student and should be submitted in writing to the school office. Students who are not regular bus riders may not ride the bus unless a written request is submitted and approved by the office. Submit request for bus transportation in advance to allow 24-48 hours for approval and bus route communication. Only individuals listed as authorized on enrollment documentation may pick up a student. A driver's license/photo identification must be presented when requesting to pick up a student from school. *Note: School bus transportation will only be provided to the bus stop nearest the student's home address as listed in PowerSchool. Changes in bus stop pick-up and drop-off locations are not permitted.*

WITHDRAWALS

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

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

CHILD NUTRITION PROGRAM

The mission of the Child Nutrition Program is to provide affordable and nutritious meals to students enrolled in Saraland City Schools:

School	Cafeteria Manager	Email	Phone Number
Early Ed	Lori Brooks	lbrooks@saralandboe.org	251.602.8934
Elementary	Carla Clayton	cclayton@saralandboe.org	251.679.5817
Middle	Sadie Lofton	srlofton@saralandboe.org	251.679.9467
High	Penelope Morton	pmorton@saralandboe.org	251.602.8977

MEAL PRICES*

	Breakfast		Lunch	
	Reduced	Paid	Reduced	Paid
Early Ed/Elementary	0.30	1.50	0.40	3.00
Middle	0.30	1.50	0.40	3.00
High	0.30	1.50	0.40	3.00
Staff		2.75		3.85
Visitor – Adult & Children		3.00		4.00
Visitor, Special Occasion – Adult & Children		5.00		5.00
Board Approved – June 5, 2025				

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

MENUS

Cafeteria menus are published monthly on the school and district websites.

LUNCH ACCOUNT

Saraland City Schools has a contactless system for students to use for breakfast and lunch purchases. Students can enter lunch number on keypad or may be issued a barcode which can be scanned at point of sale regardless of free, reduced, or paid lunch status. Saraland cafeterias use *offer versus serve*. The *offer versus serve* option allows students to decline some of the food offered to diminish waste and allow students to choose the foods they prefer to eat.

LUNCH ACCOUNT DEPOSITS

- Students may make deposits to a meal account at the serving line. Payments should include student's name and lunch account number.
- Online deposits can be made to the student's meal account using www.paypams.com, an automated payment system. For assistance with PayPams, contact Mrs. Pam Patterson, CNP Specialist, at 251.602.9017 or ppatterson@saralandboe.org. Specific online payment instructions are also located on school and district websites.
- Students participating in the Free and Reduced Breakfast and Lunch Program may also deposit additional funds for meal payment or à la carte purchases into their meal account.
- Breakfast and lunch money for early ed/elementary students should be sent to school in an envelope marked with the child's name, homeroom teacher, and 5-digit meal account number, unless payments for meals are processed using www.paypams.com.
- Please do not include funds for other purchases such as field trip money, fundraisers, etc. on checks designated for meal payment.
- Only food served in the lunchroom can be purchased with the money deposited in meal accounts.
- On the last day of school, any funds remaining on a student's lunch account will automatically roll over to the next school year.

LUNCH ACCOUNT NEGATIVE BALANCES

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

FREE AND REDUCED PRICED MEAL APPLICATION

The free and reduced meal application is available online. The process is secure, private, and available anytime, anywhere. Visit a school or the district website for information and a link to the application or contact Mrs. Pam Patterson, CNP Specialist, at 251.602.9017.

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

WELLNESS POLICY

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

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

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

HEALTH SERVICES

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

Saraland school nurses work as a team and want children to succeed in school. Contact a school nurse to ask questions or express concerns about your child's health or well-being.

ALLERGY GUIDELINES

If a student has a SEVERE allergy or intolerance, the parent/guardian should indicate this issue on the Health Assessment Form and notify the school nurse by providing appropriate information from their physician. Effective in 2015-2016 per laws in the state of Alabama, Saraland City Schools began stocking on school campuses Epinephrine Auto-injectable pens for first time severe anaphylaxis reaction with a student or staff. For more information on the Anaphylaxis program in schools, contact a school nurse. If your child has a known severe allergy, please provide appropriate physician prescribed medications (i.e., Epi-pen, Benadryl, etc.).

COMMUNICABLE DISEASES

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

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

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

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

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

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

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

ILLNESS GUIDELINES

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

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

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

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

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

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

Respiratory Viruses/Illnesses – including **Flu, COVID-19, RSV** (Respiratory Syncytial Virus), and other respiratory viruses should be handled in accordance with the Alabama Department of Public Health, Mobile County Health Department, and Alabama State Department of Education. The following precautions and guidelines include:

- Stay home and away from others.
- Be fever free for 24 hours without taking fever-reducing medications before returning to school or school-related activities.
- Follow recommendations from the healthcare provider.
- Ensure symptoms are improving before returning to school.
- Practice good hygiene by covering coughs and sneezes.
- Wash hands frequently.
- Clean frequently touched surfaces.

HEALTH SCREENING, ASSESSMENT, AND CARE

The school nurse may provide screenings or referrals for screenings in vision, hearing, dental, scoliosis, blood pressure, and various other assessments. The school nurse also provides chronic disease management and education for students, along with identification, assessment, intervention, and evaluation of student health concerns. Vision screening is performed in all K, 2nd, and 4th grade classes. Hearing screenings are performed per request and with parent permission on all campuses. Dental screening is performed by a dentist in the month of February for 1st and 3rd grade students. Scoliosis screening is performed on all 5th through 9th grade students. School nurses also perform all screenings for referrals from special education and other intervention programs. If a parent/guardian would like to request a vision and/or hearing screening be performed on their child, the request may be sent to the school nurse.

Saraland City Schools follows Alabama State Department of Education guidance for the offering of immunization clinics in the school setting. In the spring of the year, clinics are offered for Tdap, Meningitis, and HPV. Additional clinics may be offered as guidance permits (i.e., influenza, COVID-19, etc.). Email Mrs. Diana Collins, Health Services Supervisor, at dcollins@saralandboe.org for additional information.

IMMUNIZATIONS

Alabama law requires all students to have a current immunization certificate. This certification is kept on file at the student's school and must be updated per state guidelines. The required certificate may be obtained from the physician or clinic that administers the vaccine or may be completed by any county health department in the state if the parent/guardian presents a vaccine record from the provider. For students who are moving to Alabama, out-of-state vaccine records must be transferred to the Alabama Certificate of Immunization prior to school enrollment. This may be accomplished by taking a vaccine record from the provider to the local county health department, or, if the family has chosen a physician in Alabama, the physician may transpose the record.

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

MEDICATION PROTOCOL

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

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

Medication Guidelines:

- All medications must be hand delivered by the parent or guardian to the school nurse. This includes all students who "self-administer" and/or "self-carry" medications.
- The school nurse must verify all orders before a student is allowed to carry/self-administer medication.
- The school nurse will count all medications in the presence of the parent or guardian. The parent/guardian and the nurse will sign a form that indicates the medications were received, counted, and secured by the school.
- Medications are always stored in a locked/secure medication container/cart except for those with permission to carry their medication on person.
- The parent/guardian will be notified when their child's medication is completed or becomes out of date. Expired medications will not be given at school.
- For controlled substances, no more than a 30-day supply of medication should be supplied for the student to take at school. The parent/guardian will be responsible for updating the supply monthly.
- All student medications must be picked up by the last day of school, before summer break, or the medications will be destroyed per federal regulations in the presence of a witness, as indicated. No medications will be kept at school over the summer.
- Some medications are not to be given during school hours. The school nurse reserves the right to refuse to administer certain medications unless a doctor has specifically written that the medication be given during school hours.
- The parent/guardian should provide the school nurse with a list of possible side effects for medications taken over a 30-day period.
- The first dose of any new medicine should not be given at school due to the potential for severe side effects or reactions to the medication.
- Saraland City Schools follows the Alabama State Department of Education and Alabama Board of Nursing guidelines for the administration of medications to students.
- Only school nurses and approved non-licensed medication personnel are legally allowed to administer medications to students.
- Students may not carry medications, including over-the-counter, on their person without written documentation from the school nurse. Failure to comply with procedures will result in disciplinary action for the student.

Prescription Medications

To be administered at the school, prescription medications require a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and parent/guardian for each medication. Additional requirements include:

- Stored in the original container with a current pharmacy prescription label attached.
- Student's name printed on the prescription label and identical name listed on the PPA form. A valid date of expiration must also be printed on the label. Expired medications will not be accepted.
- Medications should **not** be mixed in a container with any other medications unless indicated on the label.

Over-the-Counter/Non-Prescription Medications

Any medication requested to be administered at school requires a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and parent/guardian. Additional requirements include:

- Medication must be provided by the parent/guardian in the original unopened/sealed container identifying the medication name, dosage, and manufacturer's labeling. Mark student's name clearly on the original container. No other medications can be mixed inside the container.
- Medication is to be distributed according to manufacturer's recommendations/physician's order.
- No aspirin or aspirin containing medication (salicylate) will be given to children or teenagers under the age of 18 years of age, unless prescribed by a physician.
- Medication must have a valid date of expiration. Expired medications will not be accepted.
- Students may not carry medications, including over-the-counter, on their person without written documentation from the school nurse. Failure to comply with procedures will result in disciplinary action for the student.

Medications that are "On Person" Or "Self-Carry"

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

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

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

INFLUENZA

In accordance with the Influenza Act (2017-368), Saraland City Schools shall provide information about the disease as well as guidelines and prevention. Influenza clinics are held in the school setting for employees and all students. Information on school clinic schedules will be sent home with all students.

MENINGOCOCCAL MENINGITIS AWARENESS

In accordance with the Jessica Elkins Act (2014-274), Saraland City Schools shall provide awareness and vaccine information regarding Meningococcal Meningitis for parents/guardians of students in grades 6-12. Parents/Guardians are encouraged to visit cdc.gov and type in meningococcal disease in the search box for information on awareness, prevention, and vaccination of Meningococcal Meningitis.

SUNSCREEN USE AT SCHOOL

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

BACKPACK AWARENESS POLICY

The Backpack Act (2017-19) provides awareness of the dangers of heavy backpacks. Visit the Health Services resource section on school websites for information.

NALOXONE

Saraland City Schools will stock Naloxone for opioid overdose on all school campuses in accordance with the Alabama Department of Public Health and Alabama State Department of Education guidelines.

MENTAL HEALTH (also see Counseling Services)

Mental health includes our emotional, psychological, and social well-being. Mental health and mental illness are often confused terms. Like physical health, everyone has mental health or mental well-being that is based on a person's ability to solve problems, build relationships, and express emotions, thoughts, and feelings.

Saraland City Schools is committed to providing quality education to its students. To achieve this goal, parents/guardians or school staff may refer students for counseling (individual/group), or students may request counseling. Services may include individual and/or group counseling depending on student need.

Information will be kept confidential with limited exceptions. Due to the services being provided to minor children in the school setting, the school counselor may share information with parent/guardian, child's teacher, school personnel and/or administrators on a need-to-know basis so adults may work as a team to assist the child. Services are not intended to serve as a substitute for diagnosis or treatment for any mental health disorder. Referrals to outside agencies may be provided to the parent/guardian when needed.

To help educate students, families, and school employees, Mrs. Stephanie Pope serves the Spartans as Mental Health Service Coordinator (MHSC). For additional information on services available, email spope@saralandboe.org. There is no cost for counseling services that are provided through the school system during the school year.

SAFETY AND EMERGENCY PROCEDURES

ASBESTOS MANAGEMENT PLAN

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

USE OF SURVEILLANCE EQUIPMENT

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

SAFETY PLANS

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

FIRE, LOCKDOWN, AND SEVERE WEATHER DRILLS

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

TORNADO WATCH

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

TORNADO WARNING

In the event a tornado warning is issued for areas in which a school is located, the principal or his or her designee should take all actions necessary to promote student safety as outlined in each school's safety plan. If a tornado warning is in effect, students may not be released pursuant to regular transportation plans. If conditions permit, students may be released during a tornado warning to parent/guardian, provided said parent/guardian reports to the school and assumes custody of their child.

SCHOOL CLOSINGS

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

EXTRACURRICULAR ACTIVITES AND ATHLETICS

STUDENT PUBLICATIONS

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

STUDENT CLUBS AND ORGANIZATIONS

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

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

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

Board reserves the right to conduct random, unannounced drug screenings and require participation from any student involved in extracurricular activities, events, practices, competitions, or any other supervised activities within the school system.

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

Results of drug screening may result in mandated counseling and impact eligibility to participate in extracurricular activities and suspension of on-campus driving privileges.

STUDENT DRIVING PRIVILEGES (see also STUDENT PARKING/DRIVING ON CAMPUS)

It is the objective of the Saraland Board of Education to ensure all students who wish to take advantage of the privilege of driving a vehicle on school property and/or parking a vehicle on school property be given the opportunity to do so in a safe, drug free environment, and that all students exercising the privilege of driving and parking on school property be completely free of the effects of alcohol and/or the presence of other illegal or controlled substances. To meet this objective, the Board reserves the right to require any student desiring to drive a vehicle on school property and/or park on school property be subject to and submit to random drug tests at any time while on school property or while participating in school sponsored events.
The Board will allow principals to designate such other and additional requirements for the privilege of driving a vehicle on school property and/or parking a vehicle on school property including, but not limited to, academic standards, attendance standards, and the payment of fees. The local school principals may also establish the priority for issuance of parking permits.

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

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

ATHLETIC PHYSICAL EDUCATION

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

STUDENT CONDUCT

ENERGY DRINKS / DRINK CONTAINTERS

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

All students may bring water, but those students in kindergarten through 8th grade must use a clear plastic container.

SMOKING/USE OF TOBACCO PRODUCTS/VAPING

Students will not be permitted to possess, smoke, use, or transfer tobacco products or nicotine delivery devices, or related items, in any form while in school buildings, on school property, in school buses, during any school sponsored activities, or on the way to and from school sponsored activities. For purposes of this policy, the phrase "tobacco products" also includes related items, and is not limited to lighters, matches, cigarettes, e-

cigarettes, chewing tobacco, cigars, cigarillos, pipes, vapes/JUUL, pods, and/or any electronic device that can be used to deliver nicotine or any other substance to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe. Students found in possession are subject to disciplinary actions, and in accordance with Alabama law, authorities will be notified. Confiscated tobacco and nicotine delivery devices will not be returned and will be turned over to the Saraland Police Department.

ALCOHOL/DRUG ABUSE

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

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

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

USE AND POSSESSION

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

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

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

SALE AND TRANSFER

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

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

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

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

FIREARMS AND WEAPONS

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

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

PENALTIES FOR FIREARMS AND WEAPONS VIOLATIONS

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

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

ANTI-HARASSMENT (ANTI-BULLYING) POLICY

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

NO FIGHT POLICY

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

UNIFORM POLICY

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

Students in grades K-12 unable to immediately comply with the uniform policy will be subject to the following disciplinary measures, based on the grade level of the student.

1st – 3rd offense:	Office Referral, Warning
4th – 6th offense:	Office Referral, Notify Parent/Guardian, Detention, and/or Saturday School
Subsequent offenses:	Office Referral/In-School Suspension (ISS)

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

- Students must be neat, clean, and well-groomed while at school. An unkempt or sloppy appearance is inappropriate.
- Uniforms and outerwear must be neat, clean, with no holes, tears, or inappropriate patches.
- Shirts must be neat, tucked, and not look unkempt.
- Students must wear appropriate undergarments. Undergarments cannot be visible.
- Skirts, skorts, and shorts must be fingertip length or longer when arms are extended at the sides. They must not have drawstrings or any features that allow the length to be altered. If there is uncertainty about meeting the length requirement, wearing solid-colored leggings underneath is recommended.
- Caps, hats, hoods, bandanas, and other types of headwear or sunglasses are not to be worn in the school building. Students wearing such items in the building during school hours may have them confiscated.
- Uniform shoes must be worn at all times.
- Hair must be clean and well-groomed; should not impair vision or be of a length that would be dangerous around equipment.
- Distracting hair styles or hair colors are prohibited.
- Decorative contact lenses, facial and tongue jewelry are prohibited.
- The carrying of chains or chains connected to wallets are prohibited.
- Undershirts or personal items which represent trends or groups that are counter to the accomplishment of school goals or could be disruptive to the learning environment are prohibited.
- No oversized clothing or sagging pants will be permitted.
- Bottoms should fit at the natural waistline – no hip huggers, low cut, corduroy, frayed hems, draw strings, or jean-type will be permitted.
- With the approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in the activity.
- Uniform shorts may be worn year-round at middle and high schools.
- Students may wear a red blazer with school color pants and a white button-down shirt/blouse on days as designated by the principal.
- Fishnet stockings are not permitted. Leggings or tights must be solid in color—black, white, gray, or red.
- If worn, masks or facial coverings must be solid in color—black, white, gray, or red.

	Early Ed/Elementary	**Middle**	**High**
Tops	Solid Red 3-button Polo shirt or sweatshirt, Saraland Spartan Polo shirt or sweatshirt Girls: Also, White Peter-Pan collar shirt with jumper only or Lil' Spartan dress*	Solid White 3-button Polo style	Solid Red 3-button Polo style
Fridays Only	Spirit shirts	Spirit shirts	Spirit shirts
Bottoms	Khaki knee-length shorts or Long Khaki pants with belt loops Girls: Also, Saraland plaid jumper #194 or skort #907 (Plaid #24) *(Skirt, jumper, and short length-should be fingertip length or longer when arms are extended alongside the body. Solid black leggings are encouraged to be worn under skirts/shorts if length is in question.)*	Gray knee-length shorts or Long Gray pants with belt loops. No elastic bottom pants. Girls: Also, Gray skirts, or Saraland Plaid skort #907 (Plaid #24) *(Skirt and short length should be fingertip length or longer when arms are extended alongside the body. Solid black leggings are encouraged to be worn under skirts/shorts if length is in question.)*	Gray knee-length shorts or Long Gray pants with belt loops. No elastic bottom pants. Girls: Also, Gray skirts or Saraland Plaid skort #907 (Plaid #24) *(Skirt and short length should be at least fingertip length or longer when arms are extended alongside the body. Solid black leggings are encouraged to be worn under skirts/shorts if length is in question.)*

Belts	Black	Black leather	Black leather
Socks	Solid Black, Red, or White	Solid Black, Red, or White	Solid Black, Red, or White
Shoes	Solid Black (white trim allowed) Girls: Also, Black/White saddle oxfords	Solid Black leather, canvas, or athletic style Girls: Also, Black/White saddle oxfords	Solid Black leather lace-up or athletic style Girls: Also, Black/White saddle oxfords
Outerwear	Solid Black, Red or Gray fleece, sweatshirt, or jacket *(No hooded sweatshirts or jackets)*	Solid Black, Red or Gray fleece, sweatshirt, or jacket *(No hooded sweatshirts or jackets)*	Solid Black, Red or Gray fleece, sweatshirt, or jacket

**Lil' Spartan dress available at Zoghby's Uniform.*

DETENTION

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

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

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

OUT-OF-SCHOOL SUSPENSION

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

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

- While suspended, a student may not attend or participate in any school system function or enter any school system property for any reason.
- When a student is suspended, his/her teachers must be notified immediately concerning the date and duration of the suspension.
- A suspended student must comply with the full length of the suspension unless the principal approves an alternative.

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

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

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

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

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

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

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

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

PROGRAM FOR ACADEMIC AND CHARACTER EDUCATION (PACE)

The Program for Academic and Character Education (PACE) is a blended learning program used by school administration to enforce the school district's Code of Conduct for middle and high school students (grades 6–12). Student transportation is not provided to PACE and will be the responsibility of the parent/guardian whose child committed the infraction. The in-person component of PACE takes place from 3:30pm–7:30pm, Monday–Thursday. Outside of PACE hours, students assigned to the program are expected to remain under parental supervision. Any further violations of the Student Code of Conduct while assigned to PACE may result in a recommendation for expulsion.

PACE is located behind Saraland Middle School. When reporting to PACE, enter the campus using the south entrance and drive behind the school to the identified building. Students are not allowed to operate an automobile on the Saraland Middle School campus. At no time should parents/guardians or students reporting to PACE enter the front office area of Saraland Middle School. Email Mr. Jeff Ward, Student Services Coordinator at jward@saralandboe.org for more information.

PHYSICAL RESTRAINT

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

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

REFUSAL TO IDENTIFY SELF

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

SEXUAL HARASSMENT OF STUDENTS

The Saraland City Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.

A complaint form is included in this handbook. For additional information on reporting, refer to Board policy 3.43 Prohibition of Sexual Harassment Title IX.

STUDENT CODE OF CONDUCT

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

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

Student Code of Conduct offenses are cumulative for students, in that past disciplinary records for a student with chronic behavioral referrals are considered for subsequent discipline infractions. A general education student who accumulates three suspendable offenses or ten days of suspension per year may be subject to a Board hearing for possible expulsion or placement in the Program for Academic and Character Education (PACE) for a minimum of 45 days.

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

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

Minor Offenses: Class I

1.01 Excessive Distraction of Other Students: Any conduct and/or behavior, which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction (i.e., talking excessively, interrupting class functions, provoking other students).

1.02 Illegal Organizations: Any participation in fraternities, sororities, and secret societies.

1.03 Threat, Harassment, or Intimidation of a Student: The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in the person that such harm is likely.

1.04 Gambling: Any participation in games of chance for money and/or other things of value.

1.05 Tardiness: Reporting late to school or class.

1.06 Use of Profane or Obscene Language

1.07 Non-Conformity to Dress Code

1.08 Minor Disruption on a School Bus

1.09 Inappropriate Public Display of Affection: Any physical contact such as hand holding, arms around waists, etc.

1.10 Unauthorized Absence from Class or School: Skipping

1.11 Intentionally Providing False Information to a Board Employee: Including, but not limited to, forgery of parent/guardian's name; intentionally providing false information to parent/guardian, such as changing grades.

1.12 A Pattern of Refusal: Students repeatedly refusing to complete class assignments.

1.13 A Pattern of Unpreparedness for Class: Students repeatedly fail to bring instructional materials to class.

1.14 Repeated Failure to Follow Instructions: Students repeatedly fail to carry correspondence home, obey directions in the hallways or in assemblies, etc.

1.15 Unauthorized Use of School or Personal Property

1.16 Littering or Defacing of School Property

1.17 Vehicular Violations: Students who drive in prohibited areas on the school campus, exceed speed limits, or drive recklessly.

1.18 Use Personal Communication Devices in School: Students are prohibited from the unauthorized use or carrying of personal communication devices on their person during school hours. Devices—including but not limited to cellular phones, iPads, smartwatches (including those capable of receiving texts and calls), metaglassess, and similar devices—must be stored in bookbags, purses, or other approved storage areas.

1.19 The possession of a digital device—including, but not limited to, cellular phones, iPads, smartwatches, smart glasses, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information—is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for that student will cease; the device will be confiscated and may be subject to search; the student will be dismissed from testing; and the student's test will be invalidated.

1.20 Use of Earphones or Earbuds: Students are prohibited from unauthorized use or wearing of earphones or earbuds. Listening devices are not to be visible without explicit permission from school personnel.

1.21 Any other violation that the principal deems reasonable to be included in this category

Administrative Responses: Class I

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

- Student conference
- Parent/guardian contact/conference
- Time out
- Work detail
- After-school detention
- Suspension from school/bus
- Out-of-school suspension not to exceed three days (not to exceed a cumulative total of ten days per semester for general education student or ten days per academic year for student with disabilities)
- Assignment to in-school suspension (alternative to suspension)
- Assignment to Saturday School
- Assignment for a minimum of forty-five days (45) to the Program for Academic and Character Education (PACE) for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action), grades 6-12
- Expulsion for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action)
- Items **not allowed** at school include but are not limited to the following: fireworks, permanent markers, aerosol cans, electronic toys, trading cards, playing cards, games, liquid paper, video games, and water guns. Possession of prohibited items may constitute a Class I violation.

Unauthorized use of personal communication mobile devices and accessories will be confiscated and result in the following:

First offense: warning/return item to student at end of school day
Second offense: ISS, parent/guardian will retrieve device on day/time scheduled with administration
Third offense: one (1) day suspension, parent will retrieve device

To promote attendance and subsequent opportunity to master course of study standards, unauthorized absence (**skipping**) will not be tolerated and will result in the following:

First offense: 3-day in-school suspension (ISS)
Second offense: 5-day in-school suspension (ISS)
Third offense: 45-day minimum placement in the Saraland Alternative School (grades 6-12)

Intermediate Offenses: Class II

2.01 Defiance of Board Employee's Authority: Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee.

2.02 Possession, Control, Transfer, or Use of Tobacco Products: The use of any tobacco product or nicotine delivery device (includes vaping devices) while under school jurisdiction.

2.03 Simple Assault on a School Board Employee: The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act that creates a well-founded fear in the other person that such violence is imminent.

2.04 Fighting: Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual, or recording, photographing, or otherwise capturing fights or physical altercations.

2.05 Vandalism: Intentional and deliberate action resulting in injury or damages of less than $200.00 to public property or the real or personal property of another. *Parent/guardian may be held responsible for student damage to digital devices (i.e., iPads, Chromebooks, etc.)*

2.06 Stealing – Larceny – Petty Theft: The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than $100.00 belonging to or in the lawful possession or custody of another.

2.07 Gambling: The intentional, unlawful participation in gambling activities involving amounts less than $100.00.

2.08 Possession of Stolen Property (with the knowledge that it is stolen)

2.09 Threats – Extortion: The verbal, written, electronic or printed communication including malicious threatening of injury to the person, property, or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any person to do any act or refrain from doing any act against his/her will. **NOTE:** Completion of the threat, either by the victim's complying with demands or carrying out of the threats against the victim, constitutes a Class III offense.

2.10 Trespassing: The willful entering or remaining in any structure or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart, and refuses to do so.

2.11 Use of Obscene Manifestations (verbal, written, or gestures directed toward another person)

2.12 Directing Obscene or Profane Language to a School Board Employee

2.13 Leaving Class or Campus without Permission

2.14 Unsolicited Written, Electronic or Verbal Proposition to Engage in Sexual Acts

2.15 Possessing of Fireworks, Firecrackers, or Smoke Bombs

2.16 Cheating (serious or repeated violations)

2.17 Intentionally Defaming the Character of Another Person: To knowingly spread personal information about another student(s) or Board employee(s) that tends to damage character and reputation; to openly harass other student(s) or a Board employee(s) regarding issues generally considered personal.

2.18 Any other violation that the principal deems reasonable to be included in this category

Administrative Responses: Class II

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

- Parent/guardian contact/conference
- Out-of-school suspension
- Assignment to alternative setting
- Assignment to in-school suspension
- Assignment for a minimum of forty-five days (45) to the Program for Academic and Character Education (PACE) for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action), grades 6-12
- Expulsion for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action)

Confiscated tobacco and nicotine delivery devices will not be returned and will be turned over to the Saraland Police Department. The following disciplinary actions will be used to enforce no smoking or use of tobacco on campuses in Saraland City Schools:

First offense: 3-day out-of-school suspension
Second offense: 5-day out-of-school suspension
Third offense: 45-day minimum placement to the Program for Academic and Character Education (PACE) (grades 6-12)

Subsequent offenses may result in long term alternative placement and/or expulsion. Discipline for tobacco-related offenses is **cumulative** beginning in grade 7 and does not start over each school year.

Major Offenses: Class III

3.01 Drugs and Alcohol: Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.

3.02 Arson: The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parent/guardian is liable for damages to school property caused by their children.

3.03 Battery Upon Board Employee: The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.

3.04 Robbery: The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.

3.05 Stealing – Larceny – Grand Theft: The intentional unlawful taking and/or carrying away of property valued at $100.00 or more belonging to or in the lawful possession or custody of another.

3.06 Burglary of School Property: The breaking into or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.

3.07 Criminal Mischief: Willful and malicious injury or damages at or more than $200.00 to public property or real property belonging to another.

3.08 Possession of Firearms: Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

3.09 Possession of Weapons: Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed**.** In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

3.10 Threats: Any such communication(s), including but not limited to verbal, print, and electronic, directed to a Board employee/school that has the effect of interrupting the educational environment.

3.11 Explosives: Preparing, possessing, or igniting on Board property explosives likely to cause serious bodily injury or property damage.

3.12 Sexual Acts: Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.

3.13 Aggravated Battery: Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

3.14 Inciting or Participating in Major Student Disorder: Leading, encouraging, or assisting in major disruptions that result in destruction or damage of private or public property; personal injury to participants or others.

3.15 Unjustified Activation of a Fire Alarm System

3.16 Igniting Fireworks, Firecrackers, or Smoke Bombs

3.17 Any other violation that the principal deems reasonable to be included in this category

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

- Out-of-school suspension
- Expulsion
- Legal action
- Assignment to alternative setting
- Assignment for a minimum of forty-five days (45) to the Program for Academic and Character Education (PACE) for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action), grades 6-12
- Participation in the Chemical Abuse Prevention Program (CAPP) for first-time offenses involving alcohol or drugs
- All Class III offense violations must be reported to the Superintendent immediately.

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

STUDENT SEARCHES

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

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

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

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

RIGHTS AND RESPONSIBILITIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 1974

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

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

NOTICE FOR DISCLOSURE OF SCHOOL DIRECTORY INFORMATION

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

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

PARENT/GUARDIAN INFORMATION AND RESPONSIBILITY

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

Section 16-28-12(b) of the *Code of Alabama* provides as follows:
Each local board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian or other person having control or custody of the child shall document receipt of the policy.

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

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

- A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public school system shall be responsible financially for such child's destructive acts against school property or persons.
- A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public school system may be requested to appear at school by an appropriate school official for a conference regarding acts of the child.

- A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a school system who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference.

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

STUDENT DUE PROCESS

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

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

TRANSPORTATION

STUDENT PARKING/DRIVING ON CAMPUS (see also Student Driving Privileges)

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

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

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

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

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

STUDENT BUS TRANSPORTATION

The Board shall provide transportation to and from school to eligible students. The transportation program shall be operated in accordance with provisions of the Code of Alabama and State Board of Education rules. The primary considerations of the transportation program shall be the safety and welfare of students. Students who are not regular bus riders may not ride the bus unless a written request is submitted and approved by the office. **Bus transportation will only be provided to the bus stop assigned based on a student's home address listed in PowerSchool.** For bus route information, contact your local school or the Director of Operations, Mr. Daniel Clark at (251) 586.2449.

Procedures pertaining to student safety and the transportation program are as follows:

- Students will only be picked up and dropped off at assigned bus stop.
- Students must be at their bus stop on time. The bus will not wait for students who are tardy. Plan to be at the bus stop at least ten (10) minutes early.
- Parents/guardians should read and discuss school bus riding policies with their children and explain that the rules are written for the safety of everyone on the bus.
- Know the laws concerning stopping for school buses that are loading and unloading.
- Parents, guardians, and unauthorized persons are not allowed to board the school bus.
- Objects that could cause reduced visibility or distractions should not be carried by students on a bus. Items included, but not limited to balloons, kites, animals, insects, plants, and large posters.
- Saraland Early Education Center (SEEC) bus riders will not be allowed to exit the bus without a parent, legal guardian, or designee present at the student's approved bus stop and will be returned to the SEEC at the end of the route where the student can be picked up. After a student has been returned to SEEC two (2) times, the student will be removed from the bus for one week (five days). Discipline will be deemed served based on number of days students is present for school while suspended from the bus. Additional failure to meet the student at the approved bus stop may result in long term removal from the bus.
- The bus stop is considered school grounds. All school rules apply while being transported on a school bus. Violations of the *Student Code of Conduct* will result in appropriate disciplinary actions.

Student Conduct to Promote Bus Safety

- Do not run to/from a bus stop.
- Be alert for vehicles in driveways and parking lots.
- Do not move toward the bus until the driver has given permission.
- Follow driver's instructions.
- Hold onto the handrail to prevent a slip or fall.
- Go directly to seat and sit down.
- Keep books, backpacks, and other belongings out of the aisle.
- Talk quietly and stay seated while the bus is in motion.
- Keep arms and head inside the windows.
- Be silent at railroad crossings.
- Refrain from horseplay while waiting on the bus.
- Cell phones/music devices are allowed by driver permission only and only with earbuds or headphones. A driver may deny riders the use of phones/music devices on their bus.
- Be courteous and respectful of others. No loud talking or shouting.
- Do not use profanity or abusive language.
- Eating and drinking on the bus is prohibited.
- Do not write on or damage the seats. Student/parent/guardian may be responsible for damages.
- Never throw objects inside the bus or out of the window. Student/parent/guardian will be responsible for damages incurred by such action.
- Do not leave paper or trash on the bus.
- Move away from the bus as soon as you exit.
- Look to the rear of the bus for oncoming vehicles when exiting the bus.
- Do not play in loading/unloading zones.
- Never bend down near or under the bus.
- Always stay where you can be seen by the bus driver.

Bus Discipline

- Riding the school bus is a privilege, not a right. Misconduct on the bus is a safety hazard and may result in a student losing that privilege and subject the student to additional disciplinary consequences.
- School officials are authorized to suspend or terminate bus privileges. If a child loses his/her bus riding privilege, the parent/guardian assumes the responsibility for transportation to and from school. Discipline will be deemed served based on number of days students is present for school while suspended from the bus.
- Additionally, students may receive detention, ISS, or suspension for violations of school rules during transport.

TECHNOLOGY

PERSONAL COMMUNICATION DEVICES— Cellular Phones, Smartwatches, etc.
(Alabama Legislative Act 2025-386) All students (grades K-12) are prohibited from the unauthorized use or carrying of personal communication devices during school hours. Devices—including but not limited to cell phones, smartwatches (with texting/call capability), metaglasses, and similar items—must be stored in bookbags, purses, or other approved areas. High school students with driving privileges may leave devices in their vehicles.

Students are encouraged to leave personal devices at home *to avoid distraction, loss, or policy violations*. Students who bring digital devices to school assume all risk of damage, theft, loss, or misuse of their devices. The district holds no responsibility for damage or loss of personal devices. Students in grades 6-12 are not permitted to wear a watch—digital or not—during the administration of state-mandated assessments, per ALSDE and testing vendor restrictions.

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

USE OF DIGITAL DEVICE DURING ADMINISTRATION OF TESTS

The possession of a digital device—including, but not limited to, cellular phones, smartwatches, and mobile communication 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 that student will cease; the device will be confiscated and may be subject to search; the student will be dismissed from testing; and the student's test will be invalidated.

SOCIAL MEDIA

Any social media account or page that uses the official name of the Saraland City Board of Education; its logo or mark that purports to officially represent the Board, the school system, a Board facility, local school, school-sponsored activity or any other group or organization officially affiliated with the school system must be created and administered by a Board employee who has been authorized by the Superintendent or designee to take such action. Social media are defined but not limited to websites, blogs, wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public (i.e., Facebook, X, Instagram, LinkedIn, YouTube, TikTok, etc.). The Superintendent is authorized to develop such procedures as may be necessary to implement this policy.

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

General – All students must take responsibility for appropriate and lawful use of Internet access provided by Saraland City Schools. Access to resources is a privilege, not a right, and may be revoked if abused. Refer to the Technology Acceptable Use Policy for further information.

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

- Individuals may only use approved resources.
- Individuals must not attempt to circumvent content filtering, disrupt any services or data integrity by engaging in inappropriate activities (VPN, proxy, or DNS over HTTPS, etc.).

- Any devices used on school grounds are subject to all rules covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the local school administration.
- School administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts to include WIFI privileges for a minimum of 30 days. A student found to be in violation of the Acceptable Use Policy (AUP) is subject to disciplinary action.

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

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

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

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

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

Data security –

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

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

The following rules and policies govern the use of the Saraland City Schools' technology resources:

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

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

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

Plagiarism – Using another person's work—whether from printed sources, the Internet, or content generated by emerging technologies such as artificial intelligence—and presenting it as your own is prohibited. Plagiarism includes taking ideas, language, or writing created by others and submitting it without proper citation. Upholding academic integrity is essential; all sources must be appropriately credited when referenced.

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

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

STUDENT ASSESSMENT PROGRAM

FORMATIVE ASSESSMENTS

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

SUMMATIVE ASSESSMENTS

Students enrolled in Alabama public schools are assessed annually using a variety of state-mandated, standardized assessments. School accountability is measured in part by the ACAP assessments for students in grades 2-8. Additional mandated assessments include the Pre-ACT (grades 9-10), the ACT (grades 10-11), and the ACT WorkKeys assessments (optional for grade 12). The following is a description of the assessments administered:

Alabama Comprehensive Assessment Program (ACAP) (Grades 2-8) – To measure annual reading and math progress, all students in grades 2 through 8 participate in the ACAP Summative assessment. Features of this online assessment include:

- Second-grade students take the ACAP, with scores used to measure growth in third grade.
- A writing component is included for students in grades 4 through 8.
- In addition to reading and math, students in grades 4, 6, and 8 also take a science assessment.

Pre-ACT (Grades 9-10) – The PreACT is an abbreviated exam that simulates the ACT testing experience on all four ACT subject areas: English, Math, Reading and Science. Pre-ACT test results help predict future success on the ACT test and provide information on both current achievement and projected ACT scores.

ACT (Grade 10) / ACT with Writing (Grade 11) – Tenth-grade students take the ACT without the Writing component, while eleventh-grade students take the ACT with Writing. These exams are provided free of charge, serve as the capstone of the ACT College and Career Readiness Solutions, and align with Alabama's College and Career Readiness Standards. The ACT contains four curriculum-based tests which measure academic achievement in the areas of English, Mathematics, Reading, and Science Reasoning. The tests are measures of academic development that rely largely on students' skills in applying the content knowledge and reasoning skills acquired in their course work. The ACT is accepted by four-year colleges and universities in the United States for college admissions and scholarship application purposes.

For additional information on the ACT, visit act.org. Note: ACT online preparation resources are available for high school students. Login information will be provided by the school. For ACT preparation information, contact Saraland High School Instructional Partner, Mrs. Kelli Skidmore, at kskidmore@saralandboe.org.

ACT WorkKeys (Grade 12) – ACT WorkKeys assessments are research-based measures of foundational work skills required for success across industries and occupations. Grade 12 students may opt to take the Applied Mathematics, Graphic Literacy, and Workplace Documents tests. Based on their scores on these assessments, students may be eligible to earn a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (NCRC). The ACT NCRC is widely recognized and used by employers, educators, workforce developers, and others with a stake in the success of the economy. Visit act.org/workkeys for additional information.

Note: ACT Curriculum, an online WorkKeys preparation resource, is available for students. For login credentials, contact Mrs. Kim Zwierzynski, Counselor, at 251.602.8970 or kzwierzynski@saralandboe.org.

***ACCESS for ELLs* 2.0** – ACCESS is administered annually to students in grades K-12 identified as English learners. The assessment monitors students' progress in acquiring academic English within the school context, as well as language specific to language arts, mathematics, science, and social studies. It assesses four domains: Speaking, Listening, Reading, and Writing. For more information, email Mrs. Lindsey Simmons, English Learner Specialist, lsimmons@saralandboe.org.

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

SUMMATIVE AND STATE TEST SCHEDULE

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

STATE TEST	GRADE	SUBJECTS	TEST DATE/WINDOW
ACAP Summative	2-8	Math and Reading (Science – grades 4, 6, 8)	March 16 - April 24
Pre-ACT	10	English, Math, Science, Reading, Writing	September 30
ACT WorkKeys (Online)	12	Applied Math, Graphic Literacy, Workplace Documents	October 28 **Retest February 26*
Pre-ACT	9	English, Math, Science, Reading, Writing	March 10
ACT (no Writing)	10	English, Math, Science, Reading, Writing	March 10
ACT with Writing	11	English, Math, Science, Reading, Writing	March 10
ACCESS for ELs	K-12	Speaking-Listening- Reading-Writing	January 12 - February 13
Alabama Alternate ACAP	3-12	Required for subjects specified in student IEP	March 2 – April 3

PSAT

The PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) is a preliminary version of the SAT. In addition to helping students prepare for the SAT or ACT, a strong score on the PSAT can qualify students for National Merit Scholarships and other academic awards. Saraland High School is scheduled to administer the PSAT on October 28, 2025, to 10th grade students enrolled in Honors, AP, or DE courses, and to 11th grade

students who previously earned PSAT composite score at or above the 80th percentile. Students with questions or who are interested in taking this test should contact a high school counselor.

ACT NATIONAL TESTING SCHEDULE

In addition to the March administration for 10th- and 11th-grade students, the ACT is offered on various national test dates throughout the year for a fee. The exam is administered during a four-hour morning session. Students who register for the ACT with Writing will have an additional forty (40) minutes of testing time.

Students may register online, review sample test questions, and find more information about the ACT at www.act.org. Saraland High School will serve as a testing site on the dates listed below. For more information, students should contact the Guidance Department.

Note: ACT online preparation resources are available for high school students. Login information is provided by the school. Contact Mrs. Kelli Skidmore, Instructional Partner, at 251.602.8970 or kskidmore@saralandboe.org for more information.

ACT National Saturday Test Date(s)	Registration Deadline	Late Fee Required
September 6	August 1	August 19
October 18	September 12	September 30
December 13	November 7	November 24
February 14	January 9	January 23
April 11	March 6	March 24

COLLEGE BOARD AP EXAMINATION SCHEDULE (HIGH SCHOOL)

Advanced Placement (AP) curriculum consists of rigorous high school courses designed to mirror undergraduate college-level coursework. At the end of an AP course, students take the corresponding AP exam. A qualifying score on the exam can earn a student college credit and/or advanced placement in college, depending on the policies of the college or university they attend.

Advanced Placement Subject	Exam Date	Exam Time
Monday, May 4, 2026	Biology	8:00
Monday, May 4, 2026	Macroeconomics	noon
Tuesday, May 5, 2026	Chemistry	8:00
Tuesday, May 5, 2026	US Government and Politics	noon
Tuesday, May 12, 2026	Psychology	noon
Wednesday, May 6, 2026	English Literature and Composition	8:00
Wednesday, May 6, 2026	Physics 1: Algebra-Based	noon
Thursday, May 7, 2026	World History: Modern	8:00
Friday, May 8, 2026	United States History	8:00
Monday, May 11, 2026	Calculus AB	8:00
Wednesday, May 13, 2026	English Language and Composition	8:00
Thursday, May 14, 2026	Art History	8:00

Saraland City School System
Harassment Complaint Form

School System: _____ School Name: _____

Student Name: _____ ID#: _____

Grade: _____

INFRACTION REPORTED BY: _____ STUDENT ____ PARENT/GUARDIAN			
Date of Incident		*Time*	
Specific Location of Incident			
DESCRIPTION			
OTHER INFORMATION			

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

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

b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.

d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Student _____ *Date* _____

OR

Parent/Guardian _____ *Date* _____

ACADEMIC CALENDARS

Saraland City Schools
2025-2026 School Calendar
Board Approved February 4, 2025

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

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31						

17

September 2025

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21

October 2025

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22

November 2025

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14

December 2025

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28	29	30	31			

15

January 2026

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19

February 2026

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15

March 2026

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29	30	31				

22

April 2026

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17

May 2026

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16

June 2026

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Teacher Work/PD Day — **Student Day**
Holiday — **End of Quarter**

Teachers (187 Days)
First Day August 4, 2025
Last Day May 26, 2026

Students (178 Days)
First Day August 7, 2025
Last Day May 22, 2026

11am Dismissal December 19, 2025
11am Dismissal March 13, 2026
11am Dismissal May 22, 2026

Learn at Home Day November 10, 2025 (Mid-Year Parent Conferences)

Holidays

Labor Day	September 1, 2025
Veterans Day	November 11, 2025
Thanksgiving	November 24-28, 2025
Christmas	December 23 – January 1, 2026
MLK	January 19, 2026
Mardi Gras	February 16-18, 2026
Spring Break	April 13-17, 2026
Memorial Day	May 25, 2026

Teacher Work/PD Days (NO CLASSES FOR STUDENTS)

Institute Day	August 4, 2025
Work/PD Day	August 4-6, 2025
Work/PD Day	October 10, 2025
Work/PD Day	December 22, 2025 (FLEX)
Work/PD Day	January 2, 2026
Work/PD Day	February 19-20, 2026
Work/PD Day	March 13, 2026 (half day)
Work/PD Day	May 26, 2026 (FLEX)

Saraland High School Graduation
May 21, 2026

Quarter Dates
End of 1st Quarter – 45 days Thursday, October 9, 2025
End of 2nd Quarter – 44 days Friday, December 19, 2025
1st Term 89 days

End of 3rd Quarter – 44 days Friday, March 13, 2026
End of 4th Quarter – 45 days Friday, May 22, 2026
2nd Term 89 days

Progress Report Dates
Wednesday, September 10, 2025
Wednesday, November 12, 2025
Wednesday, February 4, 2026
Wednesday, April 22, 2026

Report Card Distribution Dates
Wednesday, October 15, 2025
Wednesday, January 7, 2026
Wednesday, March 18, 2026
Friday, May 22, 2026

Inclement Weather Day
February 20, 2026

Saraland City Schools
2026-2027 School Calendar
Board Approved June 5, 2025

July 2026

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August 2026

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18

September 2026

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21

October 2026

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21

November 2026

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December 2026

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27	28	29	30	31		

13

January 2027

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February 2027

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March 2027

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22

April 2027

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May 2027

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19

June 2027

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20	21	22	23	24	25	26
27	28	29	30			

Teacher Work/PD Day — **Student Day**
Holiday — **End of Quarter**

Teachers (187 Days)

First Day	August 3, 2026
Last Day	May 28, 2027

Students (178 Days)

First Day	August 6, 2026
Last Day	May 27, 2027
11am Dismissal	October 26, 2026 (PARENT CONFERENCE)
11am Dismissal	December 17, 2026
11am Dismissal	May 27, 2027

Holidays

Labor Day	September 7, 2026
Veterans Day	November 11, 2026
Thanksgiving	November 23-27, 2026
Christmas	December 21 – January 1, 2027
MLK	January 18, 2027
Mardi Gras	February 8-12, 2027
Spring Break	April 12-16, 2027

Teacher Work/PD Days (NO CLASSES FOR STUDENTS)

Institute Day	August 3, 2026
Work/PD Day	August 4-5, 2026
Work/PD Day	October 12, 2026
Work/PD Day	December 18, 2026 (FLEX)
Work/PD Day	January 4-5, 2027
Work/PD Day	March 12, 2027
Work/PD Day	May 28, 2027

Saraland High School Graduation
May 27, 2027

Quarter Dates

End of 1st Quarter – 46 days	Friday, October 9, 2026
End of 2nd Quarter – 42 days	Thursday, December 17, 2026
1st Term 88 days	
End of 3rd Quarter – 41 days	Thursday, March 11, 2027
End of 4th Quarter – 49 days	Thursday, May 27, 2027
2nd Term 90 days	

Progress Report Dates
Thursday, September 10, 2026
Thursday, November 12, 2026
Thursday, February 4, 2027
Thursday, April 22, 2027

Report Card Distribution Dates
Thursday, October 15, 2026
Thursday, January 14, 2027
Thursday, March 18, 2027
Friday, May 28, 2027

Inclement Weather Day
March 12, 2027

RECEIPT OF ACKNOWLEDGEMENT

SARALAND CITY SCHOOLS
STUDENT-PARENT HANDBOOK

Saraland City Schools requires each student and their parent/guardian receive a copy of the Student-Parent Handbook. Important policies contained in this handbook include the Student Code of Conduct and the Student Internet Safety & Acceptable Use of Computer Technology Policy.

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

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

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

**Students registered online will sign acknowledgement digitally.*

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