

# ALBERTVILLE

CITY SCHOOLS



**Student and Parent  
Information Handbook**



# ALBERTVILLE

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# PRIMARY SCHOOL

Dear APS Family,

On behalf of the faculty and staff of APS, I would like to take this opportunity to welcome each of you to our school. We look forward to partnering with you to ensure your child has a GREAT year. Our staff is eager to begin a new year with a great group of first and second-grade students. We work daily to reach our vision: "At ACS, we are committed to **expanding opportunities** for ALL students in a **safe and nurturing environment** that **fosters innovation, rigor, and excellence** throughout our school system."

APS is committed to providing every student with a memorable experience in the classroom while producing rigorous content and meaningful learning. Our administration, faculty, and staff are committed to shaping your child into a lifelong learner; that goal begins in Pre-K and continues to graduation. Our teachers and staff will provide a scientifically researched curriculum and utilize multisensory teaching strategies to give each student, regardless of ability, the opportunity to master academic competencies. We will seek to instill respect, responsibility, and readiness in every child and promote a positive attitude toward learning at all times.

We welcome your involvement, input, and interest in all the programs offered in our school. Albertville Primary School understands that students perform better when their parents or caregivers are actively involved in their education; thus, we must ensure that each school creates a climate that makes parents comfortable and gives them meaningful opportunities to participate and support their children. We will work to make APS an inviting and collaborative place for you, your students, and our staff.

If I can be of any assistance, please contact me. We partner with you and your child to make this year a rewarding and exciting school year!

Sincerely,

*Cynthia McCain, Ed.S.*

Cynthia McCain, Ed.s.  
Principal

**The Albertville Advantage: A Superior Education- Today- Tomorrow- Together**

Albertville Primary School  
1100 Horton Road  
Albertville, AL 35950  
(256) 878-6611

**ALBERTVILLE PRIMARY SCHOOL STUDENT HANDBOOK**

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**CONTACT INFORMATION**

**Albertville Primary School**

1100 Horton Rd  
Albertville, AL 35950

Phone: 256-878-6611

Fax: 256-891-6390

<b>Name</b>	<b>Position</b>	<b>Phone Number</b>
Cynthia McCain	Principal	256-878-6611
Ansley Cash	Assistant Principal	256-878-6611
Cindi Rainey	Counselor	256-878-6611
Gina Reeves	Counselor	256-878-6611
Amanda Wills	Lunchroom Manager	256-878-6611

**ACS Mission Statement**

The Albertville Advantage: A Superior Education-  
Today Tomorrow- Together

**APS Mission Statement**

The mission of Albertville Primary School is to  
provide an excellent education through **G.R.E.A.T.**  
expectations.

**Growth Respect Everyone Achievement  
Teamwork**

## ACS Vision Statement

"At ACS, we are committed to **expanding opportunities** for ALL students in a **safe and nurturing environment** that **fosters innovation, rigor, and excellence** throughout our school system."

## APS Vision Statement

Educating Together for a Better Tomorrow

## APS Continuous Improvement Plan Objectives

- **Expanding Opportunities:** The teachers will expand student opportunities by using various technology resources, improving student engagement, and participating in ongoing PD.
- **F.I.R.E.:** Provide ALL students with daily learning targets and objectives that **FOSTER INNOVATION, RIGOR, and EXCELLENCE** through student engagement & strategies.
- **Safe and Nurturing Climate:** Faculty, staff, and parents are encouraged to become educational partners to help promote a nurturing, safe, positive school culture for all students.

### MASTER SCHEDULE

Students receive daily, explicit instruction in English Language Arts, Math, Science, and Social Studies. They also participate in 30 minutes of daily Physical Education. Each student will participate in specials, including Art, Music, Library, and Whole-Group Counseling.

We will also follow the [Alberville City Schools Curriculum Guide](#).

### First Day of School

August 12th is the first day of school. Please see the calendar for other important dates.

Please return the signature paperwork given to you by your child's teacher on your child's first day of school. APS Student Handbook- The student handbook includes the Student Compact, Parent Involvement Plan, Discipline Compact, and Technology Agreement should be returned.

Beginning day one, we ask that all students walk into the building independently without a parent so that we can start implementing our school procedures immediately. Please do not park and walk your child in; we will have faculty and staff direct students where to go. All car riders are expected to use the line for drop-off and pick-up. Thank you in advance for your cooperation with this.

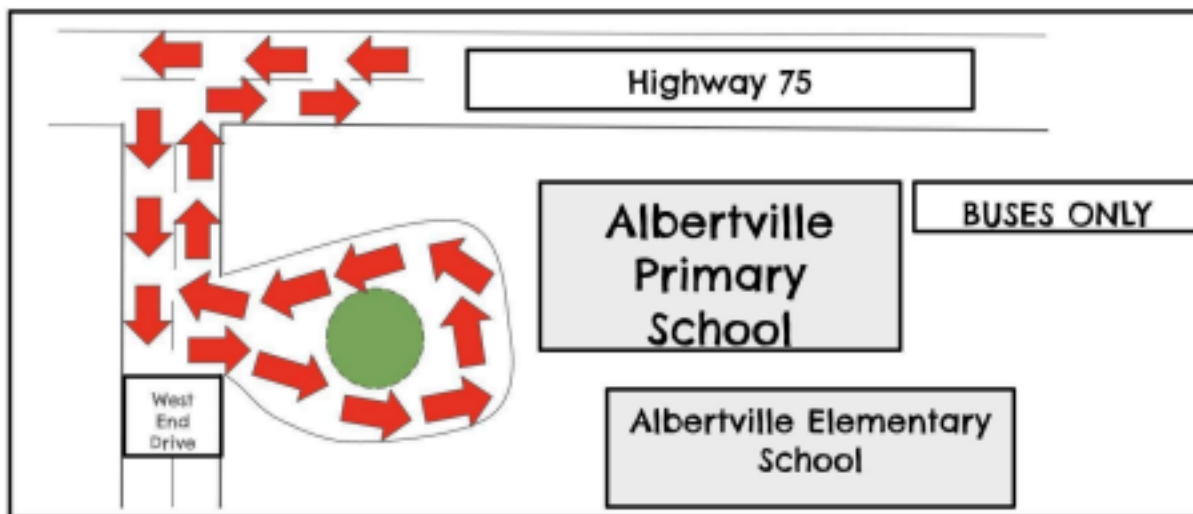
### Morning arrival:

- Doors open at 7:00 a.m.
- Car line starts at 7:00. Car riders should be dropped off in the morning car line. Do NOT drop off students at the front of the school. That area is for buses only.
- Students must arrive between 7:00 a.m. and 7:35 a.m.
- Upon arrival, students will report to the lunchroom for breakfast or their classroom if they do not want to eat breakfast.
- Faculty and staff will be available to ensure students find their classrooms.
- If your child arrives after 7:35 a.m., they are considered **tardy**, and you must bring your child inside and sign them in.

### Morning Car Line Procedures:

- Morning car line occurs at the SIDE of the school on the AES side.
- Observe and obey all signs.
- Pull over to the yellow line by the curb and all the way down to the last employee on duty. ● Students must exit on the right side of the car, with no exceptions. Please adjust car seats as needed so students can exit on the curbside.
- Teachers do not open and close car doors or secure seatbelts for students.
- Only drop off students once a teacher is on duty and they instruct the students to get out of the car.
- Buses drop off in front of APS, so please do not enter that parking lot.

### Morning Car Line Map



### School Dismissal:

- Car riders are dismissed at 2:40
- Bus riders are dismissed at 2:50
- We have school personnel on campus from 7:00 to 3:00, Monday through Friday. Students picked up after 3:00 p.m. will be required to sign out late. We do not have after-school care. **After five late pickups, students will be required to ride the bus. If they are out of the district, they will be withdrawn to the school district where they live.**

### Afternoon Car Line:

- The afternoon car line occurs in **FRONT** of Albertville Primary School.
- Each teacher has an assigned pickup pole under the awning. The pole number is noted on your child's visor tag. ● All students will sit under the assigned number until picked up.
- Every parent **MUST BRING THEIR VISOR TAG** to pick up their child. Please have your blue (1st grade) or green (2nd grade) car tag clearly placed on the dash for the best visibility for teachers to call students' names. ● If you do not have a visor tag, you will be asked to park and go to the office with a valid I.D., which will be verified through our computer system.
- If you are in the middle or outside lane, you must put your vehicle in park, walk to the sidewalk, and present your blue or green pick-up tag to receive your child.
- Teachers do not open and close car doors or secure seatbelts for students.
- Students must enter on the right side of the car closest to the curb.

### Afternoon Buses:

- Buses load in the bus loop on the west side of the building.
- If you have questions regarding the bus, you may reach transportation by calling the bus shop at (256) 891-6320.
- Open food, candy, and drinks are prohibited on the bus.
- Toys and electronic devices should not be taken on the bus.

## Transportation:

- Albertville City School System provides daily free transportation to and from school. Riding an ACS bus is a privilege granted to all students who behave correctly. Inappropriate behavior on the buses compromises student safety and will not be tolerated. School bus disruptions may result in temporary or permanent suspension of bus privileges at ACS.
- Afternoon transportation should only be changed if absolutely necessary and must be done in writing by 11 a.m. **We are unable to accept transportation changes over the phone.**
- Permanent bus changes (changing from one bus to another or to another address) must include a new transportation application completed by a parent. These changes can take up to 1 day to process before the bus change can begin.

## School Check-Out

- Please have your child at school on time daily. Attendance, including late arrivals, absences, and check-outs, is crucial for a successful school year.
- Attendance is posted daily at 7:35 a.m.
- If your child arrives after 7:35 am, a parent or guardian must check in him/her at the office. ● A parent or guardian will check out at the front office. You must have a visor tag or picture identification and be on the child's contact list to check him or her out.
- Any time your child is absent, you must give the school a parent note or doctor's excuse explaining the absence. ● Please note that you have a total of 5 parent notes per semester. If all five are used, a doctor's excuse is required for further absences.
- For any absence, an excuse must be provided within three days of the absence, or it cannot be accepted and will result in an unexcused absence.
- Please refer to the ACS attendance policy for more information.

## Emergency/Safety Information

- In the event of an emergency school closing, an automated phone call will be made, and emails will be sent to contacts on file for our students.
- Emergency drills, including fire, tornado, and lockdown drills, will be performed regularly. School bus evacuation drills will also be conducted during the school year.
- ACS has audiovisual devices in each room for the safety of additional students and staff.
- APS has video surveillance 24 hours a day, seven days a week, to provide and maintain a safe environment for students, staff, and visitors. This is for your students' protection and safety.
- APS also has a full-time School Resource Officer who maintains safety protocols daily.

## Visitors

- Visitors must have a picture ID or their child's visor tag. This is essential for entrance into the building, check-out, and pick-up.
- Volunteers are welcome and encouraged at APS. We welcome your partnership and appreciate your help. All volunteer services should be scheduled and planned with a faculty member and the front office staff before your school visit.

## Communication

- Please check your child's folder/backpack daily.
- Your child's teacher is always your first point of contact for communication.
- Conferences can be scheduled by sending a note in your child's folder, emailing your child's teacher, or contacting the school at (256)878-6611.
- We ask that you check our school website for school information at <https://aps.albertk12.org/> ● We also post on our school Facebook page but cannot monitor questions or Facebook Messenger, so please do not post questions there.
- We will also utilize School Messenger for announcements. This is an automated call to all contacts in our school computer system.

- In the event of school closure, early dismissal, or weather delay, local radio and television will announce updates for Albertville City Schools. Please do not confuse this with information regarding Marshall County Schools, which is not part of our school system.

## Money

- Please consider using e-funds for all purchases except snack items.
- Snacks are cash only. All money should be sent in an envelope marked with your child's name, teacher's name, amount, and what the money is designated for (field trip, T-shirt, snack, etc.).

## Birthday Celebrations

- We recognize students' birthdays in the classroom and on morning announcements to celebrate their special day. The front office gives each student a birthday pencil.
- We do not have birthday parties in classrooms, but you may send one pre-packaged, store-bought treat (single cupcakes, donuts, fruit snacks, etc.) to share with the class on your child's birthday if you would like. This must be communicated with your child's teacher in advance. The student's teacher will tell the main office. These must be brought to school during snack time or recess to avoid interrupting academic lessons. A maximum of 2 visitors must maintain a 20-minute window during the special snack time.
- Please refrain from bringing balloons or flowers to the school for students. We do not allow flowers, balloons, or gifts during the school day. Please be mindful that many students have food allergies and home-baked food items are not allowed to be shared with other students.

## Academic Progress Report

- A grade is a symbolic manner of communicating your child's achievement, performance, ability, and progress. ● Grades will be recorded in Powerschool weekly. This allows our counselors, administrators, and parents to check students' up-to-date progress.
- Parents can obtain a login through the school and check current grades. [PowerSchool Home Portal](#)
- The teacher will communicate with parents or guardians regarding academic progress.
- Report cards and progress reports will be sent home at regular intervals. Report cards will be sent every nine weeks, while progress reports will be sent in the middle of the nine weeks.
- Grades dictate the promotion or retention of grades based on a pass-or-fail cumulative grade at the end of the school year.

## School Supplies

- Each grade has a detailed supply list. These are sent home with the teachers' letters.
- APS has a lost and found area where all articles found are turned into the office. The owner can come and claim the article based on identification. The school is not responsible for lost clothing, toys, or other items.

## Health and Counseling

ACS employs School Health Nurses to provide health services for APS students. Individual school healthcare plans are developed and maintained for all students with medical needs. Health screenings, including vision, hearing, and scoliosis, are done routinely on all students at various times. These will also be provided for any student individually as requested by a parent, student, or teacher. School nurses liaise between the school and the community to offer agency referrals, health education, and medical information.

- Do not send medication of any kind (over-the-counter or prescription) in a child's backpack. ● Any medication given daily during school hours must have a completed medication form on file with the school nurse.
- A parent must deliver medication to the school nurse. A parent may come to the office and administer medication to their child.
- The school nurse can only administer medication prescribed by a doctor with the dosage directions clearly on the label or over-the-counter medication unopened in the original container/package.

- Classroom teachers do not administer medication in the classroom.

APS is committed to offering a comprehensive whole-group developmental guidance program for all grades K-12. This counseling program will consist of purposeful, proactive, and reactive activities. Each student will be given the opportunity to learn the essential skills that will assist them in attaining their maximum potential in personal, social, and educational areas.

- Mental Health resources are available through our counselors or the Aggie Advocacy Center. Please refer to the [Aggie Advocacy Center's mental health services page](#).

Albertville City Schools' Child Nutrition Program works alongside our schools to provide our students with excellent experiences while in our care. Our cafeteria staff believes that students who are well-fed are ready to learn; therefore, it is our responsibility to provide all students with high-quality, nutritious and appealing meals each time they come through our cafeterias.

All students enrolled in Albertville City Schools will receive healthy breakfast and lunches at no charge regardless of income status for the 2023-2024 school year.

#### **Community Eligibility Program**

Community Eligibility Provision, or CEP for short, is a federal program that allows schools in high poverty areas to offer breakfast and lunch at no charge to all students. Participation in CEP does not require families to complete an application in order to receive the benefit of free meals. Enrollment in Albertville City Schools is the only student requirement. This allows our schools to focus on providing healthy meals to help students learn and thrive.

CEP increases school meal participation by removing the stigmas that are typically associated with having to pay for lunch and possibly not having the funds to do so that day. It also maximizes the federal reimbursement to schools with the highest rates of attending students living in low-income households.

Students will continue to have the option to purchase a la carte items in our lunchrooms. A detailed and updated list, including pricing of a la carte items is available in each lunchroom and school office. Parents with preferences regarding a la carte purchases are encouraged to contact their child's cafeteria manager.

#### **Lunch Prices**

Staff: \$3.25-Breakfast, \$4.75-Lunch

Visitors:\$3.50-Breakfast, \$5.00-Lunch

Students: Meals will be served at no cost during the 25-26 school year under the Community Eligibility Provision, **“a la carte” items will be at an additional cost.**

#### **Linq Connect**

**Linq Connect** will be available for ACS parents to use so they can load money onto student accounts and set payment reminders, view transaction history, and set spending limits for their child. You will be able to link all your children together on one page. All you need are their names and birthdates to get started!

#### **Breakfast:**

- Breakfast is served daily in the APS cafeteria until 7:35am.
- Breakfast is free for all students.

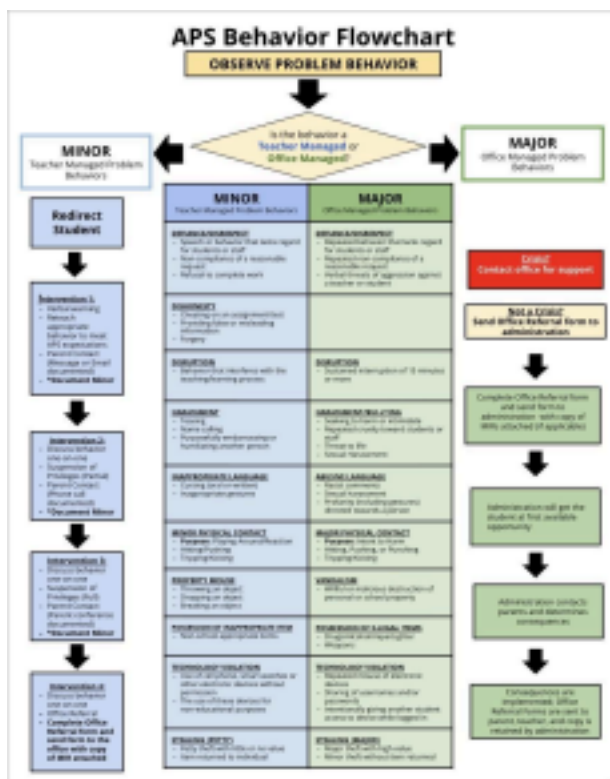
#### **Snack:**

- Students may purchase a snack and water for \$1.00 daily.
- Individual snacks or bottled water can be purchased for \$0.50 each
- Students also have the option to bring a snack/water from home.
- Please do not send soft drinks or candy for snack time.
- You are responsible for providing snacks or snack money, as the school does not provide this for students.

#### **Lunch:**

- Lunch will be served daily in the cafeteria.
- Lunch is free for all students.
- Parents may visit and eat lunch with students, but please plan with your child's teacher to ensure you have the correct time and nothing has changed with our school schedule for that particular day.
- Please refrain from bringing in food from fast food restaurants for students.
- Follow our school FB page as well as the Aggie Nutrition - Albertville City Schools CNP FB page for monthly menus.

**STUDENT CODE OF CONDUCT**  
**Be respectful. Be responsible. Be ready.**



The following section provides the disciplinary offenses and potential consequences of students for behavior that occurs on Albertville City Schools (ACS) property; on ACS transportation; during school- sponsored activities, including, but not limited to distance learning, field trips, athletic functions, and similar activities; and if appropriate, any other area as permitted by Alabama Statutes and/or State Board of Education Rules.

Student disciplinary offenses and the responses to them are divided into four levels. Each level represents progressively more serious offenses and responses to them become progressively more severe. Some offenses require consultation with law enforcement if the offense is deemed to be a violation of state or federal laws.

ACS promotes a safe and supportive learning environment in schools, to protect students and staff from conduct that poses a serious threat to school safety. School based administrators shall provide consistent school-based discipline, where appropriate, and authorized by policy and this code. In addition, a good faith effort shall be made by the principal or designee to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct as defined by the Board and this code.

Beginning the 25-26 School Year Albertville City Schools will be following the Alabama state law known as the Focus Act (please see below for the law and ACS Policy mandated by Alabama Focus Act).

**Alabama Focus Act (§ 16-6K and § 16-40-13 Ala. Code 1975)**

**Albertville City School District-Wide Wireless Communication Device Policy 6.19**

- A. No student may possess a wireless communication device in any Albertville City Schools building or on the grounds during the instructional day unless the wireless communication device is turned off and stored off their person in a locker, car, or similar storage location, except for circumstances allowable by law.
- B. Notwithstanding the prohibition in paragraph (a), a student may use, operate, or possess a wireless communication device in an Albertville City School building or on the grounds during the instructional day in any of the following circumstances:
- The use, operation, or possession is pursuant to the student's Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan.
  - The use, operation, or possession is for educational or learning purposes under the supervision of local board of education personnel.
  - The use, operation, or possession occurs during an emergency threatening the life or safety of the student or another person.
- C. School officials may read, examine, or inspect the contents of any wireless communication device when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or the rules of the school, including but not limited to the rules stated in the Code of Student Conduct, provided that the nature and extent of such examination shall be reasonably related to the objectives of the search and not excessively intrusive.
- D. Violation of this policy may result in a Class I, Class II, Class III, or Class IV conduct violation as stated in the Albertville City Schools approved Student Code of Conduct Handbook.

**Vape Awareness, Education, and Prevention Policy (2025)**

In pursuance of Alabama Act 2025-403, Albertville City Schools adopts a policy relating to vaping, tobacco products, and alternative nicotine products. The purpose of this policy is to establish a vape awareness, education, and prevention program to prohibit the possession and use of prohibited tobacco, tobacco products, electronic nicotine delivery systems, e-liquids, and alternative nicotine products by students in public K-12 schools.

1. Prohibition: The possession or use of tobacco, tobacco products, or electronic nicotine delivery systems, e-liquids, and alternative nicotine products are prohibited for any student at an Albertville City School, on a school bus, or at any school-sponsored function.

2. Violation: Any student who violates the prohibition contained within this policy shall be subject to graduated consequences, which may include:

- a. Notification of the student's parent or legal guardian shall be made regarding the violation.
- b. Required participation in the Alabama State Board of Education-approved vaping awareness, education, and prevention class.
- c. In-school suspension, out-of-school suspension, or placement in an alternative school.
- d. Referral of the matter to the juvenile court for disposition.
- e. Or, any combination of the provided consequences due to violation of the policy.

3. Complaint procedure: When a complaint is lodged against a student for violating the prohibition, the complaint must be memorialized using the model complaint form (attached). An anonymous report may not be used as the sole basis for imposition of formal disciplinary action. Once a complaint is made against a student for a violation, the complaint form is then forwarded to the principal, assistant principal, or school resource officer for investigation. The complaint form must include all of the following information:

- a. Name of student who has violated the policy.
- b. Date, time, and location of violation.
- c. Description of conduct that violates the policy.
- d. Name(s) of witness(es) to violation of the policy.
- e. Any other pertinent information.

4. Investigation Procedure: Once a principal, assistant principal, or school resource officer receives a complaint of a serious violation, they must then promptly investigate the violation. The principal, assistant principal, or school resource officer must be the individual responsible for the investigation.

5. Response Procedure: If the student has violated the prohibition, the student shall immediately, and without delay, be subject to the graduated consequences. Any consequences shall conform to applicable disability, anti-discrimination, education laws, and school discipline policies. Additionally, a copy of the complaint form and the disposition shall be placed in the student's permanent record.

## STATEMENT OF JURISDICTION

A school district may impose discipline on students for offenses committed off-campus if the conduct in question has a sufficient connection to the school or educational environment. This may include conduct that occurs at a school-sponsored event or activity or conduct that creates a substantial disruption to the school environment or the education of other students.

It is important to note that while a school district may have jurisdiction to impose discipline for certain off-campus conduct, it may also be subject to limitations imposed by state and federal law, including the First Amendment and the Due Process Clause of the Fourteenth Amendment. In all cases, the school district should carefully weigh the need for discipline against the rights of the student and the potential consequences of the discipline.

## STUDENT DISCIPLINE INVESTIGATIONS

ACS is responsible for investigating all allegations of student misconduct within its jurisdiction using the preponderance of the evidence legal standard. Therefore, ACS employees are authorized to interview students and obtain witness statements from students involved in offenses of the Code. However, any student may refuse to participate in an investigation. It is important to note that if the behavior is believed to be criminal and a violation of Alabama Statutes, the school resource officer, or law enforcement officer, if the school resource officer is not available, may participate in the investigation.

Parents/guardians may request their student not participate in student discipline investigations without authorization from the parent/guardian by submitting the request, in writing, to the school administration. Refusal to participate in the investigation does not prohibit ACS from continuing with the investigation and administering an appropriate disciplinary consequence. In addition, refusal does not prohibit the school resource officer, or law enforcement officer, from continuing the criminal investigation and imposing criminal penalties if warranted.

If the discipline investigation is conducted due to allegations of a threat or threatening behavior, the investigation will be submitted to the Superintendent or Superintendent designee(s).

In accordance with the Alabama State Compulsory Attendance Law, the Albertville City Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as a Class IV offense. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted. Any student who has been determined eligible for special education may be expelled, but all procedural safeguards must be adhered to as set forth in the Individuals with Disabilities Education Improvement Act

of 2004 and as outlined in the Albertville City Board of Education Policy Manual.

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

**Definitions**

**REGULAR SCHOOL ENVIRONMENT**

Any learning environment provided by the school system including in school suspension and virtual school.

**EXPULSION**

The exclusion of a student from his or her regular school environment for more than 90, and less than 180, school days for disciplinary purposes.

**LONG-TERM ALTERNATIVE SCHOOL PLACEMENT**

The placement of a student in alternative school for more than 15 school days for disciplinary purposes per incidence.

**LONG-TERM SUSPENSION**

The exclusion of a student from his or her regular school environment for more than 10, and less than 90, school days for disciplinary purposes per incidence.

If a student is suspended pending an expulsion, long-term alternative placement, or long-term suspension, the school will follow the suspension policy and procedure, and on the Suspension Notice Form will identify that the suspension is pending a discipline hearing.

When a student's misbehavior warrants a Level IV Response, the principal immediately must notify the Student Services Director and, if the student has a disability, the Special Education Director. If a suspected controlled substance is involved, the Albertville Police Department must be notified.

The Superintendent may recommend that a student be expelled, serve a long term alternative school placement, or a long term suspension without prior recommendation from the principal. In such cases, the Superintendent will follow the Principal-Initiated Expulsion, Long-term Alternative Placement or Long Term Suspension procedures below.

The principal/designee will review the allegations and evidence against a student, advise the student of the reason(s), and allow the student to tell what occurred. After doing so, the principal/designee is responsible initially for determining that the behavior warrants an expulsion, long-term alternative school placement, or a long-term suspension and following the Student Due Process Law as described below.

Following an alleged student disciplinary incident or infraction, the principal, or his or her designee, may consider all of the following factors before recommending or initiating disciplinary action against a student: the age of the student, the disciplinary history of the student, the seriousness of the violation or behavior, and/or whether a lesser intervention would appropriately address the behavior of the student.

Following an alleged violation of the code of student conduct or an alleged violation of state law that results in a recommendation for the long-term alternative school placement, long-term suspension, or expulsion of a student, the local board of education, at a minimum, shall ensure that all of the following procedures are followed:

(1) The student is afforded an opportunity for a disciplinary hearing before the local board of education, or a designee of the local board of education, to determine whether the alleged violation has occurred.

(2) The student, and his or her parent or guardian, receive reasonable written notice of the disciplinary hearing, delivered to them personally or by mail. If the written notice is not responded to by a parent or guardian, the hearing shall be waived. The notice shall include:

- a. A statement of the time, place, and nature of the hearing;
- b. A short and plain statement detailing the alleged conduct, the provision of the code of student conduct or state law allegedly violated, and any recommended discipline;
- c. A statement outlining the rights of the student at the hearing; and
- d. An optional waiver of the disciplinary hearing indicating the parent or guardian's assent to the alleged violation or violations and to the recommended discipline.

(3) If the notice has been responded to by a parent or guardian, the disciplinary hearing shall occur within 10 school days after the initial suspension from school, unless good cause is otherwise shown or upon agreement of the parties.

(4) The student may be represented at the hearing by legal counsel or another advocate of the student's choice at the student's expense.

(5) At least five days before the hearing, the student, parent or guardian, and legal counsel or advocate of the student may review any audio or video recording of the incident and, consistent with federal and state student records laws and regulations, any records, documents, or other information that may be presented as evidence at the hearing, including written statements made by witnesses related to the alleged incident leading to the suspension or expulsion.

(6) Representatives from the school seeking the proposed disciplinary action shall offer evidence at the hearing that the student violated the code of student conduct or state law.

(7) The student, parent or guardian, or legal counsel or advocate may present a defense, question adverse witnesses who are present at the hearing and offering testimony, excluding students under 14 years of age, and offer evidence, including oral testimony from supporting witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. The anonymity of witnesses shall be protected. Witnesses shall not be compelled to attend and/or testify in hearings.

(8) Each party to the hearing, upon request, shall receive an electronic or written record of the hearing from the local board of education.

(9) The student and parent or guardian of the student shall receive a written decision from the local board of education, or its designee, within five school days after the hearing. The written decision shall include, but not be limited to, all of the following information:

- a. The basis for the decision, including a reference to the provision of the code of student conduct or state law that the student is accused of violating.
- b. A statement detailing the information that shall be included in the official record of the student.

c. A statement detailing the right of the student to appeal the decision pursuant to the code of student conduct of the local board of education, Section 12-15-115, and notice of the procedures necessary to file an appeal.

1. If the decision to recommend expulsion, long term alternative placement, or long term suspension is made by the Disciplinary Committee and is upheld by the Superintendent, the parent/guardian shall be notified by letter of the time and place of a hearing before the Albertville City Board of Education. The student shall remain under suspension until the hearing is held. This notice shall be given a minimum of five calendar days before the hearing is held.
2. If a student with disabilities is alleged to have committed an offense under the Student Code of Conduct, the hearing panel determines the guilt or innocence only. The decision regarding an appropriate placement is determined by the IEP Committee.
3. The following persons shall be notified of the committee decision:
  - a. The student's parent or guardian by certified mail or at the time proceeding hearing.
  - b. The Student Services Department.
  - c. The Principal.
  - d. The Special Education Services Department (for students with disabilities) and
  - e. The Superintendent.
4. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing.
5. The written record of the hearing shall be kept for two (2) years.
6. Failure of the parent/guardian and/or student to attend shall not nullify the process.
7. The Superintendent will review all testimony, facts, and accounts provided by the Committee and Student. The determination will then be sent through certified mail to the parent or guardian and committee notified.

## **DISTRICT APPEAL PROCESS**

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If the student's parent or legal guardian is dissatisfied with the decision of the hearing panel in cases in which the hearing panel upholds the recommendation for expulsion, long term alternative placement, or long term suspension, the parent may file an appeal by using the following procedures:

1. The student's parent must mail or deliver a written request for an appeal to the Superintendent. 2. The written request for an appeal must be postmarked or hand delivered on a date no more than ten (10) calendar days after
  - a. the postmarked date of the written notification of the hearing panel's decision, or
  - b. date of hand delivery of the written notification of the hearing panel's decision, or
  - c. if the above are not able to occur, then verbal notification of the hearing panel's decision. If the written request for an appeal is not made on time, the hearing decision will be final.
3. The Superintendent, upon receipt of a timely filed written request for an appeal, will request the documented evidence of the case including the findings, conclusions, disposition, and audio recording if used. 4. The Superintendent or designee shall review the case based on the record. No new evidence shall be admissible. 5. After receipt of the appeal, the Superintendent will make a written decision to adopt, modify, or disapprove all or any part of the hearing panel's findings, conclusions, or disposition.
6. A copy of the Superintendent's decision shall be sent to the following persons:
  - a. The student's parent (by certified mail).
  - b. The Student Services Department.
  - c. The Principal.
  - d. The Special Education Department (for students with disabilities).
  - e. The Superintendent's Office.
7. If the parent is dissatisfied with the Superintendent's decision to uphold the recommendation for expulsion, long term alternative placement, or long term suspension the parent may file an appeal to the Board of Education

using procedures described below.

If after the hearing before the hearing panel and an appeal to the Superintendent, a parent is dissatisfied with the Superintendent's decision for expulsion, long term alternative placement, or long term suspension the parent may file an appeal to the Board of Education using the following procedure:

1. The student's parent must mail or deliver a written request for an appeal to the Albertville City Board Secretary.
2. The written request for an appeal must be addressed to and mailed or given to the Board of Education, with a copy to the Superintendent.
3. The written request for an appeal must be postmarked or hand delivered on a date no more than **ten (10) calendar days** after the postmarked date or date of hand delivery of the written notification of the Superintendent's decision. **If the written request for an appeal is not made on time, the Superintendent's decision will be final.**
4. Upon receipt of a timely filed written request for an appeal, the Board shall set a hearing date. To comply with applicable student privacy laws, the hearings will be closed to the public.
5. The student's parent must give the Board notice, at least 48 hours prior to the hearing, of the decision to have an attorney. Failure to do so may result in the rescheduling of the appeal hearing, and, if the student's parent fails to provide notice after a hearing has been rescheduled, the Board may deny the participation of the attorney in the hearing.
6. At the scheduled hearing, the Board will use the following procedures:
  - a. A representative of the Superintendent, school, and/or counsel for the Board will present to the Board the information supporting the recommendation for expulsion and may examine any witnesses provided by the student or his or her counsel.
  - b. The student, or his or her counsel, will be entitled to present evidence in support of his or her position and to examine any witnesses presented at the hearing.
  - c. The student, or his or her counsel, may make other arguments in support of their position.
  - d. At the conclusion of the evidentiary presentation, the Board may deliberate in executive session prior to voting whether to uphold the recommendation for expulsion.
7. The Board shall render a decision based upon the evidence presented.
8. The following persons shall be notified of the Board's decision:
  - a. The student's parent/guardian (by certified mail).
  - b. The Principal.
  - c. The Student Services Department.
  - d. The Superintendent and
  - e. If applicable, the Special Education Department.

If a student is found to have committed the behavior warranting an expulsion, the length of the student's expulsion may be for any length of time up to the end of the current school year or up to 180 school days per incident. The Superintendent shall, by letter, notify the parent/guardian of the Albertville City Board of Education's decision within ten days after it is made.

If a student is assigned to alternative school in lieu of expulsion, the student must begin attending the alternative school within 7 days of being assigned to alternative school. Failure to do so will result in the student being expelled. While attending alternative school, the Board will count only those days the student attends the alternative school. If a student is placed in alternative school, the student must attend for the number of days assigned; however, the alternative school may create a plan for the student, the successful completion of which, will allow the student to complete his or her assignment early.

When a student returns to school after expulsion, the re-admission must be preceded by a conference with the principal

or his/her designee during which the student is given a readmission slip to return to class.

## SCHOOL LEVEL DISCIPLINARY APPEAL PROCESS

A student assigned to the alternative program by the Disciplinary Review Committee may appeal by providing written notice to the Superintendent within three (3) school days of the disciplinary action. The written notice must state the reason for the appeal and propose a resolution. A hearing will then be scheduled with the Superintendent or his/her designee. If the parent or legal aged student is not satisfied with the decision of the Superintendent or his/her designee, the decision may be appealed to the Board of Education by submitting written notice to the Superintendent within three (3) school days of the Superintendent's or his/her designee's decision. Again, the written notice must state the reason for the appeal and propose a resolution. A hearing will then be held with the Board of Education. The decision of the Board will be final and cannot be appealed further. There is no appeal from a Board placement in the alternative program.

A student that has multiple Code of Conduct violations can be assigned Alternative Placement at the discretion of the school Principal for no more than a period of 15 days total within a single school year. The conditions for appeal also apply for Principal level placement.

The following conditions are applicable to the appeal of any disciplinary action:

- At each level of appeal, the parent must provide written notice stating the reason[s] for the appeal and a proposed resolution.
- The initial disciplinary action will not be stayed or delayed while the appeal is pending.
- No issue or evidence may be presented on appeal that was not presented at the time of the initial disciplinary decision, unless it could not have been discovered, through reasonable inquiry, at that time.
- At each level of appeal, the judgment of the person/body hearing the appeal can be substituted for the underlying decision. For example, the appellate decision may void the initial disciplinary action, affirm it without change, enter a less severe sanction, or enter a more severe sanction, including expulsion.

## DISCIPLINE RESPONSE CODES

Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation.

The ACS employee involved should intervene in the misconduct. If further action is necessary, the employee should refer the student to the school administrator for disciplinary action. After hearing the student's explanation, consulting with staff members and other students, and doing any other investigation necessary, the administrator will decide on disciplinary action. Suspension is not an available disciplinary response for Level I violations.

### Level I Offenses

1. **Cheating-** Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.
2. **Disruptive Conduct-** Conduct or behavior that interferes with or disrupts the orderly process of the

teaching/learning process, school environment, a school function, or extracurricular/co curricular activity. 3.

**Disrespect-** Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration towards a student, ACS employee, volunteer, or contracted personnel. This offense may include, but is not limited to, speech or behavior that is insulting or rude.

4. **Dress Code-** Non-conformity to established dress code.

5. **False and/or Misleading Information-** Intentionally providing false or misleading information to an ACS employee, contracted personnel, or volunteer.

6. **Profane, Obscene, or Abusive Language/Materials-** The use of either oral or written language, or gestures, which are disrespectful or socially unacceptable and are not directed at another person. This section does not include threatening or intimidating language.

7. **Wireless Communication Device Violation-** The violation of Alabama Focus Act, and may include, but is not limited to, cellphones, smartphones, smart watches, MP3 players, iPods, e-readers, tablets, laptops, and other wireless communication devices.

8. **Tardiness-** Repeated late arrival to school.

9. **Unauthorized Absence from School-** A student arrives at school and then leaves campus, has temporary unauthorized absences from class, or fails to attend specific classes.

10. **Unsubstantiated Bullying-** After a complete investigation and follow up of a reported bullying incident, the administrator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jamari Terrell Williams Bullying Prevention Act (Ala. Code § 16-28B-1). This offense is for documentation purposes only and discipline consequences are not given.

11. **Unsubstantiated Harassment-** After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets criteria of a prohibited act under the definition of harassment as listed in the Jamari Terrell Williams Bullying Prevention Act (Ala. Code § 16-28B 1). This offense is for documentation purposes only and discipline consequences are not given.

12. **Forgery (Non-criminal)-** To create or reproduce the signature or document of another for fraudulent purposes. This offense may include, but is not limited to, signing a document with your parent's signature without permission.

13. **Harassment Level I-** Any threatening, insulting, dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that:

1. Places an ACS student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.

2. Has the effect of substantially disrupting the orderly operation of a school.

3. Any course of conduct directed at a specific person that causes substantial emotional distress. This offense may include, but is not limited to, teasing, name calling, gossiping, spreading, or starting rumors, and/or purposefully embarrassing or humiliating another person.

14. **Other Misconduct-** Any other act of misconduct which may interfere with the orderly operation of the classroom, the school program, a school activity, an extracurricular/co-curricular program, or approved transportation and cannot be coded as another Level I offense.

## Level I: Consequences

1. **Counseling and/or direction\***

2. Possible Parent/guardian contact by Administrator or Teacher

3. Verbal reprimand

4. Special work assignment

5. Withdrawal of privileges

6. Detention to include lunch detention

7. In-school suspension

8. Suspension from bus (1-10 days)

9. Confiscation of unauthorized materials, objects, or contraband

10. Assigned seat

11. Supervision plan
12. Guidance referral
13. Schedule change
14. Warning of referral to Level II for multiple Level I Offenses

*\*Mandatory Consequences (Consequences can be single or combination)*

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Level II offenses are more serious acts of misconduct than Level I offenses. Level II includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others.

The misconduct must be reported to the appropriate school administrator for further investigation. After hearing the student's explanation, consulting with staff members and other students, and doing any other investigation necessary, the administrator will follow the procedure designated for Level II violations in investigating the matter and deciding on the progressive disciplinary action.

## Level II: Offenses

1. **Destruction of Property/ Vandalism (under \$100)**- The willful or malicious destruction of school property or the property of others.
2. **Disrespect**- Repeated conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration towards a student, ACS employee, volunteer, or contracted personnel. This offense may include, but is not limited to, inappropriate language directed towards another that is not profane.
3. **Horseplay**- Intentional physical contact or altercation between two or more students such as pushing, shoving, or altercation that stops upon verbal command.
4. **Gambling**- Any unlawful participation in games (or activities) of chance for money and/or other things of value.
5. **Insubordination/Open Defiance**- Verbal or non-verbal refusal to comply with school rules or directions from an ACS employee, contracted personnel, or volunteer without causing a disruption or committing any further acts.
6. **Intimidation/ Threats**- Any direct or indirect threat to do harm to the property of another student, ACS employee, contracted vendor, or ACS volunteer. Or any direct or indirect harm to hit, fight, or beat up another student or a threat to another student's life if the threat to life is vague, said out of anger or frustration, an expression of humor or rhetoric and can be easily resolved. The content of the threat suggests the person is unlikely to carry it out. This section does not include threats made to ACS employees, contracted vendors, or ACS volunteers; these threats are a Level III or IV.
7. **Stealing (Under \$100)**- Taking the property of another without permission of the person.
8. **Unauthorized Publications**- Possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.
9. **Bullying**- A bullying offense includes repeatedly being cruel to other students, ACS employees, volunteers, or contracted personnel, on or off ACS property if it adversely impacts the educational environment at school for students or staff. This offense may include, but is not limited to, repeated teasing, name calling, and/or minor physical contact.
10. **Other Serious Misconduct**- Any other act of misconduct that is more serious, harmful, or is a more disruptive example of any of the offenses described in Level I, which may interfere with the orderly operation of the school, school transportation, or school activity and cannot be coded as another Level II offense.
11. **Gang Related**- The possession, use, or displaying of items associated with gang activity that include, but is not limited to, clothing and accessories, gang related insignias, writings, signs, or symbols that promote gang affiliation and/or involvement.
12. **Harassment Level II**- Any threatening, insulting, dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an ACS student or school employee in reasonable fear or harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's

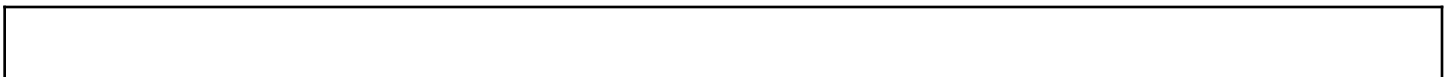
educational performance, opportunities, or benefits, and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. This offense may include, but is not limited to, name calling with profanity, and/or minor physical contact.

13. **Wireless Communication/Electronic Device Violation**- Continued violation of The Alabama Focus Act regarding use of a wireless communication device as outlined in ACS policy, unauthorized access to programs or files not expected or intended for student or ACS network (i.e. gaming); sharing another person's username and password; or intentionally providing access to another person to use the student's device while the student is logged in.
14. **Sexual Harassment**- Any minor slur, innuendo, gesture, or other written or verbal conduct reflecting on an individual's gender which has the purpose of creating an offensive educational environment. This offense may include, but is not limited to, unpleasant distasteful comments, jokes, or gestures that are sexual in nature; however, this does not include acts involving physical contact.
15. **Horseplay**- Any rough uncontrolled play or prank that involves two or more students and there is risk of injury because of the horseplay.
16. **Dress Code**- Non-conformity to the dress code (second and subsequent offenses).

## Level II: Consequences

1. **Counseling and/or direction\***
2. Possible Parent/guardian contact by Administrator or Teacher
3. Special work assignment
4. Detention
5. Guidance referral
6. Confiscation of unauthorized materials
7. In-school suspension
8. Suspension from bus (1-10 days)
9. Suspension from school (1-10 days)
10. Schedule change
11. Temporary removal or participation in extracurricular/co-curricular programs or activities
12. Warning of referral to Level III for multiple Level II Offenses

***\*If consequence results in suspension, Administrator will ensure Parent or Guardian is contacted \*Mandatory Consequences (Consequences can be single or combination)***



Level III offenses are major acts of misconduct that disrupt the orderly operation of the school, school activity, or school transportation that threatens the health, safety, and property of others. Level III offenses may include repeated acts of misconduct from Level II.

The misconduct must be reported right away to the school administrator for further investigation. After hearing the student's explanation, consulting with staff members and other students, and doing any other investigation necessary, the administrator will follow the procedure designated for Level III violations in investigating the matter and deciding on the progressive disciplinary action, which may result in the removal of the student from the school or activity immediately.

## Level III: Offenses

1. **Physical Attack**- An actual and intentional striking of another student against his/her will, without injury. This section does not include injury that is a result of fighting if students are mutual combatants.
2. **Destruction of Property/ Vandalism (Above \$100, but less than \$1,000)**- The willful or malicious destruction of ACS property or

the property of others.

3. **Disrespect**- Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration towards a student, ACS employee, volunteer, or contracted personnel. This offense may include, but is not limited to, language and/or gestures that are abusive and/or profane directed towards another person.
4. **Extortion/Blackmail**- The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth. This offense may include, but is not limited to, threatening to accuse another of a minor offense or crime to obtain lunch money.
5. **Fighting**- When two or more persons mutually participate in the use of force or physical violence that requires: (1) physical intervention; or (2) results in injury requiring first aid or medical attention.  
Note: If a student is unable to leave the area of a pending attack, a student may use self-defense. Self-defense is an action taken that is necessary to protect oneself or others from serious bodily harm. Self-defense may include asking an adult for help, restraining, or blocking the attacker, shielding oneself or others from being hit, or pushing to get away from the attacker. However, retaliating by striking or hitting (i.e. punching, slapping, kicking) a person back, or choosing not to leave after you are able to get away, may be considered as fighting.
6. **Firecrackers/ Fireworks**- Unauthorized possession, sale, or storage of unlit fireworks or firecrackers on ACS property, at a school function, or extracurricular/co-curricular activity.
7. **Gross Insubordination/Open Defiance**- Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order; challenging the authority of an ACS employee, contracted personnel, or volunteer in the presence of others which causes a disruption.
8. **Illegal Organizations**- Establishing or participating in a secret society on ACS property, at a school function, or at an extracurricular activity.
9. **Possession of Contraband Material**- Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will decide to pick up the object from the school, if applicable. At no time shall ACS be responsible for theft, loss or damage to contraband items brought onto its property.
10. **Smoking/Vaping and Other Use of Tobacco/Nicotine Products**- The possession or use of tobacco/vaping nicotine products, or items represented to be of said nature.
11. **Stealing (\$100-\$500)**- The taking of the property of another without the permission of the person.
12. **Trespassing**- To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.
13. **Violation of Curfew**- Breaking of curfew regulations during an extracurricular/co-curricular activity.
14. **Bullying**- The offense must include repeatedly inflicting physical hurt or psychological distress on one or more ACS students, employees, volunteers, or contracted personnel that is severe or pervasive enough to create an intimidating, hostile, or offensive environment, or unreasonably interfere with the individual's school performance or participation, on or off ACS property if it adversely impacts the educational environment at school for students or staff. This offense may include, but is not limited to, repeated name calling with threat, physical contact with minor injury, distribution or sharing of written texts/pictures/video to multiple recipients.
15. **Other Serious Misconduct**- Any other act of misconduct that is more serious, harmful, or is a more disruptive example of any of the offenses described in Level II, which may interfere with the orderly operation of the school, school transportation, or school activity and cannot be coded as another Level III offense. This offense may include, but is not limited to, sexting that is not intended to extend beyond the sender/receiver; body piercing; providing false/misleading information to staff members which causes a disruption to the school, language intended or reasonably calculated to insult and/or incite another person; filming or photographing Code of Conduct violations; sharing in the activation of a fire alarm that was not the result of a willful or malicious act.
16. **Physical Aggression on an Employee or Contracted Personnel**- The willful use of force upon employee or contracted personnel that does not result in bodily injury.
17. **Sexual Harassment**- Any slur, innuendo, gestures, or other written, verbal or physical contact reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment. These acts are sexual in nature and may include, but are not limited to, mooning, sharing/sending/showing images or video that have no bodily exposure but are taken in a private area, and/or minor physical contact that is sexual in nature.
18. **Intimidation/ Threats to a Person**- Repeated Level II threats or any direct or indirect threat to another student's

life if the threat has some details and information obtained suggests that some thought was given to how the threat will be carried out, but there is no clear indication that the student has taken preparatory steps. This section also includes threats of harm or violence towards an ACS employee, contracted vendor or ACS volunteer without any further acts of aggression or where there is no intent to carry out the threat.

19. **Gang Related**- Conduct or behavior that tends to promote gang activity, provoke violence, or seriously disrupt the orderly operation of the school program, any school activity or transportation services, including but not limited to the possession, use or displaying of gang paraphernalia, jewelry, tattoos, clothing, or other insignias and writings that promote gang affiliation/involvement/the use of gang related signs or symbols or any other gang associated behavior.
20. **Harassment Level III**- Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an ACS student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. This offense may include, but is not limited to, name calling with threat, physical contact with minor injury, distribution or sharing of written texts/pictures/video to multiple recipients.
21. **Hazing**- Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. This offense may include, but is not limited to, false imprisonment not resulting in medical attention, verbal or physical behavior resulting in minor injury, or any other act that creates a substantial risk of physical injury.
22. **Wireless Communication/Electronic Device Violation**- The repeated misuse of wireless communication devices as outlined in The Alabama Focus Act and ACS Policy. Unauthorized misuse of electronic devices, which are not educational in nature; the unauthorized modification of software/hardware configuration on an electronic device (i.e. factory reset of district device); unauthorized access to programs and/or files not expected or intended for student use on an electronic device or ACS network. This section does not include images, videos, messages, etc. that can be classified as another offense (i.e. threats, images/videos containing nudity).
23. **Horseplay**- Any rough uncontrolled play or prank that involves two or more students and there is injury because of the horseplay. Any horseplay that results in serious injury where medical attention is needed may result in a Level IV offense.

### **Level III: Consequences**

1. **Parent/guardian contact mandatory\***
2. **Counseling and direction\***
3. Special work assignment
4. Return of property
5. In-school suspension
6. Suspension from bus (1-10 days)
7. Suspension from school (1-10 days)
8. Detention
9. Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities
10. Referral to intervention program
11. Confiscation of unauthorized materials, objects, or contraband
12. Schedule change
13. Guidance referral
14. Warning of referral to Level IV for multiple Level III Offenses

***\*If consequence results in suspension, Administrator will ensure Parent or Guardian is contacted \*Mandatory Consequences (Consequences can be single or combination)***

Level IV offenses are the most serious acts of misconduct and are grounds for expulsion. Level IV offenses may include repeated acts of misconduct from Level III. Any Level IV act shall result in suspension from school pending Disciplinary Review Panel determination.

Major acts of misconduct must be reported right away to the school administrator for further investigation. After hearing the student's explanation, consulting with staff members and other students, and doing any other investigation necessary, the administrator will follow the procedure designated for Level IV violations in investigating the matter and refer the Level IV to District Disciplinary Review Panel for further review.

Students who commit a Level IV offense may be referred to local authorities for further investigation.

### **Level IV: Offenses**

1. **Alcohol-** The possession, use, distribution, transmission, sale, purchase, solicitation, or being under the influence of alcoholic beverages. Distribution or transmission of alcohol is defined as delivery of alcohol to another person without the intent of communal or collective consumption. Use means the person is caught in the act of using, admits using or is discovered to have used during an investigation.
2. **Arson-** The willful and/or malicious burning of or attempt to burn ACS property, contents in or on the property, or personal property of others.
3. **Intimidation/ Threats to a Person-** Repeated Level III threats. Or any direct or indirect threat to hit, fight or beat up an ACS employee, contracted vendor, or ACS volunteer with an aggressive act to carry out the threat. Or any direct or indirect threat, which threatens the life of another student, ACS employee, contracted vendor, or ACS volunteer, and the threat to life appears to pose an imminent or a danger to the safety of others. The threat is specific, detailed, and plausible. Information obtained suggests steps may have been taken to carry out the threat, and/or there is a strong concern about the student's potential to act. This offense includes, but is not limited to, threats made verbally or nonverbally by act, through social media, or by text, or threats/threatening behavior with a weapon or other dangerous object or the attempted use of a weapon or other dangerous object without injury.
4. **Battery-** An actual or intentional touching or striking of a student, ACS employee, contracted personnel, or volunteer against his/her will, causing more serious injury, such as: great bodily harm; permanent disfigurement; permanent disability; use of a deadly weapon; or where the attacker knew or should have known the victim was pregnant. The harm must be documented through medical evaluation. The attack must be serious enough to warrant reporting to law enforcement. This section includes the use of a weapon or other dangerous object that results in more serious injury, however, this section does not include injury that is a result of fighting if the students are mutual combatants.
5. **Threats to the School-** Any direct or indirect threat that may harm the school or may disrupt the function of the school campus or school sponsored activity including, but not limited to, threats made verbally or nonverbally by act, through social media, or by text. All threats are taken seriously, regardless of intent. Threats to the school may include, but are not limited to, bomb threats, threats to use firearms in a violent manner, and/or threats to conduct a mass shooting or an act of terrorism.
6. **Drugs: Possession/Use-** The possession, solicitation, use or being under the influence of any drugs, narcotics, controlled substances, or any other substance when used for chemical intoxication, or the possession or use of any substance represented to be of said nature. Use means the person is caught in the act of using, admits using or is discovered to have used during an investigation. The possession, solicitation, use, or being under the influence of over-the-counter medication or prescription medication more than the manufacturer's prescribed limits are included in this section. Also included in this section is any amount of THC or any other cannabinoids.
7. **Drugs: Transmission/ Distribution/ Selling/Buying-** The manufacture, cultivation, transmission, distribution, buying, selling, or intending to sell any drug, narcotic, controlled substance or any substance represented to be a drug, narcotic, or controlled substance. This includes any form of payment for any drug or contraband substance.
8. **Tobacco: Vaping/Nicotine Selling/Distribution-** The distribution or sale, intention of selling, or buying of tobacco/vaping nicotine products, or items represented to be of said nature. This offense may include, but is not

limited to, electronic cigarettes, CBD oil, Juuls, pods, vapors and hookah pens that do not contain THC or any other illegal controlled substance.

9. **Firearms/ Weapons-** The possession or control of any firearm, weapon, and/or destructive device (“weapons”) whether operable or inoperable, loaded or unloaded. A firearm means any weapon, which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. A weapon means any dirk, knife (blade length is 2.5 inches or more), metallic knuckles, slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon. A destructive device means any bomb, grenade, rocket, missile, pipe bomb, or similar, or any combination of parts to make a destructive device, which is designed or constructed to explode.
10. **Major Disruption on Campus-** Major disruption of all or a significant portion of campus activities, school-sponsored events, and/or school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, or the health, safety, or welfare of others. This offense may include, but is not limited to, inciting a riot, initiating a false fire alarm, incidents that result in closing the cafeteria, fights involving multiple participants that disrupt the campus, and/or incidents that prevent students from proceeding to the next Level.
11. **Larceny/Theft (\$500 or over) -** The act, participating in the act, or attempted act of taking, carrying, riding away with, or concealing of property from the possession or constructive possession of another person, including motor vehicle, without threat of violence or bodily harm. This offense may include, but is not limited to, pocket picking, theft from a building, theft from a motor vehicle, theft from a vending machine, theft of a golf cart, motor vehicle, or anything that is self-propelled or motorized.
12. **Other Dangerous Objects-** The possession, sale, or control of any instrument or object, other than a firearm or weapon, which could be used to inflict harm on another person or to intimidate any person. This offense includes, but is not limited to, BB guns or pellet guns, airsoft guns, paintball guns and replicas of any gun or weapon, water/gel bead gun, common pocket knives (blade length is less than 2.5 inches), chains, pipes, common household tools, razor blades, box cutter/utility knife, ice picks, other pointed instruments, nunchucks, Chinese stars, pepper spray, Taser, items used for self-defense (i.e. Kubaton), ammunition, firearm clips, firearm cartridges. This offense also includes igniting fireworks/firecrackers.
13. **Repeated Misconduct of a More Serious Nature-** Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, school function, or extracurricular/co-curricular program or activity. Recommendations for expulsion relative to repeated misconduct must be based on documented referrals and a variety of intervention strategies.
14. **Robbery/Extortion-** The taking, participation in taking, or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence and/or by putting the victim in fear. This offense may include the taking of objects such as purses, phones, clothing etc.
15. **Sexual Battery-** Any sexual act or attempt directed against another person, forcibly, and/or against the person’s will. The category includes rape, indecent liberties, child molestation, and sodomy.
16. **Sexual Harassment-** Unwanted verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation. Any sexual harassment of an ACS employee, contracted vendor, or volunteer that is physical is included in this offense. These acts are sexual in nature and may include, but are not limited to, sharing/sending/showing/taking images or video of other students or ACS employees, contracted vendors, or volunteers that have bodily exposure; fondling or groping of another against their will.
17. **Sexual Offenses-** Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature. This offense includes, but is not limited to, consensual sexual acts, and/or exposure of nude body parts in the presence of others or by sending through electronic means.
18. **Violation of Early Re-entry Plan-** Any act or series of acts which violates or has the practical effect of violating an early re-entry plan from full exclusion/expulsion.
19. **Vandalism (\$1000 or over)-** The willful or malicious destruction, damage, or defacement of public or private property including the act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages.

20. **Other-** Any other intentional or wanton act which is clearly beyond the bounds of acceptable and tolerable student conduct in the community, which cannot be coded in another Level IV offense. This offense may include, but is not limited to: possession of images or videos that contain nudity or any situation meant to cause emotional harm or act of cyber-bullying; extortion; hate crimes; any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of any ACS employee; any speech on the basis of race, sex, national origin, religion, or disability that does or would be likely to cause a substantial disruption to the educational environment; possession/sale of drug paraphernalia.
21. **Bullying-** Repeatedly inflicting physical hurt, or psychological distress on one or more students, ACS employees, volunteers, or contracted personnel, that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation on or off ACS property if it adversely impacts the educational environment at school for students or staff. This offense may include, but is not limited to, repeated name calling with threats, stalking/cyberstalking, distribution or sharing of written texts, picture/video to multiple recipients, posting picture or video to social media for public view, and/or physical contact with serious bodily injury.
22. **Harassment Level IV-** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an ACS student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. This offense may include, but is not limited to, stalking/cyberstalking, placing another in reasonable fear of death or serious injury.
23. **Hazing-** Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. This offense may include, but is not limited to, false imprisonment resulting in medical attention, verbal or physical behavior resulting in injury that requires medical attention, forcing indecent exposure of another, or any other act that creates a substantial risk of death or serious injury.
24. **Physical Attack-** An actual and intentional striking of a student, ACS employee, volunteer, or contracted personnel against his/her will, resulting in less serious bodily harm. Less serious bodily harm does not include a substantial risk of death, extreme physical pain, permanent disfigurement, or permanent disability. The injury must be documented. This offense includes the use of a weapon or dangerous object that results in less serious bodily harm, however, this section does not include injury that is a result of fighting if the students are mutual combatants.
25. **Sexual Assault-** An incident that includes a threat of rape, fondling, indecent liberties, or child molestation. Both male and female students can be victims of sexual assault.
26. **Wireless Communication Devices/District Technology Violation-** Continual misuse of wireless communication devices as outlined in The Alabama Focus Act and ACS Policy. Use of unauthorized access to programs and/or files not expected or intended for student use on an electronic device or ACS network; or any use that violates Board policies, local, state, and/or federal laws and regulations. This offense may include, but is not limited to, gaining access to the ACS network with intent to do harm or alter records, or having images, videos, messages, etc., on a district issued device that are not shared with others (i.e. images/videos containing nudity).
27. **Burglary-** Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein or cause damage. This offense is more severe than trespassing.
28. **Homicide-** The unjustified killing of one human being by another.
29. **Kidnapping-** Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

## Level IV: Consequences

### School Level Consequences

1. *Parent/guardian contact mandatory\**
2. *Counseling and direction\**
3. *Up to a 10-day suspension pending the District for Disciplinary Committee Meeting\**
4. Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities, e.g.,

to include, but not limited to, senior graduation

5. Schedule change
6. Supervision plan

#### **District Level Consequences**

1. Expulsion from the school district
2. Assignment to an alternative school
3. Referral to an intervention program
4. Bus expulsion

***\*If consequence results in suspension, Administrator will ensure Parent or Guardian is contacted \*Mandatory Consequences (Consequences can be single or combination)***

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

1. Any clothing that is explicitly gang related is prohibited, or colors that would lead school administration to believe the student to be wearing gang colors.
2. Any article of clothing that advertises alcoholic beverages, tobacco products, illegal drugs, adornment that displays vulgar or abusive words, pictures, designs, lettering or messages that may be offensive to a particular racial, ethnic, or religious group or unusually large displays on vehicles driven to school by the student that potentially disrupt the educational process. 3. Dresses, shirts or tops that are low cut in the front or back are prohibited.
4. All tops must have straps that measure at least 1" wide and cover both shoulders. No spaghetti strap tops may be worn without a blouse to cover it.
5. All shirts or blouses that expose the midriff at any time are not permitted. Halter type dresses or tops and tube tops or clothing that does not cover undergarments is prohibited. 6. No "see through" clothing is allowed unless the clothing that can be seen meets the dress code. No muscle shirts, skin-tight shorts (such as bicycle shorts) or sleeveless T-shirts designed to be undergarments are allowed.
7. No hats, bandanas, athletic headbands, sunglasses, visors, bonnets, or any headwear not otherwise required, may be worn in the building during the regular school day (unless medically required).
8. Bare feet and any type of footwear that is detrimental to the floor or floor-coverings, i.e., boots and shoes with cleats, is prohibited. Appropriate footwear is required for the many different learning environments.
9. For safety reasons, oversized or long coats may not be worn out of season. Students should not wear heavy metal chains, metal spiked apparel, or other accessories that can be used as weapons. No chains will be allowed on students except for necklaces and bracelets that are for cosmetic purposes.
10. Facial piercing disruptive to the learning environment is not permitted (Earrings cannot be excessive or create safety or health hazards and shall not be worn during sports & PE activities). Principal may use discretion for final

determination.

11. All shorts, culottes, skirts, and dresses are to be halfway between the knee and groin area. The principal may use discretion for final determination. Pants or shorts with holes or cuts must not show skin above the allowed area.

12. No athletic sweatpants that are tight fitting and unsuitable for school attire are permitted. Clothing with writing on the seat of the garment is not allowed.

13. Students are to wear clothing in the manner it was designed to be worn, i.e. clothing worn backwards or inside out, or suspenders/overalls undone are not allowed. Specifically, pajama pants, pants worn too low, too long, or excessively large are not permitted. Pants are to be worn at the natural waistline with a belt if needed. Excessively large clothing of any kind is not permitted.

14. Appropriate attire must be always worn over leggings. Garments worn over leggings must be at least fingertip length or longer.

15. Neither hairstyles nor hair color should be disruptive to the learning environment.

Students who violate the rules and/or intent of the Dress Code will be subject to punitive action in accordance with the ACS Student Code of Conduct. If any type of dress is questionable and does not fall under the Dress Code, the school administration has the final authority in determining whether the dress is acceptable.

## **Attendance Procedures**

Each parent, guardian or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or has him/her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself/herself as a pupil in any public school in accordance with the written policy (VI. Students Section 6.1.4) on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal/teacher of the public school he/she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section. At the commencement of each academic year a copy of the written policy on school behavior will be given 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.

### Class Attendance and Absences

Students are expected to report on time and attend school for the full day. Kindergarten students are subject to the same attendance policies as other students in the system. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. **ABSENCES ARE EITHER EXCUSED OR UNEXCUSED and all absences count toward Chronic Absenteeism (18 total absences).**

Excused absences are defined as the following:

1. Student Illness - Students who are sick and whose illness would endanger their health and the health of others. A doctor's excuse may be required.

2. Serious Family Illness - Students in whose immediate family there is a serious illness that would reasonably necessitate the absence of a student.
3. Death in the Immediate Family - Students in whose immediate family there has occurred a recent death may be temporarily excused from school for a reasonable length of time.
4. Recognized Religious Holidays - Students will be temporarily excused from attendance on special and recognized religious holidays.
5. Professional Appointments – Students will be excused for a professional appointment with a note from the Doctor for the appropriate amount of time provided by the excuse.
6. School-Sponsored Activities - Students shall be marked present when participating in a school-sponsored activity away from the school building. However, any work missed must be made up.
7. Family Emergency/Crisis - Students will be excused when their absence is beyond their control and due to a family emergency/crisis as determined by a school administrator.
8. Prior permission from the principal

Students who are trending as chronically absent (13 or more school days - excused or unexcused) will be contacted by the Attendance Supervisor by email. The purpose of communication will be to offer support to parents regarding absenteeism. If the student resides outside of the Albertville School District they may be withdrawn to the district where they reside.

#### Unexcused Absences

An absence for a reason not covered in the provisions described under “Excused Absence” will be unexcused (example: Overslept, Traffic, Missed Bus, etc.).

Students in grades K-12 with more than 10 unexcused days in one semester may be given a grade of FA (Failure due to Absence,) for that semester, unless extenuating circumstances exist, as determined by the principal. School attendance is required of all children between the ages of seven and seventeen, inclusive. (Alabama Code 16-28-3)

#### Written Excuse Requirement

It is the parents’ responsibility to see that their children attend school regularly and to provide evidence for an excused absence when an absence is necessary. A phone call to the school about an absence is not sufficient documentation.

The State of Alabama requires a written note on file; each note must contain the following:

- Child’s full name
- Date to be excused
- Reason for absence
- Phone number to contact parent/guardian
- Signature of parent or doctor

Parents will be notified of unexcused absences per the following:

#### In-District Students

§ First unexcused absence –an email will be sent to the student address provided in the Student Information System.

§ Third unexcused absence – a school representative will contact the parent or guardian reminding them of the attendance policies and procedures.

§ Fifth unexcused absence – A letter will be mailed to the student address provided in the Student Information System from the attendance supervisor and/or Marshall County Juvenile Probation informing them that they are required to attend an Early Warning meeting. At the meeting, penalties for any additional unexcused absences will be discussed.

§ Seven or more unexcused absences – attendance supervisor will file a petition in Marshall County Juvenile Court against the student’s parent/guardian.

#### Out of District Students

§ First unexcused absence – an email will be sent to the student's parent or guardian at the address provided in Student Information System

§ Third unexcused absence – a school representative will contact the parent or guardian reminding them of the attendance policies and procedures regarding out of district students.

§ Fifth unexcused absence - Attendance Supervisor or Principal will contact parent or guardian and the student may be withdrawn to the district in which they live.

§ Seven or more unexcused absences – attendance supervisor will file a petition in Marshall County Juvenile Court against the student's parent/guardian

§ Tenth unexcused tardy (check in or out) - Student and parents will be notified by certified mail regarding the attendance policies and procedures regarding out of district students.

§ Twelfth unexcused tardy - the student may be withdrawn to the school district in which they live Note: Unexcused absences and tardies are cumulative for the school year.

#### Procedures for Parents Submitting Excuses

- (Five) parent notes per semester that will excuse one (1) day per parent note will be accepted. (If a student is out more than 1 day, a parent note for each day will be required until all parent notes are used). ▪ After the student has used five (5) parent notes for absences in the semester, a doctor's note will be required. ▪ Three (3) parent notes per nine weeks for check ins/check outs will be accepted. (Parent notes for check ins and outs are not counted against parent notes for absences).
- The excuse and/or necessary documentation must be submitted within three days (72 hours) after returning to school or the absence is unexcused.

All notes will be kept on file and marked valid or invalid upon date and time of receiving the note. When school officials do not know the reason for an absence, they must assume that it is unexcused.

It is the parent's responsibility to verify whether written, emailed, or faxed excuses were received by the school.

Students must attend 51% of the day to be counted present for the day. Parents must sign their children in or out of school at the office and upon returning the student will need a note to take to his/her school. This note will count as one of the three (3) parent notes per grading period allowed for check ins/outs.

A student will have 5 days, after returning to school with an excused absence, to turn in make-up work (unless otherwise approved by the school principal).

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

**Three parent notes, per nine weeks, will be allowed for check-ins/check outs.** (Parent notes for check ins/check outs are not counted against parent notes for absences) After three (3) unexcused check-ins, every two check-ins after this will result in school discipline, 11 tardies to class during the school day, per 9 weeks, will result in the student being referred to the office for a disciplinary infraction.

Students will be allowed to check out of school only with parental permission. If parents are unable to come to the school to pick up their student, they may call the school and designate someone to pick their child up or give the child permission to leave if they are a driver. The call must be made from a phone number on the approved contact list in PowerSchool.

Parents coming to the school to check students out, must come to the main office. **A parent checking a student out does not in itself constitute an excused absence.** Upon returning to school from checking out or from an absence, the student must present a note stating the reason for the absence, from a parent, doctor or legal authority, to the office, then an excused or unexcused absence slip will be issued to the student. Three parent notes per nine weeks will be allowed for check-ins/check outs, as long as the time in or out doesn't result in the student missing 51% or more of the school day. If the student does miss 51% or more of the day, a doctor excuse or one of the five (5) parent notes for absences (with an acceptable excuse) must be used. Parent notes for check ins/check outs not resulting in the student missing 51% of the day or more are not counted against parent notes for absences.

**A student will have three (3) school days or 72 hours after returning to school to bring a note, and after that, the absence will be unexcused.** If no note is offered, the absence will be unexcused. All notes will be kept on file and marked valid or invalid upon the date and time of receiving the note. Students will not be able to make up missed work if absence is unexcused. (A phone call or the mere fact that a parent signs a student in or out cannot be accepted as an excuse for an absence, check-ins, or check-outs. We must have a written note to file.)

A student will have 5 days after returning to school with an excused absence, to turn in make-up work (unless otherwise approved by the school principal).

Please be advised that to implement Sections 16-28-40 (1975) Alabama Administrative Code 290-3-1-.02(7)(b)(1) your child's driver's license can be revoked by the Alabama Law Enforcement Agency for excessive absences during a single semester.

### **Healthcare and Illness guidelines**

Albertville City Schools follows illness guidelines and would like to send a friendly reminder of our policies to parents and caregivers. We want your child to be in school to learn as much as possible, but to prevent widespread outbreak of illness please keep the following in mind:

- **Fever:** If your child has a fever of 100.4 or above, then he/she should remain at home until fever free for 24 hours without fever reducing medication such as Tylenol or ibuprofen. If your child is sent home from school due to fever, the nurse has excused that school day. Subsequent days will need a parent or doctor's excuse.
- **Vomiting/Diarrhea:** Your child should not attend school if they have had vomiting or diarrhea in the last 24 hours.
- **Undiagnosed Rash:** Your child should not attend school until the rash has been diagnosed by a physician and treated if necessary.
- **Pink Eye:** Pink eye is often contagious. Your child must be treated before returning to school.
- **Common Sense:** There are times when your child just looks and feels like he/she is too sick to learn in school.

### **School excuses upon returning to school:**

The State of Alabama requires a written note on file; each note must contain the following:

- Child's full name
- Date to be excused
- Reason for absence
- Phone number to contact parent/guardian
- Signature of parent or doctor

### **Albertville City Schools Procedure for School Excuse submission:**

· Five parent notes per semester that will excuse one (1) day per parent note will be accepted. (If a student is out more than 1 day, a parent note for each day will be required until all parent notes are used). · After the student has used five (5) parent notes for absences in the semester, a doctor's note will be required. · Three (3) parent notes per nine weeks for check ins/check outs will be accepted. Parent notes for check ins and outs are not counted against parent notes for absences. The excuse and/or necessary documentation must be submitted within three days (72 hours) after returning to school or the absence is unexcused.

## ACS Technology Equipment Use Agreement

APS adheres to all Albertville City School Technology Equipment Use regulations.

The Albertville City School System provides technology to support teaching, enhance learning, and improve productivity. All Albertville City Schools' students are required to comply with the provisions herein. The use of technology in the Albertville City School System is a privilege, not a right. Students are responsible for their conduct when using Albertville City School System technology. Staff must supervise student use of technology at all times.

### DEFINITIONS

For a complete description of terms, definitions, and examples, please visit our website: [www.albertk12.org](http://www.albertk12.org); Technology.

### TECHNOLOGY USE

Students in Grades 5 through 12 must also sign. A signature indicates understanding this policy and accepting liability for damages resulting from intentionally disregarding these procedures. Students in grades 5-12 may only log in under a generic or shared password if an extenuating circumstance exists. The professional staff will enforce these procedures.

### INTERNET USE

The Internet contains rich educational resources that can enrich and extend instruction. Because it is an unregulated worldwide medium that is always growing and changing, Albertville City School System employees are responsible for ensuring that students can use this resource safely and responsibly. Albertville City School System uses an Internet content

filter that is compliant with the Child Internet Protection Act (CIPA) in that it blocks material that is obscene, pornographic, and in any way harmful to minors. All use of the Internet is monitored.

Each student must take responsibility for their actions online. Any attempt to:

- visit inappropriate web content,
- download files with or to Albertville City School System equipment,
- upload files to a site not approved by the Albertville City Schools or
- communicate with anyone in an inappropriate, harassing, or threatening manner will result in immediate revocation of computer privileges and possible disciplinary and legal action.

### TECHNOLOGY CODE OF ETHICS

- Students should respect the school's property. All technology is the property of the Albertville City School System. No one is to move, damage, or tamper with district technology intentionally. A device's intentional misuse or damage will result in fines for the student.
- Students should use technology for school-related educational activities.
- Students should be courteous and use appropriate language. They should not harass, threaten, or attack others or express bigotry, racism, and hate. They should also not send, display, or use profanity or obscene, explicit, or offensive material.
- Students should protect their privacy and safety by not disclosing personal information such as their telephone number, address, location, or password. Use only the password assigned to them. You cannot use anyone else's password to access Albertville City Schools' technology. Students will be held responsible for their account activity.
- Students should recognize and respect the intellectual property of others, including work and materials found online.
- Students should not attempt to view, seek, obtain, or modify information, data, or passwords belonging to other users.
- Students should adhere to Federal copyright laws and publishers' licensing agreements.
- Do not attempt to install software or download files for non-educational purposes using the Albertville City School

System technology.

- Students should respect the integrity of the Albertville City School System's network and not attempt to circumvent or disable security measures, including Internet filtering methods.
- Students should report user misconduct, suspected viruses, and technical problems to their teacher immediately so that action can be taken to minimize possible damage to technology.
- Students should notify their teacher or other school personnel when they encounter dangerous, inappropriate, or uncomfortable information or messages.
- Students should use technology responsibly. When using shared or networked computers, printers, or other technological resources, they should consider the needs of others.

Violations of the Technology Code of Ethics may result in losing access to technology disciplinary and legal action, including any resulting financial liability.

### **SCHOOL-PARENT COMPACT**

Please complete the following compact. [Parent/Teacher/School Compact](#)

### **2025-2026 Parent & Family Engagement Plan**

Our goal is to achieve academic success for all students by actively engaging parents and families in the educational process. All information is provided in the three most common languages, including English, Spanish, and Haitian Creole. When requested, information in other languages can be provided.

The Parent and Family Engagement Plan includes effective strategies to increase and strengthen the quantity and quality of parental and family involvement at school or home by the following:

- **The annual Title I Meeting** is held at the beginning of the school year to inform parents of Title I participation, its requirements, and their right to be involved. This meeting will be held virtually and published in several locations for parents to view, including our school website and official district social media outlets. Information provided at the meeting will also be available in paper in the school's office for any parent who cannot access the meeting virtually.
- **Parent Meetings**—Parent conferences will be held in October or November. Parents or teachers can request a parent meeting to discuss student progress or concerns at any time throughout the school year. Updated teacher contact information is available on our staff website. Due to ongoing wellness concerns, meetings and events may be held online, and information can be posted on our website, through social media, or teacher newsletters.
- **The parent Advisory Committee** comprises parent volunteers willing to provide input into the Title I program. **This committee and other faculty and Title I staff developed our Parent and Family Engagement Plan, which is provided to every parent. Parents are encouraged to comment and make suggestions. At the end of the year, a survey is sent home, again asking for comments and input.** The committee considers any feedback received and adjusts the plan as necessary.
- **School-Parent Compact**—**The compact is designed with three sections of participants: Parents/Guardians, Students, and the School. Each participant/group agrees that all will work together for a successful school term. These compacts will be used as an accountability measure.** The Parent and Family Engagement committee will meet yearly to determine if the compact should be modified to meet changing needs. This will also be reviewed in our January Title I meeting, allowing participants to provide input and feedback.

- **Academic Requirements** - The Student Code of Conduct Handbook is reviewed by students and made available online. Teachers will give students a class schedule to share with parents, showing teachers' planning times. It is encouraged to arrange virtual conferences, emails, or phone calls when needed. Progress reports will be sent home at the midpoint of each grading period, while report cards are sent home every nine weeks. PowerSchool Portal allows parents to access students' grades from home as the teacher posts them. Teachers follow common grade-level pacing guides and utilize grade-level common assessments. When requested, all information is provided in an appropriate language.
- **EL Program** - The Home Language Survey identifies students who may benefit from assistance through the English Language Learner program provided to all new students enrolling at Albertville Primary School. These students were then tested to determine their eligibility, and assistance was provided with their use of the English language until they demonstrated fluency in English. If needed, all communications can be sent home in the desired language. Translation services can be provided if necessary to assist in any communications.
- **ACIP (Alabama Continuous Improvement Plan)**—Copies of the ACIP are located in the school library and the administrators' offices. They will also be available on the school website. Near the end of the school year, a survey will be sent home asking for comments/concerns about the ACIP.
- **Parent-Teacher Organization**—The PTO is crucial to the school's success. All parents are encouraged to join, attend meetings, and participate or volunteer at events. Our current PTO president is Leita Motley.

**PLEASE TAKE A MINUTE TO COMPLETE [THE SURVEY](https://eprovesurveys.advanc-ed.org/surveys/#/action/226241/28469) AT THE FOLLOWING LINK FOR US TO SERVE YOUR FAMILY BETTER THIS YEAR. Paper copies will be available in the front office upon request. A direct link to this survey is also available on our school website. <https://eprovesurveys.advanc-ed.org/surveys/#/action/226241/28469>**



# ALBERTVILLE PRIMARY SCHOOL

## ACKNOWLEDGEMENT

I, \_\_\_\_\_ (student name) enrolled in Albertville Primary School and my parent(s) or guardian, hereby acknowledge by our signatures that we have received and read, or had read to us, the above information in the Student Handbook. The student handbook includes the **Student Compact, Parent Involvement Plan, Discipline Compact, and Technology Agreement**. Please ensure that you have read and understood these documents. If you have any questions, please contact Mrs. Cynthia McCain at 256-878-6611.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

Note: The student is to sign the above statement. If the student lives with both parents, both parents are also to sign the statement. If the student lives with only one parent or guardian, only one is to sign with the student. This is signifying agreement with the ACS policies and procedures. *Please return this page to your child's teacher after signing.*