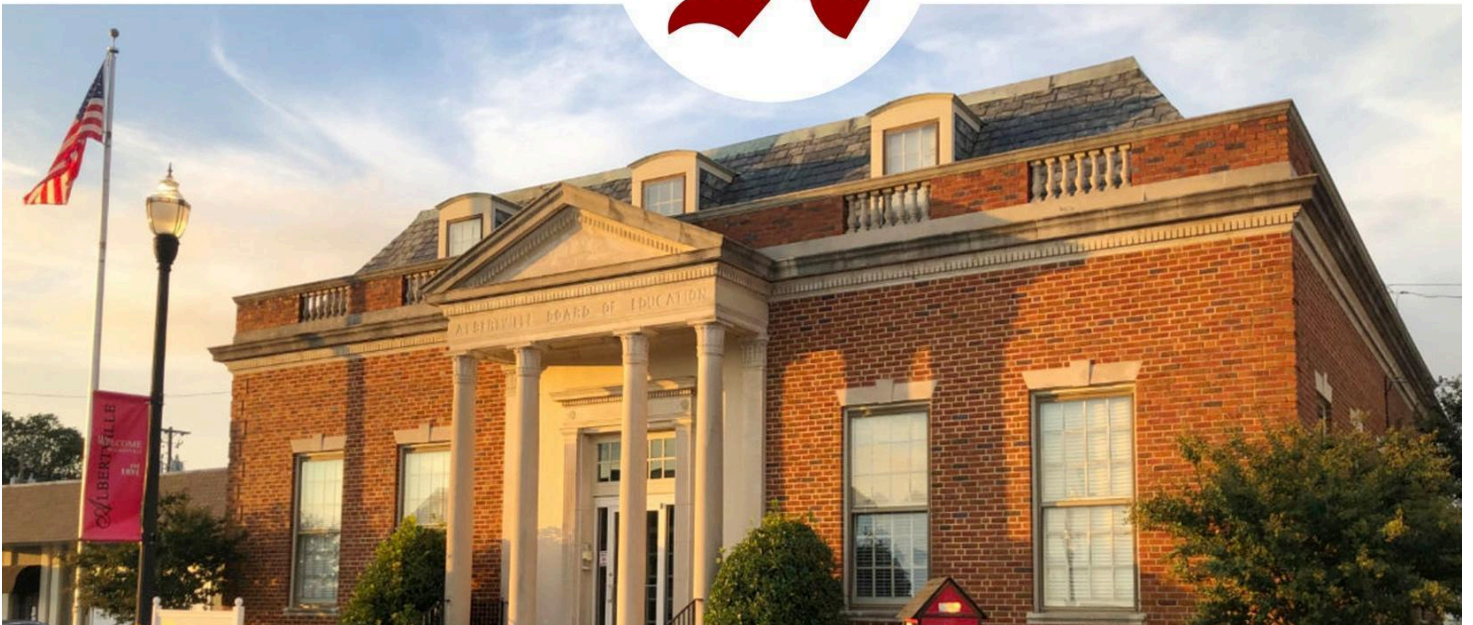
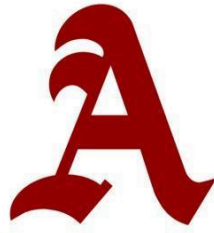


ALBERTVILLE

CITY SCHOOLS



Student and Parent Information Handbook

2025-2026

Principal Message

Parents/Guardians,

Welcome to Albertville Elementary School. We would like to take this opportunity to welcome each of you to AES. We look forward to working closely with you to ensure the best educational experience for your child. This school year will be a very rewarding, exciting, challenging, and fun experience for your child/children.

Our faculty and staff are dedicated professionals that are eagerly awaiting the opportunity to help your child reach their fullest potential. We welcome each of you to become an active part in your child's education. Below is some helpful information as we begin the school year. If you have any questions please feel free to call the office or reach out to your child's teacher.

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

ALBERTVILLE ELEMENTARY SCHOOL STUDENT HANDBOOK

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CONTACT INFORMATION

Albertville Elementary School

145 West End Drive
Albertville, AL 35950
256-894-4822 Phone
256-891-7902 Office Fax

Name	Position	Phone Number
Katie Holland	Principal	256-894-4822
Amber Works	Assistant Principal	256-894-4822
Rena Kennedy	Counselor	256-894-4822
Danielle Buchanan	Counselor	256-894-4822
Amanda Wills	Lunchroom Manager	256-891-6318

MASTER SCHEDULE

The **morning** bell will ring at 7:30 a.m. The tardy bell will ring at 7:35 a.m.

The **afternoon** bells will ring as follows:

- 2:45 – Car bell for all grades / older siblings may go to APS for pick up
- 2:50 – Bus bell for all grades

SCHOOL OPERATIONS

Arrival of Students

When students arrive in the morning, they walk directly to their classroom. Faculty and staff will be on hand to direct and assist children. Doors will open at 7:00.

DO NOT DROP CHILDREN OFF AND LEAVE THEM UNTIL AN ADULT IS ON DUTY ON THE SIDEWALK.

Class Dismissal / End-of-Day Schedule

Car dismissal will begin at 2:45, and students are picked up in the front entrance of the school.

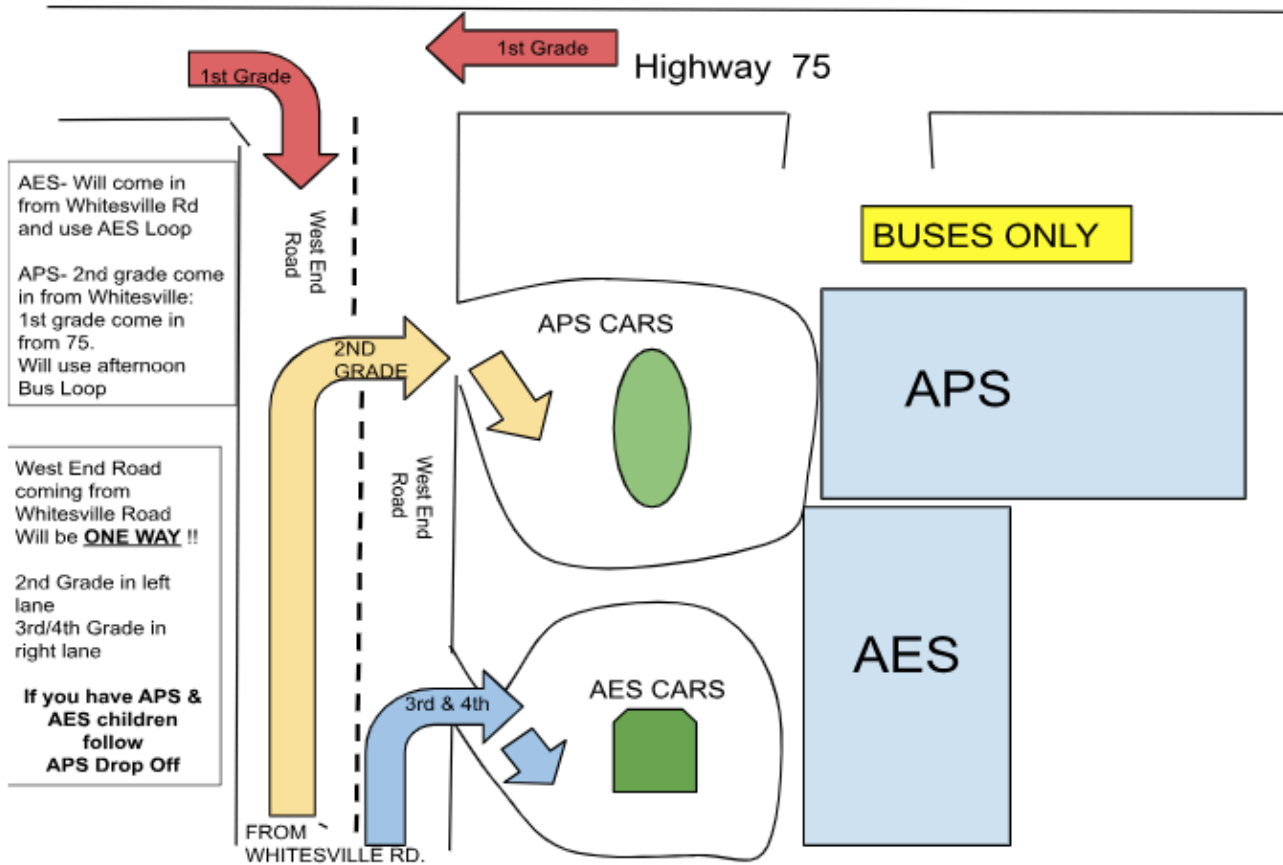
AES students who have younger siblings at APS, will walk down to APS and meet the younger siblings for afternoon pick up. Parents do not need to get in both pick up lines to pick up children on opposite sides of the building. Car pickup for APS is at the front entrance of the school. Please pull all the way to the end of the awning area, get out of the car with the visor card, and load your child/children. Teachers will not be loading children in the car. Students can enter a car without adult supervision if the parent/guardian parks in Lane 1 beside the curb. They must enter the vehicle on the right side closest to the curb.

CAR DROP OFF INSTRUCTIONS – MORNING

1. Drive to the end of the awning when clear or to the back of the closest car.
2. Morning drop off is only in ONE LANE (closest to the sidewalk)

3. Have students exit on the right side of the vehicle. If the students have to get out on the left side, they must be escorted to the curb by an adult.
4. Teachers do not open and close car doors for students.
5. Do not drop off students until the teacher is on duty and he/she instructs the students to get out of the car.

AES Morning Car Drop Off



1. All traffic will exit West End Road toward Hwy. 75
2. Parents that need to visit the AES office for being tardy, visit to the nurse, etc., may do so only after 7:35 in the morning. |

CAR PICK-UP INSTRUCTIONS - AFTERNOON

1. Afternoon pick up is TWO LANES. PLEASE do not block the outside lane. This is for emergencies only! Each class will be assigned a pole number (the poles under the awning) where they will sit and wait on their ride. The poles are numbered and the teacher will tell you which pole your child will be waiting for you.
2. The driver of the vehicle must have an Authorized Pick-Up Visor card with them in order to pick up a student. You will need to bring your visor card daily when you pick up your child.
 - Two authorized pick-up visor cards will be given to parents/guardians.

- If you do not have a visor card, you will be asked to go to the office and show your I.D. before your child will be released to you.
- The students must be seated and the teacher will dismiss them when he/she sees the visor card. Please do not take your child out of line and get in the car.
- **If the car is stopped in LANE 1, beside the curb, students may enter the vehicle on the sidewalk. Teachers cannot leave students unattended to load a child.**
- **If the car is stopped in LANE 2, parents must get out of the vehicle to meet the child and cross traffic together. Parents must bring the visor card to the curb with them so the teacher can see it. All parents need to wait in their car until all children are seated before walking to the sidewalk with the visor card to collect their student.** We want to ensure the safety of all students.
- The teachers need to see visor cards for each student in order to provide a safe and secure environment for all students.
- We have school personnel that are on campus from 7:00 to 3:15 Monday through Friday. There will be a late sign-out for students picked up after 3:15. We do not have after-school care. **After five late pickups, the student 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.

Buses

Buses will load at 2:50. The buses will load in the bus loop on the West side of the building. If you are not sure what bus your child will ride, Mr. Umphrey, our bus supervisor, will be able to help you by calling the **bus shop at 256-891-6321**. He will be able to help you with the correct bus for your child. Make sure you know the correct bus number and inform your child's teacher. Please leave all toys and electronics at home. These items are not allowed on the bus and will be taken up if students have them out playing with them. Open food and drink are not allowed on the school bus.

Transportation Changes

If there is a change in transportation, the teacher should be **notified in writing** that morning so that he/she can make a note of the change. Calling at the end of the day causes tremendous confusion especially at the beginning of school for both the child and the teacher. If plans change unexpectedly during the school day, the parent must **call the office by 12:00** so that the office has time to locate and notify the classroom teacher of the change. If a child does not have a written note to change the end of the day transportation, then the teacher will do whatever is normal for that child. (Ex. Billy tells his teacher that he thinks he should be a car rider today (he normally rides a bus) but the teacher does not have a note or a message stating that, then the teacher will put Billy on his normal bus and send him home).

Check Out Procedures

A student must have a note for early checkouts or tardies for these to be excused. **You must present a visor card or identification when checking a child out.**

Conferences

Every day your child's teacher will have a planning period if you need to set up a conference during that time. When the day begins, teachers are busy teaching and students are busy learning. We ask that you do not just pop in to talk to the teacher or call them during the academic day. If you need to leave a message for your child's teacher, you will need to go through the secretary (256-894-4822) and she will send your call to the teacher's voice mail. The teacher will return your call as soon as possible. All teachers have an email address that will allow you to contact them if needed. You may also send a note to your child's teacher and she will

respond to your note. Car pick up and morning drop off are not appropriate times to have a conference with the teachers. They are busy getting ready to start the day and supervising students.

Money

Any money that is sent to school needs to be in a labeled, sealed envelope. On the front of the envelope, please place your child's name, the teacher's name, the amount of money in the envelope, and what the money's for (ex. lunch, field trip, pictures, etc.). On several occasions we have had students' lose large amounts of money or have had money that they do not know what the money was for. Envelopes are not necessary for daily snack money.

Inclement or Severe Weather

In the event of bad weather, you will receive a phone message from School Messenger. Also, please listen to the radio or television for updated school dismissal. Listen for weather details on Albertville City Schools and not Marshall County Schools. Please do not call the office to ask if we are dismissing early. This information will be relayed via AES social media (Facebook), radio, TV or phone message. **When picking up your child on inclement weather days, you must present a visor tag as you do every other day.** Once again, this is to ensure the safety of all students.

Visitors

Visitors are welcome at AES. We ask that all visitors sign in at the office. If possible, please be in contact with the teacher or office regarding your visit to help us better welcome you when you arrive.

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) 894-4822.
- We ask that you check our school website for school information [HERE](#).

Cell Phones / Smart Watches

- We recognize that some parents will provide their children with smart watches/cell phones for safety reasons for emergency communication purposes or location tracking. During the school day students are not permitted to use their phone/watch for calling, messaging, texting, accessing the internet or taking photos.
- Students who choose to bring their cell phone/smart watch to school must keep their phones/watches in their backpacks at all times and may not use them at any time during the school day as phones/watches can be very distracting to learning.
- If a parent needs to contact their child they should phone the school office or send an email or message to your child's classroom teacher. If a student uses a smart watch/phone for anything besides checking the time, it will be taken up by the teacher until the end of the day and the parents will be notified to come to school to pick up the watch/phone.
- AES is NOT responsible for any lost or stolen personal devices including cell phones, smart watches or any other personal electronic devices.

School Health / Medical

Dispensing Medication at School - Parents should, whenever possible, administer all medications before and after school. However, there are times when medicine needs to be given at school. A school nurse is on campus daily. Before medication can be given to a student, a medication form needs to be completed by the parent/guardian. These forms are located in the nurse's office.

Over the counter medication **cannot** be administered by the classroom teacher. The necessary form needs to be completed and the medicine will be administered by the nurse. All over the counter medication administered at school must be in the **unopened original container**. Do Not send medication to school with a child on the bus or in their backpack. All medication must be taken to the office by a parent or guardian. Please inform the teacher if your child has a medical condition so the school nurse, faculty, and staff may be aware of this situation.

Mental Health

Mental health resources can be provided through our counselors or the Aggie Advocacy Center. Please refer to the mental health services page at [Aggie Advocacy Center](#).

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.
- There will be emergency drills performed regularly. This includes fire, tornado, and lockdown drills. School bus evacuation drills will also be conducted during the school year.
- ACS has audiovisual devices in each room to provide additional student and staff safety.
- To provide and maintain a safe environment for all students, staff, and visitors, AES has video surveillance 24 hours a day and 7 days a week. This is for your student's protection and safety.
- AES also has full-time School Resource Officers that maintain safety protocols daily.

ACADEMIC INFORMATION

Promotion and Retention

Students in 1st-6th grades must pass ELA and mathematics with a yearly minimum average of 60/D or higher to be promoted to the next grade. In determining a student's appropriate placement, teachers and administrators will communicate with parents regarding student achievement.

Parents will be notified throughout the school year of their child's academic progress through progress reports, nine-week report cards, and parent conferences. In the event a student begins to demonstrate challenges in the learning environment, teachers and administrators will meet to determine additional support that can be provided. At any time during the school year, parents or teachers can request a meeting to discuss students' needs. The Problem-Solving Team (PST) meets to determine strategies and interventions that can be put in place for students.

English Language Learners (ELL)

Any student receiving ELL services is eligible for appropriate accommodations to instruction. The student's EL status should be considered when determining promotion and retention. When a student begins to be unsuccessful, the ELL Committee should meet to discuss appropriate next steps.

Special Education

Special education students receiving a traditional grade must pass reading and mathematics with a yearly average of 60 or higher. Special education students receiving a basic/adapted grade will be promoted based on mastery of their Individualized Education Plan (IEP) goals. Special education teachers will adhere to the retention procedures stated above for special education students receiving traditional grades. For special education students receiving basic/adapted grades, teachers must follow the guidelines written in the student's IEP. When a student begins to be unsuccessful the IEP team will reconvene to determine the appropriateness of the IEP.

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 using the [PowerSchool Home Portal](#).

LUNCHROOM INFORMATION

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 2025-2026 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 24-25 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 will be served in the lunchroom between 7:00-7:30 each morning.

Lunch / Snack

Students will eat lunch in the lunchroom with their class. **Lunch brought in from fast food establishments is not allowed.**

You can check the school’s website for menus, nutrition information, and more [HERE](#).

Students may buy snacks at school or they may bring snacks from home. Please do not send soft drinks or candy. Snacks at school are \$.50 each. Your child may buy bottled water and something to eat for \$1.00. Please remember that it is your responsibility to provide snack or snack money for your child daily.

If you have any questions, you may contact the lunchroom directly at (256) 891-6318.

STUDENT CODE OF CONDUCT

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.

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.

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:

- Notification of the student's parent or legal guardian shall be made regarding the violation.
- Required participation in the Alabama State Board of Education-approved vaping awareness, education, and prevention class.
- In-school suspension, out-of-school suspension, or placement in an alternative school.
- Referral of the matter to the juvenile court for disposition.
- 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:

- Name of student who has violated the policy.
- Date, time, and location of violation.
- Description of conduct that violates the policy.
- 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.

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.

DISCIPLINARY HEARING PROCEDURES IN ACCORDANCE WITH STUDENT DUE PROCESS LAW

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.

General:

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.

Superintendent-Initiated Expulsion or Long Term Alternative School Placement or Long Term Suspension

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.

Principal-Initiated Expulsion or Long-term Term Alternative School Placement or Long-term Term Suspension

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

Appeal of Disciplinary Committee Decision

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.

Appeal of Superintendent's Decision for Expulsion or Long Term Alternative Placement or Long term Suspension

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.

Length of Expulsion

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

Alternative Placement Appeal

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.

Appeal Conditions

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: Discipline Response Code

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)*

LEVEL II: Discipline Response Code

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: Discipline Response Code

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: Discipline Response Code

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)*

PARENT ENGAGEMENT PLAN

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 Parents 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:

Albertville Elementary School 2025-2026 Parent & Family Engagement Plan

Please keep this document at home to reference during the school year.

Our goal is to achieve academic success for all students by actively engaging parents and families in the educational process.

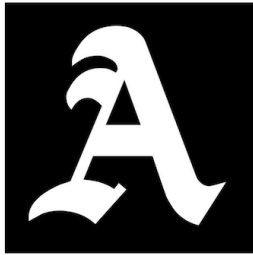
The Parent and Family Engagement Plan includes effective strategies to increase and strengthen the quantity and quality of parental and family involvement by the following:

- **Annual Title I Meeting** – This 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 information will be 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 form in the school’s office for any parent who is not able to attend the meeting.
- **Parent Meetings** – A parent workshop survey is available to complete online at the beginning of the year asking parents to choose topics for parent workshops they would like to attend during the school year. Parents are also asked to include times that would be convenient for them to attend. Links to the surveys can also be found on our school website through the month of August. We host our annual Meet-the-Teacher night, and parents and teachers are encouraged to stay in contact via email and phone and are able to schedule meetings as needed. Updated teacher contact information is available on our staff website.
- **Parent Advisory Committee** – This committee is composed of parent volunteers who are willing to provide input

towards the Title I program. This committee along with other faculty and Title I staff develops 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 takes into account any feedback received and makes adjustments to the plan as necessary.

- **School-Parent Compact** - Albertville Elementary School – Parent Compact was created in collaboration with the Parent and Family Engagement Committee, students, and staff. The compact is designed with three sections of participants: Parents/Guardians, Students, and the School. Each participant/group signs in agreement that all will work diligently together to have a successful school term. These compacts will be used as an accountability measure. Each year the Parent and Family Engagement committee will meet to determine if the compact should be modified to meet changing needs. If a parent is unable to access the online compact, a paper version is available, upon request, from your child’s teacher.
- **Academic Requirements** - At the beginning of each school year, each grade level teacher meets directly with students to provide information that is imperative for a successful year. Curriculum, syllabus, and student expectations are reviewed. An overview of assessments that will be given throughout the year will be presented. Because parents are unable to attend this year, teachers will be sure to make each one aware of online resources where class information will be posted. The Student Code of Conduct Handbook is reviewed with students and also made available online. Teachers will provide students with a class schedule to share with parents showing teachers’ plan 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 9 weeks. PowerSchool Parent Portal is available for parents to access student’s grades from home as they are posted by the teacher. Title I intervention and other Title I programs are available for discussion with your child’s teacher or the school’s administration. When requested, all information is provided in an appropriate language.
- **EL Program** - Students who may benefit from assistance through the English Language Learner program are identified by the Home Language Survey that is provided to all new students that enroll at Albertville Elementary School. These students are then tested to determine their eligibility and provided assistance with their use of the English language until they demonstrate 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. Mrs. Taylor is our EL instructional specialist and is happy to assist any family or student with their English learning concerns.
- **ACIP (Alabama Continuous Improvement Plan)** - Copies of the ACIP are located in the school library and the administrator’s offices. It will also be available on the school website. A survey will be sent home asking for comments/concerns pertaining to the ACIP near the end of the school year.
- **Parent, Teacher, and Student Organization** – The PTSO is very important to the success of the school. All parents are encouraged to join, attend meetings, and participate in events. Regular meetings will be held to discuss parent, teacher, and student involvement activities and to develop ideas for improving the school.

PLEASE TAKE A MINUTE TO COMPLETE THE SURVEY AT THE FOLLOWING LINK IN ORDER FOR US TO BETTER SERVE YOUR FAMILY THIS YEAR. Paper copies will be available in the front office upon request. A direct link to this survey will be available on our school website.



ALBERTVILLE

ELEMENTARY SCHOOL

Title I School-Parent Compact: 2025-2026

Please return to your child's teacher to keep on file for the school year.

Albertville Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state of Alabama's high standards.

School Responsibilities

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:

- Continue to provide a focused, intensive reading instruction program to students in grades K-3. ○ Provide certified teachers to conduct intensive small group reading and math instruction and tier III intervention to students in grades K-12.
- Use district instructional coaches to provide professional development concerning instructional strategies to all K-12 teachers.
- Provide credit recovery for 9th– 12th grade students who meet eligibility guidelines.
- Provide after-school homework assistance to at-risk students.
- Conduct monthly data meetings to monitor student progress and the RTI program.
- Supplement school resources for instruction using Title I funds

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

- Orientation for students in grades 3-4 is scheduled for Albertville Elementary School on August 7th. During that time, students and parents have the opportunity to meet their new teachers, pick up information regarding school policies, and schedule times for future parent conferences.
- Meet with parents when necessary to discuss student's progress and develop a plan to improve student achievement and/or behavior.

3. Provide parents with frequent reports on their children's progress.

- Report cards are sent home with students every 9 weeks. Progress reports are sent home every 4 ½ weeks for students in grades 3-4.
- Daily attendance is taken for all grades each morning, and parents are notified if their child is either absent from school or tardy using an automated telephone system.
- PowerSchool Parent Portal is available for all parents to keep track of student grades and attendance from any computer with internet access. Parents are provided with a unique PowerSchool Home password to access

this information.

- School counselors are also available to provide parents with information on their child's progress.

4. Provide parents reasonable access to staff.

- Information for parents, including contact numbers and schedules for teachers, will be available in the front office of each academic building.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

- Parents may volunteer to assist with school activities at various times throughout the school year by contacting their child's teacher or the school administration. Additionally, literature detailing opportunities to be involved at Albertville Elementary School will be available in each of the main offices.
- Parent volunteers are used to assist with small group or individual student activities, classroom projects, school fundraisers, book fairs, sporting events, and a number of school related activities and/or educational field trips.
- Parents are encouraged to join and/or participate in the PTSO, athletic club, or other school related organizations in order to maximize their opportunities to volunteer at school.

6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

- A monthly newsletter, teacher webpage, school website, Remind App, social media, and/or SchoolCast telephone message system will be utilized to update parents of important school events, test dates, and other school related activities.
- Returning student registration link will be sent home at the beginning of the school year. As families indicate the primary language spoken in the home, Albertville Elementary School will ensure that all materials sent home are provided in that language. Updated contact information needs to be made through the same link.

Parent Responsibilities

We, as parents, pledge to support our children's learning in the following ways:

- Monitoring attendance and grades.
- Monitoring homework for completion and accuracy.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received directly or through my child.
- Serving, to the extent possible, on advisory groups and parent involvement committees.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

- Do my homework every day and ask for help when needed.
- Do my best work on all assignments and achievement tests.
- Give to my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school every day.

Our signatures below indicate our pledge to support the success of the students at Albertville Elementary School.

Principal: _____

Teacher: _____

Parent/Guardian: _____

Student: _____

DRESS CODE

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 AND TARDIES

Attending school on a regular basis is very important for your child to have a successful year. Attendance is posted daily and a student is tardy if they are not at school by 7:35.

All students are considered tardy after 7:35. Students that arrive after 7:35 **must be** accompanied by an adult and should report to the main office. **Do not** send a student in alone after 7:35. An adult must sign the child in at the office.

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.

TECHNOLOGY USAGE

The Albertville City School System may make available to students, access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the Albertville City School System to continue to make its computer network and Internet access available, all students and personnel must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the Albertville City School System's teachers and other staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. **Each student and his/her parents/guardians are required to sign an Acceptable Use Agreement at the beginning of each school year (see below).** This agreement is kept on file at each school. Failure to sign the agreement will disallow the student's privilege to access the system's network and the Internet and would also prevent students from engaging in any technology-related class or enrichment.



ALBERTVILLE CITY SCHOOL SYSTEM

ACS Technology Equipment Use Agreement

The student named below has received and is authorized to use the technology equipment subject to the conditions established in Albertville City Schools Board Policy (4.9, 4.9.1, 4.9.1-E(2), 4.9.2, 4.9.3, 4.9.3-E(1,2,3), 4.9.4, 4.9.5, and 4.9.6).

Students Name / Estudiantes Nombre

**BY SIGNING THIS FORM THE STUDENT/PARENT AGREES TO THE FOLLOWING TERMS:
AL FIRMAR ESTE FORMULARIO, EL ESTUDIANTE / PADRE ACEPTA LOS SIGUIENTES TÉRMINOS:**

- **The equipment remains the property of Albertville City Schools and should be returned no later than the end of the school year in the same condition it was issued.**
- El equipo sigue siendo propiedad de las escuelas de la ciudad de Albertville y debe devolverse a más tardar al final del año escolar en las mismas condiciones en que se emitió.
- **The borrower shall ensure the safety of the equipment while in their possession.**
- El prestatario garantizará la seguridad del equipo mientras esté en su poder.
- **The borrower has read and understands the provisions of the Board Policy as noted.**
- El prestatario ha leído y comprende las disposiciones de la Política de la Junta como se indica.
- **In case of loss or damage, the student could possibly be responsible for the device's repair or replacement cost (\$350).**
- En caso de pérdida o daño, el estudiante podría ser responsable del costo de reparación o reemplazo del dispositivo (\$350).
- **The device is to be used for educational purposes only.**
- El dispositivo debe utilizarse únicamente con fines educativos.
- **ALL devices will be monitored by the ACS and Linewize for unrelated educational purposes.**
- Todos los dispositivos serán monitoreados por ACS y Linewize con fines educativos no relacionados.

Student Signature
Firma del estudiante

Parent Signature
Firma del padre