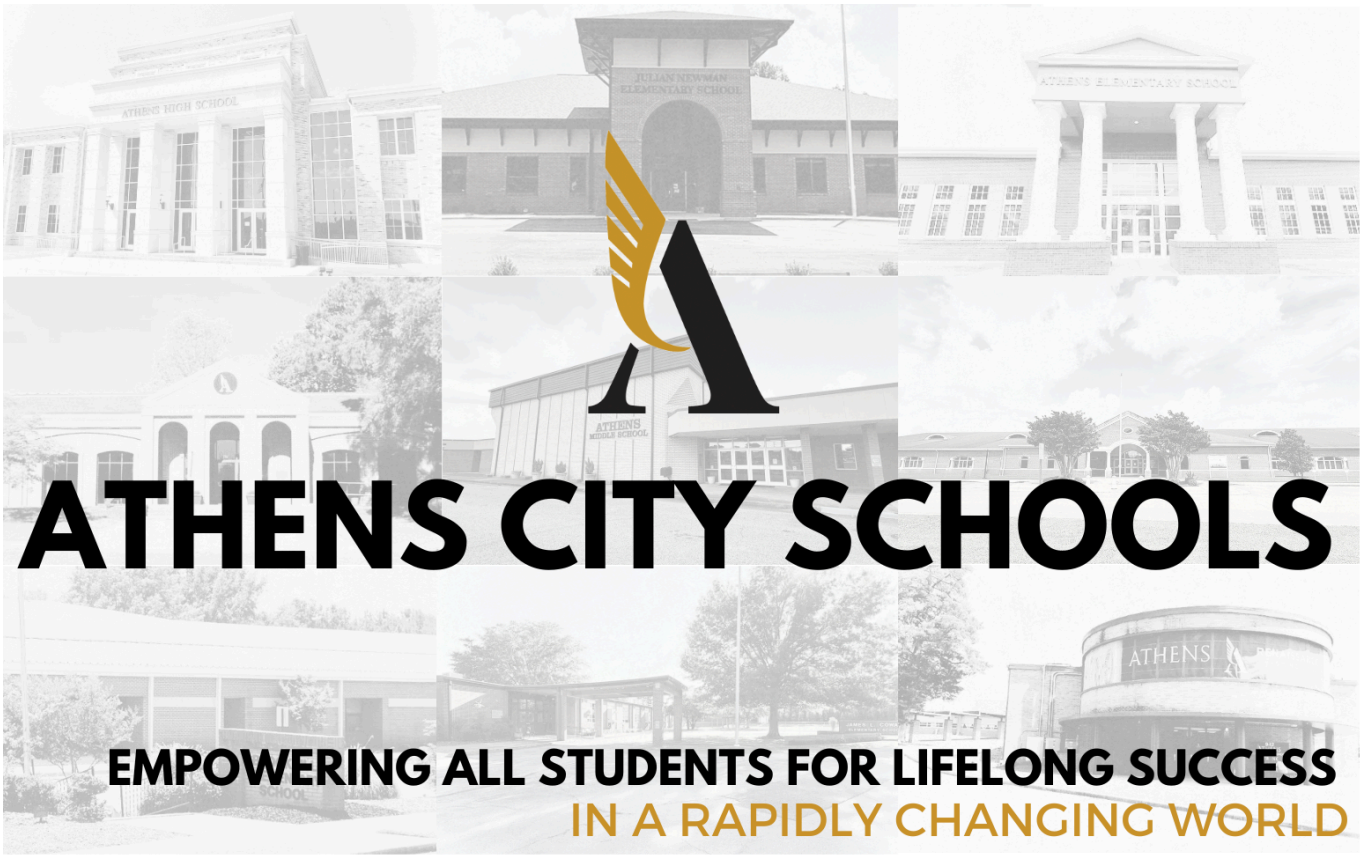

2026-2027

STUDENT-PARENT HANDBOOK

GRADES PREK-5

Revised August 13, 2026

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ATHENS
CITY SCHOOLS

Dear Students and Parents:

Welcome to Athens City Schools! The Student-Parent Handbook for Pre K through Grade 5 is intended to provide consistency throughout the school experience in Athens under the guidance of the Board of Education.

We are constantly striving to improve, so you will find procedural changes for the upcoming school year. We encourage you to read through the entire handbook carefully in order to ensure a great school experience.

Parents are encouraged to visit the Athens City Schools website often at acs-k12.org for updates and important information.

We look forward to a great school year.

Sincerely,

Beth Patton
Beth Patton Superintendent

Empowering all students for lifelong success in a rapidly changing world.

ATHENS CITY BOARD OF EDUCATION

Beth Patton, Superintendent
Mrs. Beverly Malone, President
Mrs. Shannon Hutton, Vice President
Mrs. Karen Clem
Mr.Toby Harrison
Mr. Anthony Townsend

SUPERINTENDENT'S OFFICE

455 US Hwy 31 North
Athens, Alabama 35611
(256) 233-6600

ELEMENTARY SCHOOLS AND PRINCIPALS

ATHENS ELEMENTARY

515 North Madison St.
Athens, Alabama 35611
(256) 233-6609 | aes.acs-k12.org
Mr. Nick Looney, Principal
nick.looney@acs-k12.org

FAME ACADEMY AT BROOKHILL

320 Brookhill Drive
Athens, Alabama 35611
(256) 233-6603 | bes.acs-k12.org
Mrs. Crystal McNeal, Principal
crystal.mcneal@acs-k12.org

SPARK ACADEMY AT COWART

1701 West Hobbs Street
Athens, Alabama 35611
(256) 233-6627 | ces.acs-k12.org
Mrs. Lorian Charles, Principal
lorian.charles@acs-k12.org

JULIAN NEWMAN

517 Julian Newman Drive
Athens, Alabama 35611
(256) 233-6630 | jnes.acs-k12.org
Mrs. Sharla Birdsong, Principal
sharla.birdsong@acs-k12.org

ATHENS INTERMEDIATE SCHOOL

1916 U.S. Highway 72 West
Athens, Alabama 35611
(256)-230-2880 | ais.acs-k12.org
Mr. Joaquin Herrera, Principal
joaquin.herrera@acs-k12.org

ATHENS RENAISSANCE SCHOOL

601 South Clinton Street
Athens, AL 35y611
(256) 771-7147 | ars.acs-k12.org
Mrs. Catherine Preston, Principal
catherine.preston@acs-k12.org

RENAISSANCE VIRTUAL SCHOOL

405 South Street East
Athens, AL 35611
(256) 771-0752 | renv.org
Dr. Nelson Brown, Principal
nelson.brown@acs-k12.org

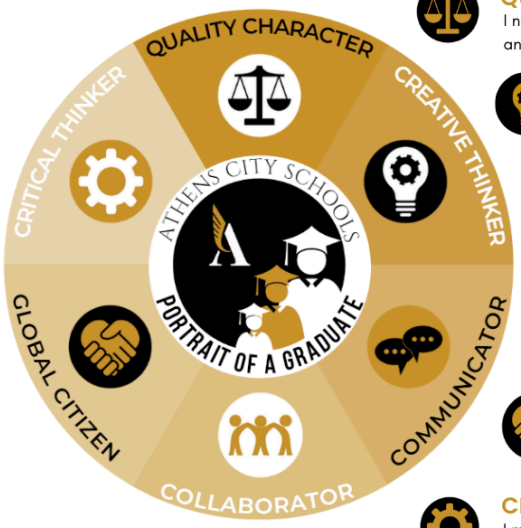
EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Athens City Board of Education not to discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in the education programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups. The following person has been appointed to coordinate compliance efforts: Title IX/ Section 504/ADA - Mrs. Dimika Cummings (256) 233-6600.

PORTRAIT OF A GRADUATE

EMPOWERING ALL STUDENTS FOR SUCCESS MEANS MORE THAN ACADEMIC ACHIEVEMENT.

For students to be prepared for life beyond graduation, our community believes we must focus on the whole individual. Our Athens City Portrait of a Graduate describes the characteristics and skills that will empower all students for success now and in the future.



QUALITY CHARACTER I inspire the trust of others and believe in myself.
I nurture overall physical and mental well-being and act honestly, responsibly and ethically. I manage and monitor myself, use sound judgment, and persevere in the face of challenges.

CREATIVE THINKER I generate new ideas and build on existing ones.
I pursue imaginative approaches and solve problems by asking questions, being flexible in my thinking, and taking the initiative to turn my ideas into action.

COMMUNICATOR I explore and exchange ideas with others.
I actively listen to and honor the voices of others, and I communicate clearly through the three fluencies of writing, speaking, and digital depending on my audience.

COLLABORATOR I form partnerships with others.
I work with others to accomplish goals and tasks by building relationships, managing team dynamics, making shared decisions, and learning from and contributing to the learning of others.

GLOBAL CITIZEN I serve as an active participant in a larger society.
I contribute to solutions that benefit the global community by examining issues from multiple perspectives and demonstrate empathy, compassion, and respect for others.

CRITICAL THINKER I analyze and synthesize ideas.
I make decisions by evaluating information and arguments, seeing patterns and connections, constructing meaningful knowledge, and applying it in the real world.

ATHENS CITY SCHOOLS

VISION

The Athens City Schools Portrait of a Graduate is a collective vision reflecting our community's hopes, dreams, and aspirations for its students. Not only is it designed to prepare students for academic achievement, but also to prepare them for success in their personal and professional lives beyond the classroom.

MISSION

Empowering all students for lifelong success in a rapidly changing world.

VALUES

- **STUDENT CENTERED LEARNING** We prioritize students' needs and interests in decision-making.
- **RELATIONSHIPS** We foster genuine and trusting connections within a secure and inclusive environment.
- **PSYCHOLOGICAL SAFETY** We create an environment where everyone feels valued and heard.
- **COLLABORATION** We work together towards a common goal.
- **GROWTH MINDSET** We emphasize continuous learning and improvement.
- **EMPOWERMENT** We inspire staff and students to take ownership of their learning and professional growth.
- **CELEBRATIONS** We encourage and recognize each other's strengths and efforts.

MESSAGE FROM THE PRINCIPALS

Dear Parent:

Welcome to the elementary schools in the Athens City School System. The faculty and administration at each of the five elementary schools look forward to the opportunity to be involved in your child's education. We hope that this school year will be a positive experience and a happy part of your child's life.

The Athens City School System is known for its long tradition of providing academic excellence. Your support is vitally needed to continue this great heritage.

The information in this handbook has been designed to assist both students and parents with guidelines for the successful operation of the elementary schools. This information has been carefully prepared and presented so that it will be of great value in helping you become familiar with policies and procedures of the elementary schools in the Athens City School System.

If at any time you have questions or other concerns, please call the office at your child's school.
We are anticipating a successful school year.

Sincerely,

Mr. Nick Looney, Principal
Athens Elementary School

Mrs. Lorian Charles, Principal
SPARK Academy at Cowart

Mrs. Sharla Birdsong,
Julian Newman Elementary School

Mrs. Crystal McNeal, Principal
FAME Academy at Brookhill

Mr. Jake Herrera, Principal
Athens Intermediate School

Mrs. Catherine Preston, Principal
Athens Renaissance School

Dr. Nelson Brown, Principal
Renaissance Virtual School

Empowering all students for lifelong success in a rapidly changing world.

GENERAL INFORMATION

DELIVERIES
Athens City Schools does not accept vendor or parental deliveries for any commercial items (i.e. – food from restaurants, flowers, balloons, gifts) to students during school hours. The principal shall have the discretion to determine exceptions to each scenario.

CHANGE OF ADDRESS
Changes in your home address must be made through the front office with a copy of a proof of residence (current utility bill, mortgage statement, or rental agreement). Phone number change should be reported to the school office immediately. Any change in place of employment, home or cell phone number should also be reported to the school office. This is necessary in case we need to reach you in the event of an emergency or should your child become ill.

COUNSELING AND GUIDANCE PROGRAM
Information regarding intervention programs for mental health concerns and/or substance abuse in the north Alabama area may be obtained from the school counselor.

CUSTODY OF STUDENTS
School personnel release students to either of their natural parents or their representatives unless there is a copy of an Alabama court order on file which grants custody to one of the parents or a third person. If a guardian needs to be deleted, please take the new custody papers to the school. This can only be done at the school.

STUDENT PUBLICITY/ INFORMATION OPT-OUT
Athens City Schools takes great pride in sharing the accomplishments of our students. ACS uses school-related images and/or videos of students and student work to showcase educational activities and programs, as well as to inform our students, parents and community of ACS activities and experiences. Photographs, videos and/or the name of your child may be included in publications (print or digital), news releases, district/school websites, social media, and news media. If you would like to "opt out" of any public recognition of your child, please notify your school principal in writing within ten (10) days from your receipt of this notice. If no documentation is on file, it will be assumed that permission for release of information has been granted.

LOST AND FOUND
- The school maintains a lost and found department where articles may be claimed. Items not claimed by the end of the school year may be donated to a worthy charity.
- Students should bring only the amount of money necessary for any given day. School officials will not assume responsibility for lost articles or money.
- Please label all items brought to school.

PARTIES
- Class parties will be limited to two (2). These parties are planned and coordinated by the room mothers in coordination with the classroom teacher.
- Each child should contribute $10.00 toward the expense of these parties. For economic reasons, favors will be limited to the Christmas party only.
- Invitations to private parties may be sent to school when the entire class or either all the girls or all the boys are being invited.

SCHOOL HOURS

School	Classes Begin	Classes End
AES, BES, CES & JNES (PreK-3)	7:45 AM	2:45 PM
AIS (4-5)	7:50 AM	2:50 PM

SOLICITATION

- Solicitation by students of Athens City Schools is forbidden. This includes solicitation by students and parents at school.
- School children may not be required to bring money to school for any organization.
- Joining PTO/PTF is encouraged.
- Participation in raising money for community or charitable events (such as Kids Heart Challenge, etc.) may be encouraged, but not required.

TELEPHONE

- The office telephone is for business and emergency calls.
- Parents are requested to make the day's arrangements with the child before the child comes to school and not ask him to telephone home through the day.
- Any student needing to use the phone must have a note from their teacher stating the need.

VISITING SCHOOL

- Family engagement is encouraged.
- Visits should be arranged through the office.
- No one is to go to the classroom without a pass from the office.
- No school age children will be allowed to visit another school's campus within the school day without Principal approval. This includes school aged children attending field trips that are not hosted by their home school.
- Parents shall wait outside the building for children at the end of the school day.
- As a condition of entry to Board property or attendance at any ACS-related event, individuals may be required to pass through a weapons detection device or to consent to a search of their personal property. Any person who refuses to comply with these procedures will be denied entry or required to leave the premises immediately. ***ACS BOE Policy EBC***
- The Athens City Schools Board of Education reserves the right to take all necessary measures to maintain the safety and security of its facilities and to enforce the ACS Student Code of Conduct. These measures may include inspections and searches of school property, as well as any personal property brought onto Board premises. The driver of any vehicle on Board property is responsible for any prohibited or inappropriate items found within that vehicle. ***ACS BOE Policy EBC***

ACADEMIC INFORMATION

CONFERENCES

- A minimum of one parent-teacher conference is required each year to discuss student progress.
- Parents are expected to attend the scheduled conferences.
- All conferences should be scheduled in advance. Parents should not expect teachers to hold informal conferences without a scheduled appointment.
- If a teacher conference is desired, it can be arranged by contacting the student's teacher.

ELEMENTARY GUIDELINES FOR STUDY AND HOMEWORK

Student Responsibilities

- The student shall acquire effective study habits and skills, beginning at the kindergarten level.
- The student shall be responsible for completing and giving all homework assignments to the teacher.
- The student shall be required to make-up and turn in incomplete classwork and homework assignments due to absenteeism.
- The student shall be responsible for completing homework missed due to absenteeism.

Teacher Responsibilities

- The teacher shall promote good study habits for students.
- Homework requirements shall be within the capabilities of the student and reinforce skills taught in the classroom.
- Homework shall be evaluated in such a way as to benefit the individual student.
- The teacher's discretion shall be used in making the assignments.
- The teacher shall inform parents of the objectives for homework assignments.

Parent Responsibilities

- The parent should review the student work that is sent home each school day.
- The parent should read orally to the student.
- The parent should listen to the student's oral reading at home.
- The parent should provide conditions conducive to effective study activities.
- The parent should designate time for completion of homework assignments.
- The parent should communicate with the teacher to receive information about homework and academic progress of students.

FIELD TRIPS AND EXCURSIONS

Field trips and excursions are extensions of classroom instruction and provide worthwhile learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers shall develop systematic procedures for ensuring that all trips away from the school provide optimal learning opportunities for students.

The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

- Students shall be expected to exhibit good behavior and shall be subject to the same Student Code of Conduct applicable to regular classroom activities.
- Students must have a Field Trip Parental Permission Form signed by their parent(s) or guardian(s) on file with school officials prior to departing on each school sponsored field trip. Students not submitting a signed permission form shall not be permitted to participate in such activity.
- Only listed parents/guardians are allowed to check out students on field trips unless prior approval from the principal.
- School aged children may not attend field trips that are not hosted by their home school.

PHYSICAL EDUCATION

- Each child shall participate in the Physical Education Program.
- A student will be excused from the class only upon the teacher's receiving an acceptable written excuse from the child's parent or guardian.
- A doctor's statement must be presented for students who have conditions that prohibit regular participation.
- Children are required to wear tennis shoes and appropriate clothing for physical education for safety, comfort, movement freedom, modesty, and protection of our gym floors.

REPORT CARDS

- Report cards are issued at the end of each nine weeks of the school year for students in all grades.

MTSS (MULTI-TIERED SYSTEM OF SUPPORTS)

Response to Instruction (RtI) integrates core classroom instruction, assessment, and interventions within a multi-tiered system to maximize student achievement and reduce behavior problems. Through the implementation of RtI, schools identify and monitor students who are at-risk of ~~f~~falling behind academically. Schools use problem-solving and data-based decision making to provide research-based interventions to students who need additional assistance in core classes. Problem-Solving Teams monitor student progress frequently and adjust the intensity of the intervention based on student results. These teams make high quality decisions to support all students, especially those at risk of failing to achieve state performance standards.

MTSS is how our schools support all students—whether they need extra help or are ready for more challenge. Students receive classroom instruction, and additional support is provided as needed in small groups or individually based on each student's needs.

Schools use a team-based approach to review student progress and adjust support over time. Every school has a Problem Solving Team (PST) made up of teachers and staff who work together to support students who may be experiencing difficulty.

The PST reviews student data, identifies needs, and develops a plan to help the student succeed. The team monitors progress and makes adjustments as needed to ensure each student is receiving the support they need.

STUDENT PROMOTION AND RETENTION

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress based on minimum standards required by the Alabama Courses of Study. According to the Alabama Literacy Act, "Commencing with the 2021-2022 school year, third-grade students shall demonstrate sufficient reading skills for promotion to fourth grade. A student scoring at the lowest achievement level in reading on the current state assessment for third grade will not be promoted to fourth grade unless the student meets a good cause exemption for promotion." The determination process should involve the principal and teacher(s) with the final authority for determining promotion and retention resting with the principal.

If a student needs to be retained based on the above criteria, the parent(s) or guardian(s) of that student will be informed. In all cases, the decision of whether a student should be promoted or retained will be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

TEXTBOOKS

- Textbooks are furnished by the State of Alabama and become the responsibility of the student to whom they are assigned.
- Parents or guardians will be expected to pay for textbooks or library books that are lost or damaged while issued to their child.

PROGRAMS FOR EXCEPTIONAL EDUCATION SERVICES

GIFTED SERVICES

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services in addition to the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. All second grade students in the Athens City Schools will be observed as potential gifted referrals using a gifted screening process provided by the Alabama State Department of Education. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities may refer a student for consideration for gifted services. The parents must be informed when their child has been referred.

For more information regarding gifted services and the referral and eligibility process contact the Exceptional Services Department at 256-233-6600.

PROGRAMS FOR EXCEPTIONAL CHILDREN

Special education, related services, and supplementary aids and services are provided to students who meet certain criteria.

Information regarding services, supports, or referral procedures may be obtained from the school principal. All referrals, evaluations, and educational support are provided in accordance with the *Individuals with Disabilities Education Act of 2004* and the *Alabama Administrative Code Chapter 290-8-9 Special Education Services SUPP. NO. 11-2.*

EXCEPTIONAL EDUCATION CHILD FIND NOTICE

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

If you know of a child who may be in need of exceptional education services or would like to receive additional information regarding services for students with disabilities contact the Exceptional Services Department at 256-233-6600.

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a civil rights statute that prohibits discrimination/harassment on the basis of a disability in any program or activity receiving federal financial assistance. Section 504 provides "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" For questions regarding Athens City 504 procedures, contact the Exceptional Services Department at 256-233-6600.

ATTENDANCE

One of the most important things a parent or guardian can do for their child is ensure they are in school every day and on time. It is key to their learning, their success in school, and ultimately their success in life. Athens City Schools maintain an attendance policy and a truancy policy, which were written in accordance with Alabama State Board of Education Administrative Code, and §16-28-1 *et seq*., Code of Alabama (1975). Below are the details of those policies. If you have any other questions, please contact the attendance officer or principal.

GENERAL PROVISIONS

- A K-3rd grade school day is defined as 7:45 AM. until 2:45 PM
- A 4th-5th grade school day is defined as 7:50 AM until 2:50 PM
- A full day is defined as 51% of the day.
- Late arrivals should report to the office. Responsible party should complete the check-in process.
- Check-outs shall be conducted through the office.
- Any missed school will be categorized as an excused absence, excused tardy, unexcused absence, or unexcused tardy.
- All excuse notes must be submitted to the school office within 3 days upon returning to school.
- Excessive absences and tardies will subject a student to truancy policies and procedures.

ABSENCES

Excused Absences

Absences are excused for the following:

- Illness.
- Death in the immediate family.
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal.
- Legal Requirements
- Emergency conditions as determined by the principal.
- Prior permission of the principal upon request of the parent or legal guardian.
- Suspension.

Athens City Schools allows a student to be absent from school for any of the above reasons for five days per semester provided the parent has verified this in writing upon the student's return to school. Any absence beyond five days during a semester must be confirmed by a physician's document in order for the absence to be excused. Otherwise, absences beyond five will be considered unexcused. Each day counts as an absence and requires a note to be excused. (For example, if a child misses 2 consecutive days and a parent writes a note excusing those 2 days, it counts as 2 of the 5 parent notes for the semester).

Unexcused Absences

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

- Failure to send a note within three (3) days of the absence.
- Failure to secure prior approval from the principal for vacations, visits, work, or other activities.
- Five consecutive days absent without medical or legal documentation. If five or more days are missed in a row, there must be a medical or legal excuse.
- Failure to provide a medical excuse after a student has accumulated five (5) absences with parent note for the semester.

TARDINESS

Being late to school or checking out of school are excused or unexcused for the same reasons as absences. Habitual tardiness greatly affects a child's progress in school. For every three accumulated **unexcused** tardies **and/or check-outs**, one available parent excuse note will be forfeited.

E-LEARNING DAYS K-5

ACS offers K-5 students, with parent/guardian request, the opportunity of up to five (5) days per semester as E-Learning Days. These days will allow students to meet their class requirements through on-line engagement/ hard copy of class material and assignments (Teacher's Discretion) while they are away from the building. The following are criteria for E-Learning Days:

- Trips of educational value, safety or security of a student when parents are traveling and the student cannot be left alone, non-school related athletic competitions for future opportunities, are some examples, but are not the only occasions that may be approved.
- Student's parents must request these opportunities at least three (3) calendar days prior to the 1st day of E-learning.
- Students may not have excessive and/or unexcused absences/tardies within the school year.
- Students may not take an E-Learning day on the first day of the school year.
- Students must not be in need of academic support prior to the request.
- Students cannot have any Class II or III write-ups during the semester the request is made.

TRUANCY

Truancy is the habitual and unlawful absence from school. Truancy is governed by Alabama law under §16-28-1, *et seq*. Code of Alabama. If a child is truant, the parent or guardian can be charged under Alabama law with a criminal action in Juvenile Court.

Truancy is determined by unexcused absences and tardies.

Unexcused absences shall be addressed as follows:

- 1 unexcused absence = parental notification by letter from the School
- 2 unexcused absences = parental notification by letter from the School
- 5 unexcused absences = mandatory attendance at the school's Early Warning Meeting
- 7 unexcused absences = a Petition is filed against the parent or guardian in the Limestone County Juvenile Court

The Early Warning meeting shall be set by the school attendance officer and is a mandatory meeting. This meeting is also an opportunity for the parent or guardian to discuss the attendance of their child with school officials, and to ask any questions regarding attendance. Failure to attend this meeting will result in an immediate Petition being filed against the parent or guardian.

If a Petition is filed in the Limestone County Juvenile Court against a parent or guardian for truancy, they will be required to appear before the Juvenile Court Judge. If found guilty of the charge, they shall receive a misdemeanor conviction, and may receive a fine of up to $6000 and be sentenced up to 1 year in the county jail. The parent or guardian and the student may also be ordered to participate in programs that address the issues relating to the truancy of the student.

WITHDRAWALS

- Withdrawals should be completed in person.
- Parents should notify the school office of plans for withdrawal as soon as possible prior to the student's last day.
- Parents should have the new school request the student's records. The records will be mailed to the school to which the child is transferring.
- The Immunization Card (Blue Card) may be picked up in the school office at the end of the day on the child's last day of attendance.
- All school property must be turned in and all charges paid.

CALENDARS

2026-2027 CALENDAR

Teacher Workday, Professional Learning and Institute (no school for students)	July 31-August 3
Student Start Date (first day of school)	August 6
Labor Day Holiday	September 7
Early Dismissal Day	September 16
Fall Break	October 5-9
Early Dismissal Day	October 28
Veterans Day Holiday	November 11
Thanksgiving Break	November 23-27
First Semester Ends/Early Dismissal	December 18
Christmas Holidays Begin	December 21
Teacher Workday	January 4
Students Return to School/2nd Semester Begins	January 5
Martin Luther King Jr. Day	January 18
Early Dismissal/Parent Conference Day	February 10
Presidents' Day	February 15
Spring Break	March 15-19
Early Dismissal/Parent Conference Day	April 22
Spring Holiday (Weather Day)	April 23
RenV & ARS Graduation	May 18
AHS Graduation	May 20
Last Day of School for Students/Early Dismissal	May 27
Teacher Workday	May 28
Memorial Day	May 31
Juneteenth	June 19

Potential weather makeup days are included in the 2026- 2027 school calendar. The complete calendar is available on the district site at www.acs-k12.org/calendar.

2026-2027 SCHOOL PROGRESS REPORT/REPORT CARD CALENDAR

GRADES K-5	1ST NINE WKS.	2ND NINE WKS.	3RD NINE WKS.	4TH NINE WKS.
No. of days in 9-week grading period:	41	44	47	48
Grading period begins:	8-6-2026	10-12-2026	1-5-2027	3-22-2027
Progress reports will be issued on:	Weekly	Weekly	Weekly	Weekly
End of 9 week grading period:	10-2-2026	12-18-2026	3-12-2027	5-27-2027
Report cards will be issued on:	10-14-2026	1-13-2027	3-24-2027	*Varies

*Athens Grades K-5 – Artifacts of student learning will be placed weekly in digital portfolios to be shared with parents.
*Athens K-3 Academies – Report cards will be sent home on the last day of school.
*Athens Intermediate School – Report cards will be sent home on the last day of school.

CHILD NUTRITION PROGRAM

Our mission is to provide affordable and nutritious meals to students of Athens City Schools.

LUNCH NUMBERS AND LUNCH ACCOUNT

Athens City Schools uses a computerized system in the lunchrooms. This helps to expedite lines and helps to lengthen the time your child has to eat breakfast and lunch. We utilize offer versus serve, which allows students to have different choices for each meal. Each student has an account with an assigned 3, 4, or 5 digit number they enter or scan each time they go through the lunchroom line. Please make sure your child knows his/her lunch number. The following are specific details that you will need to know:

DEPOSITS

- Make deposits directly into the student's account at the serving line, or
- Make deposits online through the automated payment system or pay online (please refer to the Athens City School's website for specific details). *Send sibling's money separately if your child is participating.
- If a student participates in our Free and Reduced Breakfast and Lunch Program, he/she may deposit funds into his/her account by entering his/her lunch number or online.
- Send ala carte money in an envelope marked with your child's name, homeroom teacher, and lunch number or pay online. See the Athens City School's website for specific details.
- If you are sending a check, please write your child's name and lunch number on the check. Check must include a phone number. Please do not write a check for other purchases such as field trip money, fundraiser, etc. while paying for anything in the lunchroom.
- Only food eaten in the lunchroom can be purchased with the money you send to the lunchroom.
- Parents may put restrictions on what and when extra food may be purchased.

NEGATIVE BALANCE

- We will notify you or your child when your child's account balance is depleted.
- You may register for a free online lunch account. This allows you to monitor your child's lunch account and make payment for small charges.
- Please send money the next school day to correct deficiencies or pay online anytime.
- When paying with cash please submit the correct amount. Schools do not keep change.
- The Board of Education strongly discourages the charging of food and beverages to meal accounts with negative balance.
- Uncollected cafeteria charges constitute a bad debt and are not allowed.
- Extra servings and a la carte purchases are not allowed when a meal account has a negative balance.
- It is understood that the parent or guardian of any student who purchases food and beverages from the Child Nutrition Program will provide funds through the meal account and is responsible for resolving all negative balances immediately.

Our primary goal is to feed our children the most nutritious meal with enough time to enjoy the meal. Students and parents are encouraged to take advantage of pre-payment and online payment options by depositing weekly or monthly amounts. The online payment option is available on your school website or www.acs-k12.org.

Important: On the last day of school, any money left in your child's account will automatically roll over to the next school year and any negative balances MUST be resolved.

- Any lunch balance can be requested for a refund or transfer to another lunch account in the district by the parent and/or guardian during the school year by contacting the lunchroom or central office.
- Any unclaimed balance remaining in a lunch account 30 days after the last day of school by a student who withdrew from the district during the school year or graduated will be moved to a CNP account and used to pay for any student lunch debt within the district. This shall not apply to unclaimed balances in CNP accounts for households that are approved for reduced price benefits, as Athens City Schools will make reasonable attempts to refund those balances.

FREE AND REDUCED PRICE MEAL APPLICATION

Athens City Schools makes available the online application for Free and Reduced Price Meals online! The process is SAFE, SECURE, PRIVATE, and AVAILABLE anytime, anywhere! Visit your school website for a direct link.

Application Process For Free And Reduced Meals

- Athens City Schools encourages each family to complete an application.
- Applications located at each school office and Central Office or you can complete online.
- Only one completed application per household is needed.
- List every child enrolled in the Athens City Schools on the same application.
- The application is processed as quickly as possible; however, it can take several days.
- Please complete your application as soon as possible and turn in immediately.
- If your child received free or reduced meals last year, you have to complete a new application each year.
- You have up to thirty-days (30) from the first day of school if you received free or reduced priced meal benefits in the previous school year to complete and submit another application.
- After the thirtieth (30_{th}) day, you are no longer qualified for free or reduced benefits.

WELLNESS POLICY AND SCHOOL PARTIES

In an effort to decrease the rate of childhood obesity in the United States, the USDA made changes to the National School Lunch Program, National School Breakfast Program and to the amount and types of foods and drinks allowed to be served during the school day. These foods will be replaced with more fruits and vegetables.

Parents are not allowed to bring fast food into the school in advertised bags. (Please put all fast food in an unmarked bag.) Parties are not permitted during meal times. Contact your child's teacher and/or principal if you would like to bring a treat for a special occasion. We are requesting parties to include some healthy alternatives along with the usual cookies, cupcakes, etc. We ask for your support as we try to develop a healthy school environment for our children. If you would like a detailed explanation of the changes mandated from the USDA, please see our web site at www.acs-k12.org.

HEALTH SERVICES

ALLERGY GUIDELINES

If a student has a SEVERE allergy or intolerance, the student is required to have a signed health care provider (MD, NP, PA, DO, RD) statement indicating their allergy or intolerance and the type of reaction. If a student has a food allergy which requires a modified diet, the student is required to have a signed health care provider **Diet Prescription for Meals at School** form.

The Alabama State Department of Education along with the USDA requires every school for lunch to offer milk with four other meal components to Pre-K through 12th grade. Each student (Pre-K through 12th grade) must take at least 3 meal components and one of those components must be a fruit and/or vegetable serving on their tray. For breakfast, each student (Pre-K through 12th grade) will be offered milk and must take at least 3 meal components with one of those components must be a fruit and/or vegetable on their tray.

Athens City Schools recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances. To ensure proper safety for your children and our students, Athens City Schools requires a signed health care provider's letter/note for any student with an allergy to food, dairy or any allergen (grass, dust, pets, etc.) that could cause health problems during school hours. The signed health care provider's letter/note must be updated at the beginning of every school year.

NOTE: Once a health care provider writes a letter/note indicating a student's allergy, only a health care provider can change the status of the student's allergy. A parent cannot write a letter/note indicating the student may have food items that have previously been deemed as allergies by a healthcare provider.

Athens City Schools does not claim to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. Our schools will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis.

We live in a world that is contaminated with potential allergens. Children with allergies must learn to avoid specific triggers. While the key responsibility lies with the student and his or her family, in the case of a young allergic child, the childcare community must also be aware. Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the cooperation and understanding of all members of Athens City Schools, including staff, students and parents.

Having a signed letter/note from your child’s health care provider, indicating their allergy(s), severity, and how they are treated, is one of the most important steps in creating a safe school environment for everyone. As stated previously, this letter must be updated at the beginning of each school year. If you have any questions, please call your child’s school.

HEAD LICE

Pediculosis, more commonly known as head lice, is routinely found in elementary and middle school aged children. Head lice can affect children across all races and socioeconomic backgrounds. Based upon the recommendations from the Centers for Disease Control (CDC), The American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN), the following interventions are important to help control the spread of head lice in our school community:

- Please examine your child's head regularly, especially behind his/her ears and at the nape of his/her neck for crawling lice and/or nits (eggs). An adult louse is about the size of a sesame seed, and can be the same color as your child's hair. Nits are small, often silver or dark in color and are adhered to individual pieces of hair.
- Students who are identified as having live lice: The school nurse will make all attempts to notify parents to pick their child up from school to treat and return to school following treatment, with either an over the counter or prescription lice killing product. The school nurse will recheck the student before being allowed to return to the classroom. They will not be permitted to re-enter the classroom until lice free.
- Students that have been cleared of lice will be re-examined in 14 calendar days by the school nurse. Students found to have head lice will once again be excluded from the classroom until lice free.
- All infested family members must be treated, being careful to follow the product's direction carefully and completely.
- Please contact your child's school nurse if you have had to treat your child for head lice. She is available to serve as a resource to you for any questions you may have regarding treatment, and will need to check your child's head to ensure there are no remaining live lice prior to your child returning to his/her classroom.
- Head lice are a nuisance, but do NOT carry or transmit disease or infection. Mass screenings of school populations is no longer recommended and was not found to be effective in the control of head lice. Misdiagnosis often resulted from such screenings, leading to unnecessary treatment and related absence from school.
- Likewise, "no-nit" policies are no longer recommended, due to evidence that nits found greater than ¼ inch from the scalp are not viable and very unlikely to hatch. Because nits are cemented to individual hair shafts, they are most unlikely to be transferred to another individual. Therefore, students who have been treated and have no evidence of live lice when checked by the School Nurse are able to return to their classroom. Students with nits and no evidence of live head lice will not be excluded from school.

HEALTH SCREENING

Students in grades K-12 are screened for vision and hearing as needs arise.

ILLNESS GUIDELINES

Fever: A student with a fever of 100.0 or greater should not come to school. A student at school with a fever of 100.0 or greater will isolated from the classroom. If no one can be reached to pick up the student, 911 may be called to transport the student for medical treatment. This will depend on the assessment by the school nurse based on the clinical symptoms of the student. A student MUST be fever free for at least 24 hours **WITHOUT** the use of fever reducing medications (Tylenol, Motrin, etc.) before returning to school.

Headache: Many things such as fever, stress, sinuses, viral illnesses, and dehydration can cause headaches. Some headaches can be serious while others are minor. When a student has a headache that is associated with a fever and/or neck pain/stiffness or a headache that lasts for more than a couple of hours, the student should be seen by a health care provider. A mild headache can interfere with a student's learning ability. When a student has a headache during school hours and the headache does not go away after 20-30 minutes, the student may be sent home.

Strep Throat*:* A student may return to school with evidence of physician diagnosis and a minimum of 24 hours of antibiotic treatment.

Vomiting: When a student has been vomiting, the student should not return to school until they have NOT been vomiting for 24 hours. Note: Nurses will use their judgment when requesting students to be sent home from school for vomiting. Example: If a student gets too hot in P.E., they probably do not need to be sent home and do not need to stay out of school the next day.

Diarrhea: Certain forms of diarrhea can be contagious. Your child should stay home if he/she has had diarrhea (two times or more) prior to the start of the school day. Children with diarrhea at school will be sent home and should not return to school until no diarrhea for 24 hours.

Abdominal Pain: Any form of abdominal pain in a child should be taken seriously. Many things cause abdominal pain. A student who complains of abdominal pain should not come to school until the problem has been identified. Any student with abdominal pain that lasts longer than 15-30 minutes may be sent home and should be seen by a health care provider.

Cough: A cough that is chronic can spread germs and be disruptive in a classroom. Please take this into consideration when deciding to send a student to school. The school nurse may evaluate a student with a cough and if determined to be excessive may be sent home. If a student brings cough drops or cough medicine to school, the student must have a Prescriber/Parent Authorization Form (PPA) completed and signed by a parent or guardian. If this medicine is required longer than 2 weeks, a PPA must be signed by a physician or practitioner for the medicine to remain on campus.

Pink Eye (Conjunctivitis): Pink eye can be very contagious. If the white of your child's eye is red and has a thick yellow or greenish colored drainage, you should keep your child at home until treated. A student may return to school after a minimum of 24 hours of treatment.

Impetigo: A student may return to school with evidence of physician diagnosis and a minimum of 24 hours of antibiotic treatment. Lesions must be covered when the student returns to school.

Ringworm: Students must be treated with proper medication for a minimum of 24 hours before returning to school and lesions must be covered when the student returns to school.

Hand, Foot And Mouth Disease: Students may return to school with a physician's diagnosis and excuse and must be fever free for 24 hours before returning.

Rash: There are all types of rashes. Some are nothing more than irritated skin, while others are very contagious. The guidelines include:

- Either clothing or a bandage MUST cover all rashes.
- A student with an undiagnosed rash lasting more than 2 days may be required to have a medical doctor's note in order to return to school.
- A student with a scalp rash may be required to have a medical doctor's note in order to return to school.
- A medical doctor should evaluate a student with a rash that is associated with a fever and/or cough.
- A medical doctor should evaluate a student with spotted rashes on the stomach, back, arms or legs.

IMMUNIZATIONS

Alabama law requires all students to have a current Immunization Card (Blue Card). The original Blue Card is kept on file by the student's school and must be updated per state guidelines.

Each child enrolled in daycare, Head Start, and public or private school in Alabama must have a valid Alabama Certificate of Immunization on file at the facility that they attend. The certificate may be obtained from the physician or clinic that administers the vaccine or may be completed by any county health department in the state if the parent presents a vaccine record from the provider. For students who are moving to Alabama, out-of-state vaccine records must be transferred to the Alabama Certificate of Immunization prior to day care, Head Start, or school entry. This may be accomplished by taking a vaccine record from the provider to the local county health department, or, if the family has chosen a physician in Alabama, the physician may transpose the record. No handwritten immunization cards will be accepted. There can be no handwriting on an immunization card for any reason. These will not be accepted.

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

Children attending 5 year-old-kindergarten through 12th grade must have had 5 doses of diphtheria/tetanus/pertussis vaccine (4 if the 4th dose was received after the 4th birthday) and 4 doses of polio vaccine (3 if the 3rd dose was received after the 4th birthday). Booster doses of tetanus-diphtheria toxoid vaccine must be given every 5-10 years after the preschool booster. Children in these grades should also have received 2 doses of measles- containing vaccine and 1 dose each of mumps and rubella vaccine, usually administered as 2 doses of MMR vaccine. Varicella (chickenpox) vaccine for kindergarten entry became a requirement in 2001. This requirement will increase by one grade cohort until Fall 2013, when varicella documentation will be required for all children, kindergarten through 12th grade. A positive test for varicella immunity or documentation of chickenpox disease is acceptable in lieu of the varicella vaccine. Please contact your health care provider if you have any questions.

MEDICATION PROTOCOL

All Prescriber/Parent Authorization (PPA) forms must be renewed at the beginning of every school year and anytime the doctor makes a change to the prescription. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific time, etc.). Cutting, crushing, or sprinkling a pill/tablet/capsule can be done only with a written prescriber order. Changes to the medication orders by a parent/guardian will not be accepted. The school nurse will verify all questionable changes with the prescriber.

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

Prescription Medication

- All medications must be hand delivered by the parent or guardian to the nurse. This includes all students who "Self-Administer" and/or "Self Carry" medications.
- The nurse must verify all orders before students are allowed to carry and self-administer their medications.
- The nurse or certified medication assistant will count all controlled substances in the presence of the parent or guardian.
- Students are not allowed to carry medication on them while at school without proper physician orders giving permission to carry medication.
- The student is not allowed to “self-carry” a controlled substance. This medication will be kept in the nurse's office.

ALL prescription medications must:

- Be brought in by a parent or guardian to the nurse and they must sign a proper medication form that indicates the medications were received, counted, and secured by the school.
- Be in the original container with a current pharmacy prescription label attached. The prescription label must match the PPA form.
- Have the correct student's name on the prescription label.
- Have a valid date of expiration. Expired medications will not be accepted. Not be mixed with any other medications (unless indicated on the label).
- Have a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and parent/guardian per prescription.
- Only a 30-day supply of prescription medication may be provided to the school at one time.

Over-The-Counter Medications
Over-the-counter medications will be administered as follows:

- Requires completion of the Prescriber/Parent authorization form signed by the prescriber (MD, NP, PA). All OTC meds staying longer than 2 weeks in the nurse's office require the signature of a prescriber (MD, NP, PA) per Alabama guidelines.
- Must be provided by the parent in the original sealed container identifying the medication name, dosage, and manufacturer's labeling.
- Distributed according to manufacturer's recommendations only.
- If prescribed in excess of the manufacturer's recommended dosage, the parent/guardian will be required to complete a new Prescriber/Parent Authorization form and have it signed by the physician.
- No aspirin or aspirin-containing medication (salicylate) will be given to children or teenagers under the age of 16 years of age, unless prescribed by a physician.

Food supplements, natural substances and herbs are not without potential harm, including life-threatening conditions. Herbal products and dietary supplements have not been subject to the scrutiny of the Food and Drug administration (FDA) and in the United States, as in most countries, dosage and purity have not been regulated for these products. School personnel should not give any substance that could be construed as a drug or medication, including natural remedies, herbs, and nutritional supplements, without the explicit order of an authorized prescriber, and reasonable information regarding therapeutic and untoward effects.
Narcotics will not be allowed to be given at school. CBD oil will not be allowed to be given at school.

ALL Non-Prescription medications must have:

- A new container that is unopened and sealed.
- No other medications mixed inside the container.
- A valid date of expiration. Expired medications will not be accepted.
- The student's name is clearly marked on the original container.
- A completed Prescriber/Parent Authorization Form (PPA) on file.

The following are procedures for medications that students may need to possess on them for self–medication:

- Cough drops are considered OTC medications and will require a PPA form.
- Inhalers – The school nurse must have a copy of the prescription label and box in her office. If the box is unavailable, the pharmacy can provide the inhalers prescription label.
- Epi-Pens (TwinJect, Epinephrine, Adrenalin) - All students with Epi-Pens, TwinJects, and other pre-filled single use epinephrine auto injectors must have a copy of the original pharmacy prescription label attached to the cartridge holder or the original box.
- Students may only carry medications indicated for a "chronic" health condition (asthma, diabetes, seizures, etc.). The doctor must indicate the "chronic" condition on the PPA and check the "kept on person" and/or "self-medication" box on the PPA.
- The parent or guardian will be notified when their child's medication is completed or becomes out of date. Expired medications will not be given at school.

All student medications must be picked up by the last day of school, before summer break, or the medications will be destroyed per federal regulations (in the presence of a witness, as indicated). No medications will be kept at school over the summer.

Some medications are not meant to be given during school hours. The school nurse reserves the right to refuse to administer certain medications unless a doctor has specifically written that the medication be given during school hours. Note: *Most medications will be given by the parent/guardian at home. Medications that are prescribed for three times per day should be given at home, just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is if the prescriber has ordered the medication to be given before or along with meals.*

When a student will be attending an alternative school, it is the parent's responsibility to transport his or her child's medicine to and from the student's home school and to and from the alternative school.

The parent/guardian should provide the school nurse with a list of possible side effects for medications taken over a 30-day period.

The first dose of any new medicine should not be given at school.

Athens City Schools follows the State of Alabama guidelines for the administration of medications to students. Only school nurses and certified medication assistants are legally allowed to administer medications to students in the State of Alabama.

MENINGOCOCCAL DISEASE AND VACCINE

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. The bacteria that cause meningococcal disease are very common.

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.
For more information concerning this or vaccine recommendations visit www.adph.org/immunizations.

SAFETY AND EMERGENCY PROCEDURES

ASBESTOS MANAGEMENT PLAN

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

FIRE AND SEVERE WEATHER DRILLS

Fire and tornado drills are held throughout the school year. Drills may occur at any time of the day. There is to be no talking during a drill. Students are requested to move quickly without running or pushing. Upon completion of the drill, the all-clear signal will be sounded, at which time all persons will return to their classrooms.

TORNADO WATCH – REQUIRED PROCEDURE

In the event a tornado watch is issued for areas in which a school is located, the principal or his or her designee of that school shall take all actions as specified in the approved Civil Defense plan. When a tornado watch is in effect at the conclusion of the normal school day, students will be released according to regular dismissal and transportation plans.

TORNADO WARNING – REQUIRED PROCEDURE

In the event a tornado warning is issued for areas in which a school is located, the principal or his or her designee at that school should take all actions specified in the approved Civil Defense Plan. If a tornado warning is in effect, students may not be released pursuant to regular transportation plans; however, students may be released during a tornado warning to students' parents/guardians, provided said parents/guardians come to the school and assume custody of their child(ren).

SCHOOL CLOSINGS

- School may be canceled or dismissed early due to weather or other emergency conditions.
- Students and parents are expected to plan in advance for this possibility and discuss what to do and where to go in this type of situation.
- The decision to cancel school, open late or dismiss early will be determined by the school system's superintendent.
- Parents will be notified via email, phone call, text, and ACS app push. Messages will be displayed on all ACS websites and district social media pages (Facebook, Twitter and Instagram). Announcements will also be sent to local television and/or radio.
- Latchkey services will not be provided on days that school is dismissed early due to inclement weather.
- If school must dismiss before 2:30 p.m., children will only be allowed to leave with adults to whom parents have given written permission (including emergency contacts). This must be on file at the school.

SCHOOL SAFETY PLANS

All Athens City Schools have an updated Safety plan. The Safety plan addresses hazards that may affect the school.

STUDENT SAFETY

- Ensuring student safety is a top priority in all the elementary schools.
- Students shall stay on school property during school hours and until parents pick them up at the end of the day.
- All parents should be aware of the traffic pattern established at the school. If parents have questions, they should contact the office.

STUDENT CONDUCT

ANTI-BULLYING POLICY

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited.

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

Section 2: Definitions

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

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

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

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

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

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

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

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

Student as used in this policy means a person who is enrolled in Athens City public school system.

Section 3: Description of Behavior Expected of Students

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

- to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and
- to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

Section 4: Consequences for Violations

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

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

- Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the Student/Parent Handbook on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by email, mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

  The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

- Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

ATHENS CITY SCHOOLS

Form for Reporting a Complaint of Bullying, Violence, Threats of Violence, Intimidation, or Cyberbullying

This form may be used by a student or a student's parent (or guardian) to submit a complaint regarding Harassment, Violence, Threats of Violence, Intimidation, Bullying or Cyberbullying. This form should be submitted to the principal of the student's school via mail, email or delivered in person to the principal's office.

Student's Name:_____School:_____Grade:_____

Home Phone:_____Email address: _____

Home Address: _____

Preferred method of contact (provide address, e-mail, or phone number):

Describe the conduct/circumstances leading to the complaint, including all pertinent facts supporting the complaint (including but not limited to, the specific location(s) of the incident(s)).

_____

_____

_____

_____

_____

_____

(Attach additional paper, if needed.)

When did this happen (over what time period if continuing or more than once) (include date(s) and time(s), if available):

_____

_____

_____

(Attach additional paper, if needed.)

Identify the person(s) whose actions led to the filing of the complaint, and all witnesses or other persons having information that is relevant to the complaint.

_____

_____

_____

(Attach additional paper, if needed.)

OTHER INFORMATION:

I believe the incident in question was motivated by the following characteristic(s) (Check All That Apply):

_____Race
_____Sex
_____Religion
_____National Origin
_____Disability
_____An imbalance of strength, power, or influence
_____Other personal characteristics

The incident resulted in a threat of suicide by the victim:____Yes_____No

Attach copies of documents or other evidence that is relevant to the complaint.

I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

Date:_____Student Signature: _____

-OR-

Date: _____ Parent/Guardian Signature: _____

Persons may refer to the *Athens City Schools Jamari Terrell Williams Student Bullying Prevention Act Policy* (which can be found in the Student Handbook and online at *www.acs-k12.org*) for more information. Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred, and the school administration has the prerogative to investigate any allegations of wrongdoing.

DISCIPLINE

The rules by which students are governed are made for their best interests. Disciplinary actions are generally of a minor type and are dealt with by the teacher. More serious disciplinary actions or habitual misbehavior will be referred to the principal. Discipline actions may include:

IN-SCHOOL SUSPENSION

In-school suspension is a structured disciplinary action in which a student is isolated or removed from the regular classroom and extracurricular activities but is not dismissed from the school nor counted absent during the period of in-school suspension. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time not to exceed ten (10) consecutive days per assignment. Extended ISS assignments require approval of the Superintendent or designee. Students assigned to the in- school suspension program will be counted present to school and will be allowed to continue or make up their academic work in accordance with board policy. Students assigned to ISS may be required to perform written work assignments as directed by the ISS supervisor.

The principal and their staff should determine the scope of in-school suspension in their respective schools. The parent or guardian must be notified by the same procedure outlined in the out-of-school suspension policy.

OUT-OF-SCHOOL SUSPENSION OR ALTERNATIVE PLACEMENT

The Board recognizes its authority to maintain good order and discipline within the schools of the school system. Therefore, the Board gives school principals the authority to suspend a student from school for just cause, and /or to place a student into an alternative school setting. However, the principal shall be required to advise the Superintendent or designee of all student out-of-school suspensions and alternative school placements.

Authority

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

LONG-TERM SUSPENSION, LONG-TERM ALTERNATIVE SCHOOL PLACEMENT, AND EXPULSION

In more serious situations, a student may face more serious disciplinary consequences, including long-term suspension (more than 10 and less than 90 days per incidence), long-term alternative school placement (more than 15 and less than 90 days per incidence), or expulsion (more than 90 days per incidence). In these cases, the following procedures will be followed:

1. The student is afforded an opportunity for a disciplinary hearing.
2. The student and parent/guardian receive written notice of the disciplinary hearing. (If the notice is not responded to by a parent/guardian, the hearing shall be waived). The student has the right to waive the hearing and accept the discipline.
3. If parent/guardian responds to the notice, a disciplinary hearing shall occur within 10 school days after the initial suspension from school unless good cause is otherwise shown or agreed upon by 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 (5) days before the hearing, the student, parent/guardian, and/or legal counsel/advocate, may review information that may be presented as evidence at the hearing in accordance with federal and state student record laws and regulations.
6. At the hearing, school officials shall offer evidence that the student violated the code of student conduct or state law.

7. The student may present a defense.
8. Each party to the hearing, upon request, shall receive an electronic or written record of the hearing from the Board of Education.
9. Within five (5) school days after the hearing, a written decision will be sent to the student and parent/guardian.
10. A student has the right to appeal the decision by filing an action in juvenile court pursuant to Ala. Code §12-15-115. Students wishing to appeal must file a notice with the local juvenile court within 14 days of the Board's decision.

More information and detail can be found about these procedures in school board Policy JDE.

Waiver Of Student Disciplinary Hearing
A parent/guardian and student may choose to waive the student disciplinary hearing and accept the school's recommended disciplinary response for the violation of the code of conduct by reviewing and signing a disciplinary hearing waiver prior to the scheduled disciplinary hearing date.
Any efforts to negotiate the school's disciplinary recommendation relative to the incident should be concluded prior to the signing of the waiver in which the stated rule violation(s) and disciplinary recommendations are noted. By signing and submitting a hearing waiver to the school, the parent/guardian and student agree to and accept the disciplinary recommendation of the school and waive their rights to challenge and/or appeal the waiver at a later date.

A disciplinary waiver is not final until reviewed and approved by the Superintendent or designee.

CORPORAL PUNISHMENT
In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools. In all cases, corporal punishment shall be administered in accordance with Board Policy JDA.

DETENTION
The principal or designee has the authority to assign students to detention on campus before or after the regular school day for a specified period of time. After School Detention (ASD) will not exceed 60 minutes as a disciplinary action. Students will be given a one-day notice of their detention hall assignment. The parents or guardians are responsible for providing transportation in these cases. Work or lack of transportation will not excuse a student from detention

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

DRESS CODE
All students are required to comply with the following guidelines:
- Shoes must be worn and properly laced or fastened. Tennis shoes are required for participation in P.E. classes.
- Shoes determined to be dangerous or a safety hazard will not be worn.
- Clothing will be worn as the manufacturers designed them.
- Students will not wear clothing that reveals the body in an inappropriate manner.
- Hats, caps, and other head attire will not be worn in school.
- Any clothing, ornaments or accessories that distract from the educational process will not be worn.
- With the approval of the principal or designee, student participants of school-sponsored activities, e.g. dress up day, may dress in a manner that does not conform to the dress code.
- The principal or designee is authorized to determine inappropriate dress and to declare violations of these requirements.

SEXUAL HARASSMENT

Sexual Harassment Prohibited

In accordance with Title IX and its regulations (34 CFR Part 106), the Board does not discriminate on the basis of sex or gender in the education programs and activities that it operates, and it strictlyprohibits such discrimination on the basis of sex or gender in its education programs or activities,including sexual harassment, as defined by law and Board policy. Inquiries regarding the application ofTitle IX regulations may be referred to the Board's Title IX Coordinator, to the Assistant Secretary forCivil Rights of the Department of Education, or both. Sexual harassment complaints will be filed andreviewed under this policy. All other complaints under Title IX will be filed and reviewed according to theBoard's general complaint and grievance procedures.Sexual harassment in any form that is directed toward students and/or employees is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action.

Title IX Coordinator

The Superintendent is authorized and directed to designate a Title IX Coordinator to oversee implementation and enforcement of this policy, as well as compliance with applicable procedures, rules and regulations. The Title IX Coordinator shall receive complaints of prohibited conduct, coordinate investigations, and ensure adequate training. Contact information for the Title IX Coordinator can be found on the district webpage and in the student handbook.

Sexual Harassment Defined

Title IX regulations define sexual harassment to include one or more of the following:An employee conditioning the provision of an aid, benefit, or service of the school/school system on anindividual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectivelyoffensive that it effectively denies a person equal access to the school/school system's educationprogram or activity; orSexual assault, dating violence, domestic violence, or stalking, as each of those terms is defined by federal statutes enumerated in the Title IX regulations, 34 C.F.R. § 106.30(a).Examples of Sexual HarassmentThe following are examples of conduct that may constitute sexual harassment, depending on the circumstances:Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexuallysuggestive objects or pictures, and sexual propositions;Repeated unwelcomed sexual advances, solicitations of sexual activity, or sexual contact;Unwelcomed, inappropriate sexual touching;Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.Employees and students should note that misconduct falling outside this policy may nonetheless violateother Board policies (such as the student code of conduct) and thus be otherwise subject to disciplinary action.

Sexual Harassment Complaint Procedures Authorized

The Superintendent is authorized and directed to establish, implement and revise more detailed sexual harassment complaint procedures in compliance with Title IX that are designed to provide students andemployees who believe that they are victims of unlawful sexual harassment with a thorough, discreet,and prompt internal procedure for investigating and resolving sexual harassment complaints. The process and procedures will be drafted so as to provide supportive measures, facilitate the gathering of relevant facts and evidence, permit timely assessment of the merits of the complaint, provide an opportunity for informal resolution of the complaint where appropriate, eliminate any harassment that is established by the investigation, and prevent any retaliation based upon the filing of the complaint.The procedures will reflect due regard for the legal rights and interests of all persons involved in the complaint, and will be drafted, explained, and implemented so as to comply with federal regulations,and to be understandable and accessible to all student/employee population groups and ages.

Initial Confrontation of Accused Harasser Not Required
A student or employee who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution.

Reporting
Any person may report sex discrimination, including sexual harassment (whether or not the personreporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, by electronic mail, to the Title IX Coordinator.Students will also be permitted to report allegations of suspected harassment to any appropriate Boardadministrator, teacher, counselor, or employee, and such persons have a duty to promptly refer suchallegations to the Title IX Coordinator or to take such action as may be required by the proceduresestablished under "Sexual Harassment Complaint Procedures Authorized" above.In no case will any employee who is the subject of a complaint be permitted to conduct, review, or otherwise exercise decision-making responsibility in connection with the processing of the complaint.

Notice of Policy to be Promulgated
The Superintendent will promulgate and disseminate this policy and the complaint procedures to applicants for admission and employment, the schools, parents and legal guardians, unions andprofessional organizations, and will take such other steps and measures as may be reasonably availableand expedient for informing the school community of the conduct prohibited by this policy and therecourse available to students who believe that they have been subjected to sexual harassment.

Confidentiality
To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

Retaliation Prohibited
No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexualharassment. Complaints alleging such retaliation may be made in the same manner as a complaint forsexual harassment. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.

Penalties for Failing to Cooperate with Investigation
All employees must cooperate with any investigation regarding allegations of sexual harassment under this policy. Any employee who impedes or unreasonably refuses to cooperate with an investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

WIRELESS COMMUNICATION DEVICES

Disciplinary Consequences for Violations
No student may possess a Wireless Communication Device (WCD) in any public elementary or secondary school building or on the grounds thereof during the instructional day unless the WCD is turned off and stored off the student's person.

Best practice is to leave all wireless communication devices at home. Athens City Schools is not responsible for storage, security, loss, and/or damage of electronic devices.

Violation of this policy shall result in disciplinary action as follows:

- **FIRST OFFENSE:** WCD is confiscated and returned to the student at the end of the day. Parent is notified.
- **SECOND OFFENSE:** WCD is confiscated and returned to the parent.
- **THIRD OFFENSE:** WCD is confiscated and returned to the parent. Student receives suspension or eDiscipline.

Failure to comply with directions of staff and/or consequences may result in additional disciplinary action.

Offenses start over at the beginning of each semester.

Failure to comply with directions of staff and/or consequences may result in additional disciplinary action.

STUDENT CODE OF CONDUCT

CLASSIFICATION OF VIOLATIONS

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

PROCEDURES FOR THE ADMINISTRATION OF FORMAL DISCIPLINARY ACTION

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

MINOR OFFENSES – CLASS I

1.1. **Excessive distraction of other students:** Any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping. K-5 Developmentally typical behaviors where students struggle with attention, impulse control, or understanding classroom expectations. *Examples: calling out without raising hand, talking during instruction, making noises or being silly, leaving the seat without permission.*

1.2. **Unauthorized organizations:** Any on-campus participation in non-sanctioned fraternities, sororities, secret societies, or non-affiliated clubs. K-5 Play-based or imaginative group formation that may exclude others or mimic "clubs" without understanding rules. *Examples: creating "secret clubs" that exclude peers, telling others they cannot join a group, making up rules that isolate classmates.*

1.3. **Excessive Tardiness:** Reporting late to school or class. K-5 Dependence on adults for arrival routines; may not be within student control but still impacts instruction. *Examples: arriving late to class after transitions, taking excessive time in the hallway or restroom.*

1.4. **Use of profane or obscene language:** K-5 Use of inappropriate words often repeated without full understanding of meaning. *Examples: repeating inappropriate language heard elsewhere, using unkind or hurtful words toward peers.*

1.5. **Non-conformity to dress code:** K-5 Dress issues typically related to parent support or student comfort rather than intentional defiance. *Examples: wearing incorrect shoes, not meeting dress expectations due to misunderstanding.*

1.6. **Inappropriate public display of affection:** K-5 Age-appropriate physical interactions that may not align with school expectations for personal space. *Examples: excessive hugging, holding hands when asked not to, sitting too closely in a distracting way.*

1.7. **Minor disruption on a school bus:** K-5 Difficulty following expectations in less structured environments. *Examples: talking loudly or yelling, not staying seated, turning around in seat.*

1.8. **Unauthorized absence from class or school**

1.9. **Repeated refusal to complete class assignments and failure to bring required instructional materials to class:** K-5 Task avoidance often linked to skill gaps, frustration, or lack of stamina. *Examples: saying "I'm not doing this", putting head down instead of working, not bringing folder, book, or supplies.*

1.10. **Minor vehicular violations:** K-5 Typically not applicable; may involve basic safety expectations during arrival/dismissal. *Examples: not following adult directions in carline, exiting vehicle unsafely.*

1.11. **Littering of school property:** K-5 Lack of awareness or responsibility for shared spaces. *Examples: leaving trash on floor, not cleaning up after snack, dropping materials intentionally***.**

1.12. **Academic dishonesty:** K-5 Emerging understanding of honesty, often copying due to uncertainty or desire to be correct. *Examples: copying another student's work, looking at a peer's paper, saying they completed work they did not.*

1.13. **Soliciting, procuring, causing, encouraging, aiding, abetting, or assisting another to commit any of the Class I offenses:** K-5: Peer influence and encouragement of inappropriate behavior without full

understanding of consequences. *Examples: telling a friend to break a rule, encouraging others to be off-task, joining in minor misbehavior.*

1.14. Any other violation of school rule or disruption that has a detrimental impact on school activities or the educational process that the principal may deem reasonable to fall within this category: K-5 Other developmentally typical behaviors that interfere with learning but can be addressed through reteaching and support. *Examples: emotional outbursts (crying, shutting down), difficulty transitioning between activities, overreaction to peer conflict.*

ADMINISTRATIVE RESPONSES – CLASS I

- Administrative responses for Class I violations include, but are not limited to, the following:
- Student conference
- Parent contact(s)/conference(s)
- Detention
- Suspension from bus
- Corporal punishment
- In-school suspension
- Principal's probation

INTERMEDIATE OFFENSES – CLASS II

2.1 Defiant use of a Wireless Communication Device or Student Dress Code: K–5 Intentional or repeated refusal to follow school expectations after redirection. *Examples: continuing to use a device after being told to put it away, refusing to correct dress after reminder.*

2.2 Defiance of Board employee's authority: K–5 Escalated refusal that includes arguing, yelling, or oppositional behavior. *Examples: saying "No, I'm not doing that!", arguing loudly with teacher, walking away from staff during direction.*

2.3 K–5 Not developmentally typical; would be considered serious and unusual for this age group. *Examples: bringing a vape device from home, showing device to peers, attempting to use unknown item.*

A. Possession, control, or use of tobacco products, lighters, matches;

B. Vape/Vapor possession: Possession of a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance.

C. Vape/Vapor Usage: Using a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance.

D. Vape/Vapor sale: Selling of a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance. **SEE BOARD POLICY JCDAC**

2.4 Intentional touching, striking, or badgering of another: K–5 Purposeful physical behavior that goes beyond accidental contact. Examples: pushing/ hitting/kicking a peer in anger or during conflict, repeated poking after being told to stop.

2.5 Fighting: Any physical conflict involving two or more individuals K–5 Mutual physical aggression between students. *Examples: two students hitting or kicking each other, physical altercation during disagreement.*

2.6 Vandalism: Intentional and deliberate action resulting in injury or damages of less than $200 to public property or the real or personal property of another K–5 Intentional damage to property, often during frustration or impulsivity. *Examples: breaking classroom materials on purpose, writing on desks or walls,tearing books or supplies.*

2.7 Stealing – Larceny – Petty Theft: The intentional, taking and/or carrying away of public, real, or personal property valued at less than $100 belonging to or in the possession or custody of another. K–5 Taking items that do not belong to them, often without full understanding of ownership. *Examples: taking another student's pencil or toy, taking items from classroom without permission.*

2.8 Possession of stolen property: K–5 Having items known or suspected to belong to someone else. *Examples: keeping items taken from another student, hiding materials that belong to others.*

2.9 Threats to commit extortion: NOTE: Completion of the threat, either by the victim complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense. K–5

Statements used to control or intimidate others. *Examples: "If you don't give me that, I'll hurt you", threatening to take or damage items.*

2.10 Trespassing: The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so. K–5 Entering or remaining in areas without permission. *Examples: Leaving classroom and going to unauthorized area, entering restricted spaces.*

2.11 Possession of fireworks or ammunition: K–5 Highly inappropriate and unsafe items for elementary students. *Examples: bringing firecrackers, bringing unknown objects that could be dangerous*

2.12 Inappropriate sexual behavior (verbal, written or physical): K–5 Behavior that does not align with age-appropriate boundaries or personal space expectations. Examples: Inappropriate touching, making inappropriate comments about bodies.

2.13 Use of obscene manifestations (verbal, written, physical) toward another person (student, visitor, board employee, etc): K–5 Use of inappropriate gestures, drawings, or language. *Examples: Drawing inappropriate pictures, Using offensive gestures.*

2.14 Verbal assault upon a Board employee or visitor: or student. K–5 Strong verbal expressions intended to hurt or intimidate. *Examples: Yelling hurtful statements, Using threatening language.*

2.15 Verbal Abuse or Hate Speech- Speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation, or national or ethnic origin. K–5 Language targeting identity or characteristics of others. *Examples: name-calling based on differences, hurtful comments about appearance or background.*

2.16 Leaving premise without permission: K–5 Leaving supervised area without adult awareness. *Examples: running out of classroom or building, leaving playground without permission.*

2.17 Cheating or other academic dishonesty: serious or repeated violations: K–5 Repeated dishonesty after reteaching expectations. *Examples: copying work repeatedly, taking answers intentionally.*

2.18 Unauthorized absence from class or school: K–5 Avoidance of class or assigned area. *Examples: hiding in restroom, refusing to attend class.*

2.19 Threat, bullying, cyberbullying or intimidation: K–5 Repeated or intentional actions meant to harm, control, or intimidate others. *Examples: repeated teasing, excluding others on purpose, mean messages through devices.*

2.20 Loitering: Remaining in the restroom, cafeteria, hallway, parking lot, gym areas, or any other unauthorized area. K–5 Remaining in an area without purpose or permission. *Examples staying in restroom too long, not returning to class after transition.*

2.21 Inappropriate use of technology resources, including but not limited to taping or filming without consent**:** K–5 K–5 Misuse of devices due to lack of understanding or supervision. *Examples: taking pictures without permission, playing games during instruction.*

2.22 Possession of pocket knife: K–5 Unsafe item brought from home without understanding risk. *Examples: bringing small knife in backpack.*

2.23 Violation of the conditions of principal's probation: K–5 Failure to meet behavior expectations after an intervention plan. *Examples: repeating behaviors outlined in plan.*

2.24 Gambling: Any participation in games of chance for money and/or other things of value: K–5 Games involving trading items with value. *Examples: trading items based on chance, "betting" snacks or toys.*

2.25 Intentionally providing false information to Board employee: K–5 Dishonesty to avoid consequences. *Examples: blaming others, giving incorrect version of events.*

2.26 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the Class II offenses. K–5 Peer influence contributing to inappropriate behavior. *Examples: Encouraging others to break rules.*

2.27 Any other violation of school rule or disruption that has a detrimental impact on school activities or the educational process that the principal may deem reasonable to fall within this category. K–5 Other behaviors that significantly impact learning or safety.

2.28 Multiple, repeated, persistent, or blatant/gross Class I violations that result in a significant disruption of school events, school days, school activities, classes or other parts of the educational process. K–5 Pattern of minor behaviors escalating due to lack of response to interventions.

ADMINISTRATIVE RESPONSES – CLASS II

Administrative responses for Class II violations include, but are not limited to, all of the responses for Class I violations, as well as the following:

- In-school suspension
- Out-of-school suspension
- E-Discipline (Virtual)
- Long-term alternative school placement
- Long-term suspension
- Alternative Placement (i.e., the student may not be permitted to participate in the same classes, privileges, and/or activities as the general population of students)
- Legal action

MAJOR OFFENSES – CLASS III *K–5 These behaviors are not developmentally typical for elementary students and will be treated as serious safety concerns requiring immediate administrative response.*

3.1 **Drugs and alcohol**: The unauthorized possession, transfer, use, sale, soliciting, trafficking, misuse and/or abuse of drugs, drug paraphernalia, alcoholic beverages, or other intoxicant of any kind. *Examples:* bringing unknown substances, sharing items from home.

3.2 **Arson:** The willful and malicious burning of any part of a building or its contents.

3.3 **Assault or battery upon Board employee, student, and/or visitor:** The threatening by word or act **OR** the unlawful and intentional touching or striking **OR** the intentional causing of bodily harm. K–5 Serious physical harm or intent to harm. *Examples: causing injury, repeated aggressive attack.*

3.4 **Robbery:** The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of the same. K–5 Taking items using force or threats. *Examples: forcing peer to give item.*

3.5 **Stealing – Larceny – Grand Theft:** Knowingly or intentionally taking, obtaining, receiving, or exerting unauthorized control over property valued at $100 or more belonging to or in the lawful possession or custody of another. K–5 Significant intentional theft.

3.6 **Burglary of school property**: The breaking into, entering, or remaining in a structure or conveyance with the intent to commit an offense therein.

3.7 **Criminal mischief:** Willful and malicious injury or damages at or in excess of $200 to public property, or real property belonging to another.

3.8 **Possession of firearms:** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. K–5 Possession of dangerous items posing immediate safety risk. *Examples : bringing weapon-like object, threatening use of object.*

3.9 **Discharging of any pistol, rifle, shotgun, air gun, pellet gun or BB gun, or any other device on school property or at any school related function:** K–5 Possession of dangerous items posing immediate safety risk. *Examples: bringing weapon-like object, threatening use of object.*

3.10 **Possession of weapons:** Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed.

3.11 **Bomb threats:** Any such communication(s) that has the effect of interrupting the educational environment. K–5 Statements that create fear or disruption. *Examples: saying school will be harmed.*

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

3.13 **Sexual acts:** Acts of sexual nature including, but not limited to, battery, sodomy, intercourse, attempted rape, or rape.

3.14 **Aggravated battery:** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

3.15 Inciting or participating in major student disorder: Leading, encouraging, or assisting in major disruptions of school events, activities, classes, or other parts of the educational process. K–5 Severe disruption impacting the entire school environment.

3.16 Unjustified activation of a fire alarm system:

3.17 Igniting fireworks:

3.18 Sexual harassment:

3.19 Written or Verbal Propositions to Promote Sexual Acts:

3.20 Distribution, display, solicitation, possession, or production of a sexually or pornographic explicit image of any individual, including sexually explicit images of a child, including images generated by artificial intelligence (whether or not the image is of an identifiable person or whether the age of the individual can be determined, and whether or not the image is of a known or unknown individual).

3.21 Use of Artificial Intelligence (AI) to create content that is intended to cause another to believe that the material or purported material is a visual depiction of an actual individual under 18 years of age engaging in sexually explicit conduct

3.22 Threats of Death or Serious Bodily Harm: The verbal, written or electronic communication of a threat to kill or do serious bodily harm to another person**.** K–5 Serious verbal threats requiring immediate response.

3.23 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the Class III offenses.

3.24 Multiple, repeated, persistent, or blatant/gross Class I or Class II violations that result in a major disruption of school events, school days, school activities, classes or other parts of the educational process. K–5 Ongoing behaviors that have escalated despite multiple interventions.

ADMINISTRATIVE RESPONSES - CLASS III

Administrative responses for Class III violations include, but are not limited to, all of the responses for Class I and II violations, as well as the following:

- Expulsion

NOTE: Due to the serious nature of some offenses, it may be necessary to remove a student immediately from school property.

SCHOOL THREATS - Act No. 2026-367

Effective July 1, 2026, Act No. 2026-367 establishes severe consequences- both criminal and educational- for any individual who threatens violent acts or property damage using firearms, explosives, bombs, or weapons of mass destruction. The Act updates the definitions of the following crimes, when the action involves a school:

First-Degree Terrorist Threat

Upgraded to a Class B felony, this charge applies when (1) an individual makes a credible threat to commit a violent act against a person or to damage any property by the use of a bomb, explosive, weapon of mass destruction, firearm, deadly weapon, dangerous instrument, or other mechanism and (2) that threat does or is intended to cause the disruption of a school or influence any person participating in a governmental function by intimidation or coercion.

Second-Degree Terrorist Threat

This charge applies when an individual makes a credible threat to commit a violent act against a person or to damage any property by the use of a bomb, explosive, weapon of mass destruction, firearm, deadly weapon, dangerous instrument, or other mechanism. While generally classified as a Class A misdemeanor, it escalates to a Class D felony if the offender has a prior terrorist threat adjudication or conviction in any degree or commits a second or subsequent offense of making a terrorist threat within one year of making another terrorist threat in any degree.

Credible Threat
The law defines a credible threat as a "knowing and willful statement or course of conduct which, based on the totality of the circumstances, would cause a reasonable person to fear for his or her safety or the safety of another."

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

STUDENT SEARCHES

School Property
All Athens City Schools property, facilities, and grounds may be entered, inspected, and searched at any time for any lawful purpose by school officials/employees, without any prior notice and to the fullest extent permitted by law. This includes but is not limited to Athens City Schools' desks, file cabinets, closets, lockers, offices, books, computers, and telephones, however and wherever kept, stored, or maintained. However, no school official shall conduct an individualized search of a locker and/or desk that has been assigned to a student by school officials for storage of the student's personal property unless there is a reasonable suspicion to believe that articles are kept there that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations or policies of the school and/or Board. ***See Board Policy JCAB***

Individuals and their Belongings
A principal or his/her approved designee (under the direction of the school principal) may make searches of a student and/or the student's personal belongings (including but not limited to a student's vehicle on school property, purse, wallet, backpack, cell phone, computer) if there is reasonable suspicion that the student is carrying articles that may endanger individuals or present a risk or threat to the safety or welfare of the school community; or evidence of an actual or suspected violation of the law or the regulations or policies of the school and/or Board. The search should be reasonably related in scope to its objectives and the circumstances that justify it. In a case where the principal or designee determines that a "frisk" or "pat down" of the student should be conducted, then it will be in private by a school official of the same sex with another staff member of the same sex present. In any case where the principal or designee determines that a search of more than a student's pockets, jacket, cap, outer shirt, shoes, socks, belt, purse, book bag, and other outer garments and articles, or more than a "frisk" or "pat down" is justified by sufficient reasonable cause, the principal or designee will notify the student's parent or guardian prior to the search and the parent or guardian will be given a reasonable opportunity to be present at the time of the search. Such personal searches will be conducted with due regard for the age and gender of the student, and in a way that preserves the dignity of the student to the extent practicable under the circumstances.

Law Enforcement Officials
School officials will cooperate with law enforcement officials in their effort to enforce the law. School officials will not permit warrantless searches of students by law enforcement officials on school property, unless:
(a) a student gives the law enforcement officer consent to the search
(b) the search is incident to a lawful arrest
(c) the officer is conducting a "stop and frisk" for safety reasons
(d) there are exigent/emergency circumstances (such as people in imminent danger, to provide emergency aid/assistance, where evidence faces imminent destruction, or prior to a suspect's imminent escape)
(e) where otherwise permitted by law

Blanket Searches
To the maximum extent permitted by law and in the interest of safety of persons and property (and not to investigate and/or secure evidence of a crime), school officials, upon the approval of the Superintendent, may

conduct blanket searches of students (as opposed to searches of particular persons based on individualized suspicion) prior to entry upon school property, events, or functions. This includes, but is not limited to all students at a school being required to satisfactorily pass through a metal detector or similar device prior to entry at school. Students that do not satisfy such tests may be subject to subsequent searches of their person and personal property, within the bounds of the law.

Use of Recovered Items

Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

General

This policy shall not be construed to prevent:

a. School Resource Officers or other law enforcement officials from taking independent, lawful action regarding activities that occur on campus; or
b. School employees from seeking the assistance of School Resource Officers or other law enforcement officials to assist in a search.

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

RIGHTS AND RESPONSIBILITIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 1974

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

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

PARENTAL RESPONSIBILITY

Under Alabama law, local school systems are required to inform parents and guardians of their education-related responsibilities. Parents and guardians are responsible for the child's attendance and conduct in school. Parents and guardians are required to read the Code of Student Conduct and sign acknowledgement electronically through the registration/returning student registration. Under Alabama law, parents or guardians who fail to compel their child to regularly attend school or fail to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the Board of Education shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than $100 and may be sentenced to hard labor for the county for not more than 90 days. (Code of Alabama, §16-28-12)

CURRICULUM TRANSPARENCY ACT (Act 2024-35)

At the beginning of each school year, and no later than 30 days after a new or revised curriculum is adopted, the superintendent shall verify that each school has posted current adopted curricula for each class on the school's website. Access to the online curricula shall be made available to students, parents, or guardians of enrolled students through the local website.

Parents of students enrolled in a teacher's class may make requests for detailed summaries of the following information directly to the teacher:

- Instructional materials adopted by the local board
- Supplementary materials used in the classroom that were not adopted by the local board
- Books available in the classroom for students to read

For any class in which reading books is required, the parent may request the title and syllabus for those books. If parents want more information about how materials relate to the state-adopted content standards or want to physically examine any materials used in the classroom, they may request this information by contacting the school principal. If necessary, parents may also request that the local board allow the examination at the next work session or at the end of a board meeting.

If the teacher fails to comply, the parent/guardian may file a complaint with the superintendent. If the complaint is not resolved by the local superintendent within 10 school days, the parent/guardian may file a complaint with the State Superintendent of Education or his/her designee.

DIVISIVE CONCEPTS AND DIVERSITY, EQUITY, AND INCLUSION LAW (Act 2024-409)

Athens City Schools will adhere to the Divisive Concepts and Diversity, Equity, and Inclusion Law.

STUDENT DUE PROCESS

Before being punished for violation of a Board policy or local school rule and regulation, (but not necessarily before being removed from the immediate academic setting), the local school principal or designee will ensure that students are accorded appropriate due process. The following minimal due process will be accorded the student:

1. The student will be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) will be explained to the student.
3. The student will be given an opportunity to present his/her own version of the facts concerning the charge(s).

If the disciplinary action recommendation is for long-term alternative placement (more than 15 days), long-term suspension (more than 10 and less than 90 days), or expulsion, the student is afforded an opportunity for a disciplinary hearing.

STUDENT GRIEVANCES AND APPEALS

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators. The term “grievance” applies to matters which fall within the discretionary powers of the principal, Superintendent and/or Board. Any student with a personal grievance is to discuss the matter with the teacher involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school principal. One faculty member of the student's choice or his/her parent(s) or guardian(s) may be present at such meeting. A grievance is defined as written claim submitted by a student of a violation, misinterpretation, or inequitable application of local Board policy, local school rules and regulations, or local administrative procedure.

In the event that the grievance cannot be settled at the school level, then the student through his/her parent(s) or guardian(s) may pursue the grievance to the Superintendent and then to the Board.

SUMMARY OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property, at school-sponsored events, on the way to or from school, or against school employees.

ATTENDANCE AND CONDUCT (ACT 94-782)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local Board of Education shall be guilty of a misdemeanor (may be fined up to $100 and may be sentenced to hard labor for up to ninety {90} days.)

STUDENTS OF ACTIVE MILITARY PARENTS (Acts 2024-328, 2024-397)

According to Ala. Code §16-28-60, children of military members may enroll in school before their arrival in Alabama even if they do not yet have proof of residency if their parent/legal guardian:

- Is on active military duty and is transferred or is pending transfer to a military installation or reservation in Alabama;
- Provides a copy of the official military order transferring to a military installation or reservation in Alabama if requested by the school system; and
- Completes and submits all the other required enrollment forms and documentation.

The same opportunities for school assignment, course selection, and sporting activities for resident students will be provided to these military students.

If the enrolling student is transferring with a Section 504 plan, an Individualized Family Service Plan (IFSP), or an Individualized Education Plan (IEP), the school system shall take necessary steps, including but not limited to, the transfer of records and past evaluations, performing reevaluations, and holding meetings, to ensure the comparable services are in place when the student arrives in Alabama. If a new evaluation is required, it must be completed within 30 days of the student's arrival, subject to the informed consent of the parent/guardian.

IMMEDIATE ATHLETIC ELIGIBILITY FOR CHILDREN OF ACTIVE DUTY MILITARY (ACT 2024-397)

No public school can deny a dependent of an active-duty military parent from immediate eligibility to participate in an interscholastic athletic contest due to the child making a bona fide move following a change of station orders. This applies no matter when the child enrolls in the school within the new attendance zone. The school and athletic association can require the parent to provide the permanent change of station orders to confirm the move that made the child's enrollment necessary.

ARTIFICIAL INTELLIGENCE (AI) PROTECTIONS FOR STUDENTS (ACT 2024-98)

This Act redefines child sexual abuse material and sexually explicit conduct to include virtually indistinguishable depictions. It is a Class B felony to use AI to create content that is intended to cause another to believe that the material or purported material is a visual depiction of an actual individual under 18 years of age engaging in sexually explicit conduct.

TEACHERS' BILL OF RIGHTS

The Teachers' Bill of Rights requires teachers to have an approved classroom management plan and affords teachers the right to exclude disruptive students from their classrooms in limited circumstances if they follow that plan.

TEACHER ASSAULT (ACT 94-794)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

DRUG DEALING (ACT 94-783)

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM (ACT 97-784) The school principal shall notify appropriate law enforcement officials when a person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within ten (10) school days.

If a person is found to have violated a local Board of Education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local Board of Education as a condition for readmission.

WEAPONS IN SCHOOLS (ACT 94-817)
No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

VANDALISM (ACT 94-819)
The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

PISTOL POSSESSION/DRIVER'S LICENSE (ACT 94-820)
Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of confiscation, the driver's license will be suspended for 180 days.

DROP-OUT/DRIVER'S LICENSE (ACT 94-820 WHICH AMENDED ACT 93-368 AS CODIFIED IN SEC. 16-28-40. CODE OF AL 1975)
The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program; are enrolled in a secondary school; are participating in an approved job training program; are gainfully employed, are a parent of a minor or unborn child; or are the sole source of transportation for the parent.

STUDENT TRANSPORTATION

BICYCLES

An area is provided for the parking of students' bicycles. The school is not responsible for damage or theft of any bicycle brought to school. It is requested that students who ride bicycles to school use locks for security reasons. Students will walk the bicycle when entering and exiting the campus.

STUDENT BUS TRANSPORTATION

Transportation to and from school shall be provided by the Board to eligible students of the school district. The transportation program shall be operated in accordance with provisions of the Code of Alabama and State Board of Education rules and regulations. The primary considerations of the transportation program shall be the safety and welfare of students.
Policies pertaining to student safety and the transportation program are as follows:

Students:

- Students must be at their bus stop on time. The bus will not wait for students who
- are tardy.
- Plan to be at the bus stop at least ten (10) minutes early. Failure to be at your bus stop on time may result in bus riding privileges being suspended.
- Students must board the bus and find their seat promptly and remain seated at all times while the bus is in motion.
- Drivers have the authority to assign seats and students are required to sit in the seat they are assigned.
- The bus/bus stop is an extension of the school in which the student attends.
- Misconduct on the bus/bus stop will be subject to discipline just as if the misconduct took place in the classroom. Student due process will be followed.
- Music devices are allowed by driver permission only and only with ear-buds or headphones. A driver may deny one or all riders the use of music devices on their bus.
- Do not run to or from the bus stop.
- Be alert for vehicles in driveways and parking lots. Refrain from horseplay while waiting on the bus.
- Do not move toward the bus until the driver has given you permission.
- Do not talk to the driver while the bus is in motion.
- School procedures for cell phone use and discipline are in effect.
- Follow all bus rules and directions from bus driver.

Parents:

- Students will only be picked up and dropped off at their designated stop.
- Parents are responsible for getting students to and from the bus stop.
- In the event the student misses the bus, do not chase the bus to another stop. A parent or guardian is responsible for taking the student to school.
- Kindergarten students must have a parent/guardian/adult at the bus stop when student is dropped off. Student will be taken back to school for parent to pick up if an adult is not present. On repeated occurrences, bus privilege will be suspended.
- Parents should read and discuss school bus riding policies with their children and explain that the rules are written for the safety of everyone on the bus.
- Know the laws concerning stopping for school buses that are loading and unloading.
- Objects that could cause reduced visibility or distractions should not be carried on the bus. Items include but are not limited to:: balloons, kites, animals, plants, large posters, etc. All items must fit under the seat or in lap. No loose objects under seats.
- Parents and unauthorized persons are not allowed to board the school bus.
- Follow all bus rules and directions from bus driver.

Bus Discipline

- Riding the school bus is a privilege, not a right. Misconduct on the bus is a safety hazard and may result in a student losing that privilege.
- Principals and bus system administrators are authorized to suspend or terminate bus privileges.
- If a child loses his/her bus riding privilege, the parents assume the responsibility for transportation to and from school.

On the Bus

- Follow the instructions of the driver at all times.
- Talk quietly and stay seated while the bus is in motion. Be courteous and respectful of others.
- No loud talking or shouting.
- Keep arms and head inside the windows. Be silent at railroad crossings.
- Keep books, backpacks, and other belongings out of the aisle.
- Do not use profanity or abusive language.
- Eating and drinking on the bus is prohibited.
- Do not write on or damage the seats. Students/parents may be responsible for damages.
- Never throw objects inside the bus or out of the window. (Students will be responsible for damages incurred by such action.)
- Do not leave paper or trash on the bus. Thank you for helping to keep the bus clean.
- Cell phones on the bus are allowed but only to be used by the owner of the phone. Taking pictures and recording any videos is prohibited.
- Students shall not make any physical contact with any other student, including public displays of affection, horseplay, scuffles or fights, or making any threats while riding the bus.

Safety Tips

- Hold onto the handrail to prevent a slip or fall. Go directly to your seat and sit down.
- Move away from the bus as soon as you exit.
- Look to the rear of the bus for oncoming vehicles as you exit the bus.
- Students should always look at the driver and wait for the driver to signal you across the street.
- Do not play in the loading/unloading zones.
- Never go back to retrieve anything you may have dropped or left behind.
- Never bend down near or under the bus.
- **ALWAYS STAY WHERE THE BUS DRIVER CAN SEE YOU – THINK BEFORE YOU MOVE!!**

WIRELESS COMMUNICATION DEVICES

A. POSSESSION OF WIRELESS COMMUNICATION DEVICES Students are allowed to bring wireless communication devices into school buildings and onto school grounds. Wireless communication devices include:

- a cellular telephone;
- a tablet computer;
- a laptop computer;
- a pager;
- a gaming device;
- a smart watch;
- AirPods; and
- any other portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

The Board is not responsible for the theft, loss, or damage to any wireless communication device brought onto campus by a student.

B. STORAGE OF DEVICES Unless one of the exceptions listed below applies, any wireless communication device that is in the possession or control of a student, while that student is in a school building or on school grounds, must be turned off and stored off the student's person in a locker, car, or a similar storage location during the instructional day, which includes:

- when school is open and in session;
- during class time, lunch, transitions between classes, and any non-instructional periods; and
- at any other time students are required to do so by the Code of Conduct or other school rules or are instructed to do so by school staff.

The Superintendent or designee is authorized to determine appropriate storage locations for such devices at each school.

C. PROHIBITION ON USE AND EXCEPTIONS Students cannot use, operate, or possess a wireless communication device during the instructional day, except under the following limited circumstances:

- The use, operation, and/or possession of the device is specifically included in the student's Individualized Education Plan (IEP), 504 Plan, or an Individualized Health Plan;
- The use, operation, and/or possession of the device is for educational or learning purposes under the supervision of school personnel; or
- The use, operation, and/or possession occurs during an emergency threatening the life or safety of the student or another person.

The Superintendent or designee is authorized to develop additional guidelines for implementation of these exceptions.

D. SEARCHES School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

E. DISCIPLINARY ACTION Any violations of this policy can result in disciplinary action as outlined in the I Code of Conduct.

F. ADDITIONAL PROCEDURES AUTHORIZED The Superintendent or designee is authorized to develop any additional rules necessary to carry out this policy. [Reference: Ala. Act 2025-386]

DISCIPLINARY CONSEQUENCES FOR VIOLATIONS
No student may possess a Wireless Communication Device (WCD) in any public elementary or secondary school building or on the grounds thereof during the instructional day unless the WCD is turned off and stored off the student's person.

Best practice is to leave all wireless communication devices at home. Athens City Schools is not responsible for storage, security, loss, and/or damage of electronic devices.

Violation of this policy shall result in disciplinary action as follows:

- **FIRST OFFENSE:** WCD is confiscated and returned to the student at the end of the day. Parent is notified.
- **SECOND OFFENSE:** WCD is confiscated and returned to the parent.
- **THIRD OFFENSE:** WCD is confiscated and returned to the parent. Student receives suspension or eDiscipline.

Failure to comply with directions of staff and/or consequences may result in additional disciplinary action.

Offenses start over at the beginning of each semester.

Failure to comply with directions of staff and/or consequences may result in additional disciplinary action

DEVICES ON SCHOOL BUSES
Students may bring and use devices on school buses if allowed by the bus driver. However, recording, videoing, and/or creating a disruption is prohibited. Violations may result in loss of bus device privileges and further disciplinary actions. Athens City Schools assumes no responsibility for device loss, theft, or damage.

INTERNET SAFETY & ACCEPTABLE USE OF COMPUTER TECHNOLOGY

GENERAL

Athens City Schools (ACS) is pleased to offer students access to a networked computer environment that provides access to a variety of instructional software and to the Internet. In order for the school system to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Access to technology resources is a privilege, not a right, and may be revoked if abused. Access entails responsibility.

The following pages describe the provisions of your agreement regarding computer network and Internet use. Students violating these rules will lose computer privileges and/or receive punishment as defined in the Student Code of Conduct. Misuse of the school system's technology will result in the student's computer usage being revoked, monetary charges for repairing damaged equipment, detention, suspension, and/or expulsion. Violation of civil and/or criminal law relating to technology and its use can result in criminal prosecution and civil liability.

ACCESS

The school system's technology network is a limited forum, similar to the school newspaper, and therefore the school system may restrict your speech while using the network. Students should expect no privacy in the contents of personal files or records of web research activities on the network. The school system reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any information transmitted or received in connection with such usage. If a user is believed to be in violation of any of the technology guidelines, a system administrator may review communications and provide documentation related to any violation. The school system does not guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via the Internet.

- The use of all ACS technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation.
- Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for use.
- Individuals identified as a real or suspected security risk will be denied access.
- Individuals must not attempt to disrupt any technology services or data integrity by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excessive network and/or Internet activity, or modification of equipment or infrastructure.
- Individuals must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering systems, either with or without malicious intent.
- Personal technology-related devices such as, but not limited to laptops, cell phones, smart- phones, smart watches, iPads, pagers, AirPods, gaming devices, cameras or other eDevices, etc. used on school grounds are subject to all rules covered in this policy and other applicable published guidelines, as well as local, state, and federal laws.
- The district technology team, and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

LIMITING INTERNET ACCESS TO AGE-APPROPRIATE SUBJECT MATTER/MATERIALS

With respect to student access to the Internet on electronic devices owned by the Board, the Superintendent (and his/her designee) will engage in reasonable efforts to modify/restrict such devices so that they limit Internet access by students to only age-appropriate subject matters and materials deemed age-appropriate by the Superintendent (and his/her designee). For example, these restrictions will be designed to thwart access to pictures that are obscene, that constitute child pornography, or that are otherwise harmful to minors. From time to time, the Superintendent (and his/her designee) will periodically engage in efforts to update and adjust such modifications/restrictions to continue their effectiveness.

INTERNET USE

The Internet is a global network made up of many smaller contributing networks connecting millions of users throughout the world. Through the Internet, students can explore thousands of libraries, databases, museums, and other resources to enhance educational experiences. In compliance with the Children's Internet Protection Act, signed into law December 21, 2000, Athens City Schools has established several measures to help protect Internet users.

Although ACS provides a reputable Internet blocking system in addition to teacher/staff supervision, it is not possible to screen all materials. It is important for families to discuss the appropriate use of the Internet and to set expectations for the kinds and types of materials that are acceptable for viewing. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet and the school's technology resources.

- The intent of ACS is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.
- All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- Internet activity can and will be monitored, along with other aspects of technology usage.
- Successful or unsuccessful attempts to bypass the Internet filters by using proxies or other resources are a violation of this policy.

ELECTRONIC MAIL

Electronic mail access is intended to support only educational, instructional, and administrative functions. Students are not allowed to use instructional time and school resources to check personal email accounts via the Internet. The school system cannot guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via electronic mail.

STUDENT USE OF INTERNET AND ELECTRONIC COMMUNICATIONS

With respect to student access to the Internet on electronic devices owned by the Board, the Superintendent (and his/her designee) will engage in reasonable efforts to: (a) prioritize the safety and security of students when using email, chat rooms, and other forms of direct electronic communication; (b) prohibit access by students to unlawfully obtained data or information, including hacking, or other unlawful online activity; and (c) prohibit access to websites, web applications, or software that exposes students to the disclosure, use, or dissemination of their personal information. To these ends, the Superintendent (or his/her designee) will ensure that each student handbook includes Board-approved rules and regulations concerning Internet Safety & Acceptable Use of Computer Technology, which set out rules related to the foregoing items and note the disciplinary consequences to students for failing to abide by such rules.

STUDENT USE OF SOCIAL MEDIA

Students are prohibited from accessing social media platforms on electronic devices owned by the Board, except when expressly directed by a teacher solely for an educational purpose.

WEB PUBLISHING

ACS websites are limited to usage associated with activities of the school district. The web site(s) cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.

- Student pictures or other personally identifiable information can be used in accordance with FERPA guidelines.
- Individual students may be identified by full name unless permission to do so is denied in writing by the parent or guardian to the school principal. Full names may only be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.
- Infringement of copyright laws, obscene, harassing, or threatening materials on web sites are against the law and are subject to prosecution.

The school system's web sites are publications designed to inform students, parents, and the community about school activities.

- The term "web site(s)" includes the web pages that are an integral part of the site as well as the web sites and/or pages to which a link has been provided within a school system site or page. Only schools, departments, activities, and teachers of ACS will have web pages sponsored by and linked together under the ACS homepage. ACS takes no responsibility for sites that may unknowingly link to school-sponsored web pages.
- Material (including but not limited to text, graphics, photographs, artwork, audio, video, etc.) generated by or using the resources of a school, a school-sponsored activity, or the school system may only be shown on a web site or page with the approval of the technology coordinator, principal and/or superintendent.
- The provisions of the Family Educational Rights and Privacy Act, 20 U.S. C. 1232g, will be observed regarding the inclusion of student and family data on web sites.
- Many teachers post assignments on websites. Although this is an excellent instructional tool, there are times when the internet may not be available. Lack of Internet access does not relieve the student of the responsibility of complying with classroom instructions from the teacher or contacting the teacher or school to obtain current instructions, assignments, or other guidance.
- Students attempting to or found to have tampered with web site content or operation without authorization shall be considered to have committed a Class III offense punishable as provided in the Student Code of Conduct.

DATA SECURITY

- Students are expected to follow all local, state, and federal laws and system policies regarding the protection of student and staff confidential data.
- Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but the school district cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- Users are responsible for their individual network accounts and must take all reasonable precautions to prevent unauthorized access to accounts, data, and any other unauthorized usage within and outside ACS. Individuals must take all reasonable precautions to prevent any such unauthorized usage, which shall be reported immediately to the local school principal and/or the district technology supervisor.
- Students shall be responsible for reporting suspected or actual breaches of data security, whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.

Students should not go looking for security problems, as this will be construed as an illegal attempt to gain access.

- Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, specific software packages, or the Internet.
- The system-wide technology staff performs routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion can be recovered.
- Users are expected to maintain and back up their critical files and data. To maintain effective network performance, data stored on the servers will be deleted on a regular basis.
- If any policy violation or inappropriate behavior is suspected, the technology team, local school administrators, and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities might be monitored at any time without notice.
- Users should not have any expectation that their use of technology resources, including files stored by them on the ACS network, will be private and will be secure from access by others.
- Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.
- ACS cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.
- Users should not store personal and/or private information on the district and/or school's technology resources.

RULES AND USES

The following rules and policies govern the use of ACS technology resources:

- ***Personal Safety And Personal Privacy*** You are prohibited from posting personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Never meet or agree to meet with a person you communicated with online. You will promptly disclose to your teacher, counselor, or principal any message you receive that is inappropriate or makes you feel uncomfortable. Under no conditions should you provide your password to another person. You must not use school computers and resources to participate in Internet chat rooms that are not related to instruction. Entry into chat rooms during school hours must be pre-approved by teachers.
- ***Illegal Activities*** You will not use the school's technology resources to engage in any illegal act. In the event there is a claim that you have violated this policy, you will be provided due process rights and will be subject to criminal prosecution and civil liability.
- ***Inappropriate Communication And Cyberbullying*** Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that causes distress or annoyance to another person. If you are told by a person to stop sending messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization. Athens City School Board Policy JNA – Jamari Terrell Williams Student Bullying Prevention Act Policy.
- ***Respecting Resource Limits*** You will use the system only for educational activities. You will not download large files unless approved by the school's computer lab manager/teacher. If it is necessary to download a large file, you should do so during a time when the system is not being heavily used, and will remove the file from the system as soon as it is used for the required educational activity. You will

not post chain letters or engage in "spamming." Spamming is the act of sending an annoying or unnecessary message to a large number of people.

- ***Plagiarism*** You will not plagiarize works that you find on the Internet. Plagiarism is the act of taking the ideas or writings of others and presenting them as if they were one's own. **Artificial intelligence** is a vastly emerging technology. As such, its uses and the implications of its use are still being discovered. However, its use will be treated like any established technology resource in ACS. Any work produced must be properly cited and/or attributed to the generative AI engine. Any malicious or unethical use will be subject to the disciplinary actions outlined in the Code of Conduct.
- ***Care Of Equipment*** You will take care to protect the school system's equipment from damage and will follow all rules established by the school regarding use of the equipment. You are prohibited from installing software on school equipment. You and your parents can be held financially responsible for any and all harm to the system's equipment and/or network as a result of misuse and/or intentional damage.
- ***Inappropriate Access To Material*** You will not use the school's technology resources to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, please notify your teacher immediately. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school system fully expects that you will follow your parent's instructions in this matter.

It is the obligation and intent of ACS to comply with the copyright laws of the United States – including those pertaining to computer software and peer-to-peer file sharing. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use that work, you should request permission from the copyright owner.

You are not authorized to make copies of any software owned by ACS without the knowledge and permission of the System Technology Coordinator. In addition, you are prohibited from using school equipment to make illegal copies of personal software or to download copyrighted materials. Illegal, unauthorized, or unlicensed copies of software or files must not be used on school system equipment and will be removed if identified.

DISCIPLINARY ACTIONS

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

LIMITATION OF LIABILITY

ACS expressly denies all warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use. The user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Athens City Schools Board, the Athens City School System, and all of their administrators, teachers, agents, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or

charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school Board in the event of the Board's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school system's network.

POWER UP STUDENT HANDBOOK

The PowerUP student handbook includes the guidelines and policies specific to students in grades Pre- K-12 who are participating in the PowerUP program. Guidelines included in the PowerUP handbook supplement, but do not replace, the Internet Safety and Acceptable Use Policy. Sign the **2025-2026 Parent-Student PowerUp Device Agreement**.

DEVICE PURPOSE, QUALIFICATIONS AND ACCOMMODATIONS

Purpose
Athens City Schools offers students access to a variety of technological resources to complement instruction and to encourage creativity, collaboration, and communication. The purpose of the Power Up Program is to expand this access by providing each student with a digital device during an academic year for use at school and, in some grade levels, at home.

Qualifications
A student who is enrolled in Athens Middle, Athens High, Athens Renaissance, or Renaissance Virtual qualifies for use of a district owned mobile device. To maintain use of the device, students must comply with the rules and expectations outlined in the Student/Parent Power Up Handbook and the Athens City Schools Internet Safety and Use of Technology Policy (Board Policy JCBA). Any failure to comply with these rules and expectations may result in suspension or termination of the student's qualification for use of a device and its accessories (charging cable, charging adapter, and case for iPads).

A device issued by Athens City Schools (ACS) has been assigned a unique identification code, which is indicated by a barcode affixed to a device. This identification code is one method used to track a device; a device will also be tracked electronically. A device and its accessories shall remain the property of ACS. Students will make a device and its accessories available to ACS faculty for necessary inspection, physical maintenance, and software maintenance at any time.

Devices and their accessories will be distributed once the student and parent (or guardian) have:

- Read, agreed to, and signed the Athens City School District's Internet Safety and Acceptable Use Policy, and the ACS Student/Parent Handbook;
- Paid the mandatory Technology Usage Fee.

Special Accommodations
It is the belief of the Athens City School District that every student should be granted equal access to resources provided by the school district. It is not the district's recommendation that a student be restricted from accessing any learning resources granted to all other students. However, if the student's parent (or legal guardian) believes that circumstances warrant restricting the student's access to the use of the mobile device outside of school hours, a written request from the student's parent must be submitted to the school principal or their designee. Once the request is approved, arrangements will be made to store the student's iPad at school after school hours. In such cases, devices must be turned into the school library by 3:15 p.m. each afternoon and picked up in the library before school begins the following day. Devices not turned in to the library by 3:15 p.m. will become the responsibility of the student.

DEVICE CONTENT, FILTERING AND PRIVACY

Content

Athens City Schools will provide the necessary programs and applications needed for course materials and assignments. ACS may push updates to student devices each time they are logged on to the district's network. Students are not allowed to download unauthorized software programs or add-ons. ACS does not allow students to alter the integrity of a device. Downloading illegal software to a device may result in disciplinary action, and/or the suspension/termination of the student's use of a device and its accessories.

Internet Filtering

Internet filtering is set to function at any time a student accesses the Internet - both in and out of school. However, no content filter is capable of preventing all access to all online content that is not school-related and/or inappropriate; therefore, the user assumes responsibility for information accessed on a device and is bound by the terms and conditions of the ACS Internet Safety and Acceptable Use policy and procedures. Violating this policy may result in disciplinary action, and/or the suspension/termination of the student's use of a device and its accessories.

Privacy

No right of privacy exists in the use of a device. Files and content downloaded, created, transmitted, and stored on a device are not private and shall be subject to inspection, adjustment, removal, and/or deletion by ACS personnel. To ensure compliance, ACS personnel may monitor all files, communications, and online activities of individuals who access a device.

Be advised that ACS may be required to disclose information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board of education, as a response to a public records request, or as evidence of illegal activity in a criminal investigation. Additionally, any writings that indicate a student might be subject to harming themselves or someone else will be reported to officials and civil authorities. Again, there is no expectation of privacy with respect to the use of a device.

DEVICE RESPONSIBILITIES AND PRECAUTIONS

Responsibilities

- Keep the device and its accessories (charging cable, charging adapter, case) in a secure, supervised area. Bring the device to school or class each day.
- Fully charge the device before arriving at school or class each day.
- Back up data and other important files regularly to Google Drive.
- Ensure that the device will receive secure storage if you have it at school related activities, performances, sporting events, etc.
- Keep the device in its case at all times or the warranty is subject to be voided.
- Insert charging cables and USB devices carefully to avoid damage.
- Handle the device with care in the classroom and during transportation.
- Clean the device screen with a soft, nonabrasive, microfiber cleaning cloth.
- Clean the case with a soft, non- abrasive cloth with no harsh chemicals.

Precautions

- Do not clean the device with liquid cleaning products.
- Do not leave the device unattended.
- Safeguard accessories at all times.
- Do not let other students borrow the device or its accessories.
- Avoid leaving the device in a vehicle.
- Do not leave the device outside.
- Avoid allowing pets in close proximity to the device.
- Avoid eating or drinking in close proximity to the device.
- Do not use the device near water such as a pool, tub or shower.
- Do not place heavy objects on the device.
- Do not lean or push on the device.
- Do not check the device as luggage at the airport.
- Do not place pencils, paper, or other objects on the device keyboard.
- Do not place pencils, paper, or other objects in the device or in between the keyboard and screen.

DEVICE DAMAGE, LOSS AND REPAIRS

In General

By taking possession of a device and its accessories, the student and parent(s) (or legal guardian(s)) agree to assume full responsibility for the safety, security, care, and proper use of a device and its accessories.

A Device Protection Plan is required with respect to the mobile devices, which should assist the student and parent(s) or legal guardian(s) by providing for the replacement and repair of damaged, stolen, or lost devices. However, whether coverage will apply in a particular case will depend on the facts of each individual situation. There will be an amount required to be paid by the student/parent/guardian. The school system will determine, in its sole discretion, the amount required of the student/parent/guardian.

Damage

In case of damage to a device caused by accident, fire, or flood, the student/parent/guardian agrees to assume full responsibility for the damaged device, to the extent that the same is not covered in the Device Protection Plan.

Damage to a device must be reported within 24 hours to the school principal or designee. Not reporting damage or failing to report damage in a timely manner will increase the likelihood that the damage is not covered by the Device Protection Plan, and result in a financial obligation for the student/parent/guardian in the amount of repair costs for the damaged property.

Loss

In a case of complete loss of a device, through liquid damage, theft, loss, or other cause, the student/parent/guardian agrees to pay the replacement cost for a device as identified by the school district, to the extent that the same is not covered by the Device Protection Plan. This may result, for example, in responsibility for the full replacement cost or the claim fee. In the case of a loss or theft occurring on school grounds, the student/parent/guardian must report the incident to the principal or designee on the day of the occurrence. In the case of loss or theft occurring away from school grounds, the student/parent/guardian must report the incident to the law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the school principal or designee within one school day of the occurrence.

Failing to report loss or theft in the manner described here will increase the likelihood that the loss will not be covered by the Device Protection Plan, and in a financial obligation for the student/parent/guardian for the full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the

lost property. The school system will determine, in its sole discretion, the amount required of the student/parent/guardian (the amount, for example, of any deductible or replacement cost) with respect to any complete loss.

Once a copy of the report of loss has been given to the school system and the student pays the claim fee and/or the amount determined by the school system, the student will be issued another device.

In order for a device to be replaced due to theft, all procedures mentioned above must be adhered to and the claim fee must be paid under the school Device Protection Plan policy.

A student/parent/guardian is responsible for the cost of replacement of a lost device if the loss of the property is not reported as stated herein, or a device is lost as the result of handling, storing, or using in a manner not in compliance with the "Device Responsibility" section.

Loss Or Damage To Accessories

A student/parent/guardian is fully responsible for the replacement cost of any device accessories (charging cable, charging adapter, case) damaged or lost while in their possession. Replacement costs of the accessories are based on the price for which the Athens City School District purchases replacement accessories from 3rd party vendors.

Damages Or Loss Caused By Bad Acts

Students/parents/guardians may be held fully responsible for damages or loss caused by dishonest, fraudulent, intentional, negligent, or criminal acts, including but not limited to altering the operating system, altering the physical device and the removal of the Athens City School District provided identification code. This may include the suspension or termination of the student's ability to use a device and its accessories, disciplinary action against the student, and/or legal action against the parent (or legal guardian(s)). State law provides that parents, custodians, and guardians are responsible financially for their minor child's destructive acts against school property or persons (Alabama Code - Section 16-1-24).

Repairs Only By School District

Although students/parents/guardians are responsible for the costs of any repairs to an IPAD (to the extent that the protection plan does not apply), the Athens City School District is responsible for arranging for the performance of any and all repairs to IPADs. Students and parents (or legal guardians) may not and should never attempt to repair a device themselves or through any party other than the school district.

DEVICE RETURN

Return Devices and their accessories will be returned during the final week of school unless otherwise instructed by school officials. If a student withdraws or is expelled from the Athens City School District, a device will be returned at that time.

Failure To Return A student failing to return a device and/or its accessories at the end of the year or before his or her departure from the Athens City School District may be subject to criminal prosecution or civil liability. The student's parents (or legal guardians) may also be subject to liability. School records may be held until the issue is resolved and a theft report will be filed with the local authorities if an Athens City School District owned device and accessories are not returned.

ATHENS CITY SCHOOLS

455 US Highway 31 North
Athens, Alabama 35611-2698
Telephone (256)233-6600
FAX (256) 233-6640

Mrs. Beth Patton ~ Superintendent

Dear Parent/Guardian of Students in Grades K-3

We are pleased to notify you that in accordance with the *Every Student Succeeds Act of 201*5, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher proved instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major, any other graduate certification or degree, and field of discipline of the certification or degree held by the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your child's school. Should you have any questions, feel free to contact Mrs. Tammie Brand at 256-233-6601 and she will be happy to assist you.

Sincerely,

Beth Patton

Beth Patton
Superintendent

Board of Education
Beverly Malone, President ~ Shannon Hutton, Vice President
Toby Harrison ~ Anthony Townsend ~ Karen Clem

PARENT'S RIGHT-TO-KNOW- REQUEST TEACHER QUALIFICATIONS

Title I, Part A, Section 1112©(6), *Every Student Succeeds Act,* Public Law 114-95

I am requesting the professional qualifications of_____, who teaches my child, _____at_____.
Child's Name (Please Print) School (Please Print)

My telephone number is _____

My name is _____
Name (Please Print)

_____ _____
Signature Date

****

This Section to be Completed by Central Office

Date Form Received:_____Received by: _____

Teacher's Name:_____School: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches?_____ Yes _____No

Is the teacher teaching under emergency or other provisional status? _____Yes _____No

Undergraduate Degree_____ (University/College) _____

Major / Discipline _____

Graduate Degree_____(University/College) _____

Major / Discipline _____

Does a paraprofessional provide instructional services to the student? _____
If yes, what are the qualifications of the paraprofessional? _____

High School Graduate_____(Year) _____

Undergraduate Degree_____(University/College) _____

Major / Discipline _____

College / University Credit___(hours)

Major / Discipline _____

_____ _____
Signature of Person Completing Form Date Returned to Parent

STUDENT ASSESSMENT PROGRAM

STATE TESTING DATES

STATE ASSESSMENT	GRADES	TESTING WINDOW	DAYS
ACCESS & Alternate ACCESS	K-5	January 25 - March 12	2-4
ACAP Alternate	2-5	March 1 - April 2	1-3
ACAP Summative	2-5	March 22 - April 22	2-4

NOTE: No student takes all tests listed above; nor is all day devoted to testing on the specified number of days.

STUDENT DIGITAL DEVICE POLICY FOR THE ACAP

Students shall not possess any digital device within the testing room when participating in the ACAP testing. The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of an assessment. For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information.

The ONLY exception to this policy is for students who have been pre-approved by the school Principal and/or the BTC to have a digital device that is necessary for the health and/or well-being of the student. All exceptions shall be pre-approved in writing by the school Principal and/or the BTC by completing the Digital Device Exception Request form.

If students are in possession of a digital device, whether powered on or off, during the administration of an ACAP assessment, the device will be confiscated, and the student's test will be invalidated. If the appropriate administrator determines there is reasonable suspicion the device was used to capture, record, share test information, or to facilitate cheating on the assessment, the device will be subject to search pursuant to LEA policy for any information directly related to the assessment being administered. Violations may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.

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