

THE PUPIL PROGRESSION PLAN

2015-2016

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AUBURN ALABAMA 36830
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BOARD OF EDUCATION MEMBERS



Mr. Matt Clegg
President



Mrs. Tracie West
Vice-President



Mr. Charles Smith



Mrs. Melanie Chambless



Dr. William T. Hutto, Jr.

Auburn City Schools Board of Education meets the second Tuesday of each month for the regularly scheduled meeting at 6:00 p.m. Meetings are open to the public and held in the Multimedia Room at Auburn High School unless otherwise noted.

Disclaimer:

This handbook is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Auburn City Schools reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.



Welcome to the 2015-2016 School Year

Dear Parents and Students,

Welcome to the start of a new school year! The Auburn City School System is committed to providing a school experience in which students are inspired to learn and empowered to reach for their goals.

This handbook is designed to serve as a helpful resource for navigating the school year. It provides a wealth of information about school system policies, practices, and services available to support and enrich learning.

Family involvement is a leading factor in academic success, and we value your collaboration in support of your child's learning. Your participation, feedback, and suggestions are always welcome.

Have a great year!

Dr. Karen T. DeLano, Ed.D
Superintendent of Schools

OUR MISSION

The mission of Auburn City Schools,
the pinnacle of educational
excellence, is to ensure each student embraces
and achieves his or her unique intellectual gifts
and personal aspirations while advancing the
community, through a system distinguished by:

Compassion for others

Symbiotic relationships with an
engaged community

The creation and sharing of knowledge

Inspired learners with a global perspective

The courage to determine our future

STATEMENT OF BELIEFS

We believe that all people have equal
inherent worth.

We believe that all people deserve to be treated with
kindness.

We believe that all people have the right to be safe.

We believe that diversity enriches a community.

We believe that communities thrive only to the
degree that education of all is a shared
commitment.

We believe that learning empowers the individual.

We believe that good character is always rewarding
to the individual and to others.

We believe that we are the agents of change
for the world we want to create.

We believe that fairness is essential
to trusting human relationships.

We believe that collective efforts always
surpass individual potential.

We believe that we have the moral obligation to
acknowledge

and address the basic needs of others.

We believe that a culture of excellence is our
greatest legacy.

We believe that faith inspires.



OBJECTIVES

- 100% of students exceed established academic expectations
- 100% of students continuously set and achieve personal, ambitious goals throughout life
- 100% of students possess the character and passion to lead and serve a global society
- 100% of students graduate and are competitive and in high demand in their career of choice

STRATEGIES

- We will commit ourselves to a culture reflecting our core beliefs.
- We will establish learning environments that allow us to realize our objectives and fulfill our mission.
- We will tailor learning and teaching to the unique needs of each student.
- We will ensure that our students possess the character to lead, to serve, and to do the right thing.
- We will ensure organizational capacity to accomplish our mission and objectives.
- We will drive the conversation in our community toward accomplishing our mission and objectives.



School Calendar

AUBURN CITY SCHOOLS 2015-2016 School Calendar

Board Approved Nov. 13, 2014

August 2015

*Teacher Planning Days August 3,4
*Staff Institute Day..... August 5
First Student Day.....August 6

September 2015

Labor Day Holiday..... September 7

October 2015

1st Nine Weeks Ends..... October 8
2nd Nine Weeks Begins..... October 9
*Staff Development/Parent Conf Day..... October 15
Fall Break Holiday..... October 16

November 2015

Veterans Day Holiday..... November 11
Thanksgiving Holidays..... November 25-27

December 2015

2nd Nine Weeks Ends..... December 18
Winter Holidays Begin..... December 21

January 2016

*Staff Development Days..... January 4,5
3rd Nine Weeks Begins..... January 6
Martin Luther King Holiday..... January 18

February 2016

March 2016

3rd Nine Weeks Ends..... March 9
4th Nine Weeks Begins..... March 10
Spring Break..... March 14-18

April 2016

April Holiday (Weather Make Up Day)..... April 15

May 2016

Last Student Day..... May 19
*Teacher Work Day..... May 20
Memorial Day Holiday..... May 30

NINE WEEKS PERIODS

1st August 6 - October 8 45 Days
2nd October 9 - December 18 45 Days
3rd January 6 - March 9 45 Days
4th March 10 - May 19 45 Days

July 2015

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

August 2015

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23	24	25	26	27	28	29
30	31					

September 2015

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2015

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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This calendar is subject to change due to unforeseen circumstances.

January 2016

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30	31					

February 2016

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30	31					

March 2016

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April 2016

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30	31					

May 2016

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*Staff Day,
No students in Attendance

DISTRICT ADMINISTRATION

Board of Education Office	887-2100
Superintendent	887-2100
<i>Dr. Karen T. DeLano</i>	
Assistant Superintendent/Chief Financial Officer	887-2100
<i>Dr. Dennis Veronese</i>	
Assistant Superintendent/Curriculum and Instruction	887-2100
<i>Cristen Herring</i>	
Director of Human Resources	887-1918
<i>Jason Lowe</i>	
Director of Finance	887-1912
<i>Christopher White</i>	
Director of Curriculum and Professional Development	887-2100
<i>Wes Gordon</i>	
Director of Instruction and Assessment	887-1936
<i>Dr. Ed Smith</i>	
Director of Student Services	887-2100
<i>Dr. Timothy Havard</i>	
Director of Technology	887-1928
<i>Dr. Connie Bain</i>	
Director of Child Nutrition	887-1925
<i>Ashley Powell</i>	
Director of Athletics	887-4969
<i>Clay McCall</i>	
Special Education Coordinator	887-1921
<i>Crystal Oglesbee</i>	
INow Coordinator/Textbook Coordinator	887-1919
<i>Charlene Thomas</i>	
Transportation Coordinator	887-4915
<i>Don Ingram</i>	
Attendance & Social Services Coordinator	887-1926
<i>Joy Stanley</i>	
Public Relations Specialist	887-1929
<i>Daniel Chesser</i>	
Nurse Administrator	887-1960
<i>Dr. Kristi Dark</i>	
Carreer Tech Coordinator	887-4998
<i>Laura Bailey</i>	
Maintenance Supervisor	887-4916
<i>Chip Johnson</i>	



SCHOOLS DIRECTORY

AUBURN EARLY EDUCATION CENTER		887-4950
<i>Dr. Shelley Aistrup, Principal</i>	<i>721 E. University Dr</i>	
AUBURN HIGH SCHOOL		887-4970
<i>Dr. Shannon Pignato, Principal</i>	<i>405 S. Dean Rd</i>	
AUBURN JUNIOR HIGH		887-1960
<i>Ross Reed, Principal</i>	<i>332 Samford Ave</i>	
CARY WOODS ELEMENTARY		887-4940
<i>Karen Snyder, Principal</i>	<i>715 Sanders St</i>	
DEAN ROAD ELEMENTARY		887-4900
<i>Dr. Jackie Greenwood, Principal</i>	<i>335 S. Dean Rd</i>	
J. F. DRAKE MIDDLE		887-1940
<i>Sandy Resa, Principal</i>	<i>655 Spencer Ave</i>	
M. YARBROUGH ELEMENTARY		887-1970
<i>Pete Forster, Principal</i>	<i>1555 N. Donahue Dr</i>	
OGLETREE ELEMENTARY		887-4920
<i>Dr. Mary Anna Martin-Smith, Principal</i>	<i>737 Ogletree Rd</i>	
PICK ELEMENTARY		887-2110
<i>Debbie Brooks, Principal</i>	<i>1320 N. College St</i>	
RICHLAND ELEMENTARY		887-1980
<i>Jeffery Johnson, Principal</i>	<i>770 S. Yarbrough Farms Blvd</i>	
WRIGHTS MILL ROAD ELEMENTARY		887-1990
<i>Karen Mason, Principal</i>	<i>807 Wrights Mill Rd</i>	

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NON-DISCRIMINATION CLAUSE

It is the policy of the Board that no person in this district shall, on the basis of race, color, disability, creed, religion, sex, age or national origin be denied the benefits of, or be subject to discrimination in, any education program or activity. This includes employment, retention, and promotion. The Board complies fully with providing for equal access to the Boy Scouts and other designated youth groups as prescribed by law. The Board complies fully with provisions of Title IX of the Education Amendments of 1972, Section 504 Rehabilitation Act of 1973 and the appropriate Department of Education regulations.

Any inquiries regarding the non-discrimination policies, complaints of sex discrimination practices, and any noncompliance concerns with Title VII or Title IX requirements should be registered with the ACS Coordinator of Title VII or Title IX activities:

Cristen P. Herring
Assistant Superintendent of
Curriculum and Instruction
Auburn City Schools
P.O. Box 3270
Auburn, AL 36831-3270
334-887-2100

or

Jason Lowe
Director of Human Resources
Auburn City Schools
P.O. Box 3270
Auburn, AL 36831-3270
334-887-2100

Any person having inquiries concerning the Auburn City School District's compliance with the regulations implementing Title VI, the American Disability Act (ADA) or Section 504 is directed to contact:

Dr. Timothy Havard
Auburn City Schools
P.O. Box 3270
Auburn, AL 36831-3270
334-887-2100

Dr. Timothy Havard has been designated by the Auburn City Schools to coordinate the District's efforts to comply with the designated regulations.

To identify children with disabilities, please contact Dr. Timothy Havard.

NOTICE

For students or parents having difficulty reading and understanding information in this booklet (Pupil Progression Plan and Statement of Responsibilities), please consider one of the following options:

1. Contact the school office if you would like to receive this document in Korean or Spanish
2. Contact your guidance counselor and schedule time for help.
3. Seek help from a friend.

Este documento contiene información importante para los padres y los estudiantes con respect a asuntos relacionados con la educación y la seguridad en Auburn City Schools. Si le gustaría recibir este documento en español, favor de ponerse en contacto con la oficina de la escuela de su hijo(a).

이 자료는 학부모와 학생들을 위한 어번 시티 스쿨내의 안전과 교육에 관련된 중요한 내용을 포함하고 있습니다. 한글로 된 자료를 원하시면 학교 사무실에 문의하십시오.

PUPIL PROGRESSION PLAN

INTRODUCTION

The Pupil Progression Plan contained herein is a part of Auburn City Board of Education policy and, as such, applies to all students enrolled in Auburn City Schools. The Auburn City Board of Education provides a comprehensive instructional program for all grades served, K-12. This program includes objectives that all students should master in order to be successful at the next grade level, as well as additional skills needed for grade level achievement and acceleration at the secondary level. A copy of the content objectives is available at each school.

It is the intent of the Board that all students (with exception of those eligible for Special Education Services and English as a Second Language Services) who have attended Auburn City Schools will be reading on grade level.

JURISDICTION OF THE BOARD OF EDUCATION

The Auburn City Board of Education believes that instruction should occur in an environment that is conducive to learning, and that effective instruction requires orderly disciplinary standards, rules, and procedures. The intent of furnishing this handbook is to foster a safe, friendly, and business-like atmosphere in which parents, students, and school personnel work cooperatively. The policy of the Auburn City Board of Education is to require the administrators, faculty members, students, and parents/guardians to adhere to and to comply with this Board of Education approved Code of Student Conduct.

As students progress in the public schools, it is reasonable to assume that an increase in age and maturity will result in the student's assumption of greater responsibility for their actions. Although, differences in age and maturity require different types of disciplinary action, the expectation of positive student behavior will apply to all students in grades kindergarten through twelve. These differences will be recognized in taking disciplinary action to maintain an environment that is conducive to teaching and learning. There is no greater resource for good student behavior than the students themselves. Students are encouraged to be involved in school-related activities. Participation in extracurricular activities may require higher standards of conduct. **All students are expected to show respect, follow rules, and demonstrate good citizenship.**



PARENTAL RESPONSIBILITY

Under Alabama law, local school systems are required to inform parents/guardians of their education related responsibilities. Parents/guardians are responsible for the child's attendance and conduct in school. Parents/guardians are required to read the Code of Student Conduct, and return a signed acknowledgement form along with any other applicable forms that require parental signature. Under Alabama Law, parents/guardians who fail to compel their child to regularly attend school or fail to compel their child to properly conduct himself or herself as a student 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 no more than \$100, and may be sentenced to hard labor for the county for no more than 90 days (Code of Alabama, §16-28-12).

As the parent is a child's first teacher, the parent should obey local, state, and national laws and should hold him/herself to high ethical and moral standards. He/she should be supportive of the local Board of Education and its employees who act in the public trust. This support should involve participation in the provision and maintenance of a high quality instructional atmosphere in each of the city schools.

Recognizing the significance of parental support to quality education, the parent should constantly strive to maintain communication and cooperation between himself/herself and the personnel of the school system in all matters that affect the student. By these actions, a parent will show a respectful attitude and appreciation toward the need for education in today's society.

Parents/guardians are required to read and share this booklet with their child. The Acknowledgement Form along with all other information that requires signature must be signed and returned to the school within (5) calendar days after receipt.

ENROLLMENT REQUIREMENTS

I. Entrance Age

It is the policy of the Board of Education, in accordance with Alabama statutes, that a child must, on or before September 2nd, be (5) years of age for kindergarten or (6) years of age for first grade to be admitted to school for that year. A state birth certificate or valid source of age is required.

An underage child who has completed a qualified out-of state public kindergarten program during the the past year and is not (6) years old by September 1st, may attend Grade 1 in our schools with the approval of the local board of education. A child who attended Grade 1 in another state, according to that state's entrance code, and is not (6) years old by September 1st, is considered a transfer and may be admitted to our schools to continue in Grade 1. Appropriate documents must be presented.

II. English Second Language Students (ESL)

If a student transfers from another country, parents are expected to provide all records from previous schools upon enrollment. Student records should have an official seal from the sending academic institution and should be complete and inclusive of all schooling. Additional English translations are helpful as well. It is the expectation of Auburn City Schools that all students complete an academic year (180 days) at each age appropriate grade (K-8).

Due to varied academic calendars a student may complete more than an academic year but no less. For students in Grades 9-12, the transcripts will be evaluated and Carnegie Units will be applied and calculated to assure proper placement.

III. Legal Requirements for Foreign Students in Public Schools

In 1997, Congress enacted new limitations on certain foreign students planning to study in U.S. public elementary and secondary schools. The United States Code of Public Law Section 625 of Public Law 104-208, places the following restrictions on foreign students in F-1 immigration status:

- Prohibits their attendance in public elementary schools (grades K through 8) or publicly-funded adult education programs;
- Limits their attendance in public secondary schools (grades 9 through 12) to a maximum of 12 months; and
- Requires them to reimburse the public secondary schools for the full, unsubsidized per capita cost of education for the intended period of study.

These provisions affect foreign students in F-1 or M-1 immigration status, or who obtain F-1 or M-1 student visas - in other words, those to whom Form I-20 would be issued. The provisions do not affect foreign students attending private schools or private training or language programs. F-1 or M-1 students who wish to transfer from private schools or programs into public schools or programs must meet public school requirements.

Foreign students attending private schools are not subject to the legal requirements for F-1 students. However, if a private school student wishes to transfer into a public school, he or she must meet the requirements ascribed and outlined in the United States Code of Public Law under Section 625 by attending schools certified and/or registered with Homeland Security and Immigration Services.

The United States Government issues J-1 Visas to approved students who wish to participate in a wide range of visitor exchange programs sponsored by schools and other non-profit organizations. **Auburn City Schools has chosen not to participate in foreign exchange program organizations;** however dependents of J-1 students who hold a J-2 visa status are accepted to Auburn City Schools so long as the parent(s) remain in compliance with his/her sponsoring school program and Auburn City Schools Policies and Procedures as outlined within this booklet.

Auburn City Schools has chosen not to secure certification from Immigration Services or to be affiliates of the Student Exchange Visa Program, (SEVP); does not accept tuition payments, waive per captia student costs, issue Form I-20 or Form DS-2019; nor are requests fulfilled to substitute said forms to prove and/or accept responsibility of sponsorship under the aforementioned guidelines. Auburn City Schools will not supplement by way of notary, letter of documentation, or of like requests to justify periods of study in the United States. The United States Code Section 625 outlines visa status requirements and references specific sources as related to procedural practice.

B-2 status is defined by the Immigration and Nationality Act, (INA), §101(a)(15)(B) as "An alien (other than one coming for the purpose of study or of performing skilled or unskilled labor or as a representative of foreign press, radio, film, or other foreign information media coming to engage in such vocation) having a residence in a foreign country which he has no intention of abandoning and who is visiting the United States temporarily for business or temporarily for pleasure." **A foreign-born visitor with a B-2 visa status is not permitted to enroll in a course of study at any U.S. public school or vocational school.**

IV. Enrollment Documentation

Comply with all annual registration and enrollment requirements, which are listed in the Registration section of this booklet and include:

- Submitting current proofs of residence with parent, or court appointed legal guardian who lives within Auburn city school zone area;
- Submitting prompt receipt of records from previous school, if applicable;
- Submitting a birth certificate or valid source of age for student entering Kindergarten and new first grade students;
- Submitting a social security card or a copy of a valid social security card;
- Submitting local emergency telephone numbers **(TWO REQUIRED IN GRADES K-6)**.
- Submitting an original and up to date Certificate of Immunization (i.e. Blue Card), Certificate of Medical Exemption, or Certificate of Religious Exemption. Age specific immunization requirements are detailed in the "immunizations" section of this booklet.
- Completing and submitting the "Alabama State Department of Education Health Assessment Record" to the school nurse. This form may be found in the "Appendix of Forms" section in this booklet, accessed online, or retrieved from your child's school. A separate form must be completed for each child every school year.
- Complete and return all student specific information as requested

Note: A student may be subject to withdrawal if any of the above requirements are not submitted

RESIDENCY REQUIREMENTS

I. Criteria for Establishing Residency

The primary domicile of the parent, the parent with physical custody, or the court appointed legal guardian, is the legal residence for purposes of enrollment in school. The legal residence, as used herein, shall mean the true, fixed, and permanent home and principal establishment to which, whenever absent, the parent, parent with primary physical custody, or the court appointed legal guardian of the student has the intention of returning. The legal residence, as used herein, is distinguished from a temporary or secondary place of residence established for some specific purpose, but is not the fixed permanent residence of the parent, parent with physical custody, or the court appointed legal guardian.

A **Delegation of Parental Authority**, *Ala. Code 26-2A-7*, does not establish residency for the purpose of school enrollment. The mere filing of a Dependent Complaint, or Custody Affidavit Petition, *Ala. Code 26-2A-75*, in Lee County Family Court does not create the necessary parental or custodial relationship required to establish residence for the purpose of school enrollment. A Dependent Complaint, Custody Affidavit, and/or Petition that includes an Appearance Agreement properly filed in family court then adjudicated by a judge is sufficient to confer the necessary custodial relationship for the purpose of school enrollment.

Auburn City Schools will accept Military Power of Attorney in the event a parent or legal guardian receives military activation orders for active deployment. In such cases official records must be presented.

Each student's legal guardianship or legal custody documents must be executed and final orders delivered to the school principal for approval prior to the first day of attendance.

The terms Legal Custody and Legal Guardianship used hereinafter shall mean:

Legal Custody: A relationship created by an order of court in the best interests of the minor which imposes on the custodian physical possession of a minor.

Legal Guardianship: A person appointed guardian or given custody of a minor by a circuit court of the state.

Joint Custody

If joint physical custody has been awarded and one of the parents resides within the Auburn city limits, the student will be eligible to attend the Auburn City Schools provided the student is living with that custodian for at least three (3) consecutive days during each school week. The court order must state that the parent with whom the child lives has residential custody if the other parent lives out of town.

The custodian residing within the city limits of Auburn will be the school's official contact and will be expected to assume responsibility for the student's attendance, behavior, and school work. All written communication will be sent to the designated guardian or custodian. The Superintendent is authorized to determine eligibility provided extenuating circumstances exist.

Guardianship

Conservatorship of the estate and/or guardianship shall not be used to determine school assignment. Guardianship of the person shall only be accepted upon the following conditions:

- A.** Legal Custody ordered issued by a court of competent jurisdiction;
- B.** The actual and full-time residence of the guardian must be within the Auburn City Schools zone attendance area;
- C.** The student must reside with the guardian on a full time basis.

Emancipation

A student must be (19) years old or older to establish a residence without a parent/guardian.

Transfer/Home School Students

Students transferring from another public school system, private, or other school will not be permitted to enroll if they are under a suspension or an expulsion until the student has satisfied the conditions for readmission set by the suspending or expelling board of authority, in addition to any applicable admission requirements established by the Board or administrative designee that may include temporary attendance in an alternative placement.

Additionally, students may not be eligible to attend Auburn City Schools if they have been indicted on charges of committing a criminal offense until such time as their case has been settled in court (additional regulations may apply for students who qualify for special education or 504 services).

Proof of Residency

All Auburn City Schools students must domicile within Auburn city limits with a parent/guardian.

By request of Auburn City Schools, it is the responsibility of the parent/guardian to provide current proofs of residency for their student(s). Submitted documents must be in the name of the parent/guardian, or custodial parent; with the primary residence listed for the address. Additional documentation may be required if residency is in question.

Current residency documentation is required for each school your children attend; he/she must have one of the following combinations of residency proofs on record at each location:

- 1. Current year property tax receipt, **PLUS** one current utility bill, or;
- 2. Current lease/rental agreement **PLUS** one current utility bill, or;
- 3. Current mortgage, mortgage statement, or Warranty Deed **PLUS** one current utility bill.

If the parent/guardian move within the city limits of Auburn and wish to enroll a student, or continue the enrollment of their ACS student and will be residing with others, the following documents must be submitted at the Board of Education Office:

The homeowner must provide current documents as outlined above; documents **must** include the name of the homeowner.

1. Parent/guardian must submit (2) current proofs of residency which may include bills, drivers license, car tag receipt, or other approved documents as determined by student services.
2. A notarized residency affidavit (*provided to the parent for completion at the Board Office*).

NOTE: THE BURDEN OF PROOF IN ESTABLISHING RESIDENCY IS THE RESPONSIBILITY OF THE PARENT/LEGAL GUARDIAN. IT IS THE RESPONSIBILITY OF THE PARENT/LEGAL GUARDIAN TO NOTIFY EACH RESPECTIVE SCHOOL IN WHICH THEIR CHILD ATTENDS WHEN THERE IS A CHANGE IN ADDRESS OR CONTACT NUMBERS.

Attendance Zone

Students will be assigned to the school serving the attendance zone in which his parent/legal guardian is domiciled. A student whose parent/legal guardian moves from one attendance zone to another during the school year will be transferred to the school attendance zone in which the new residence is located. The student may be permitted to remain in the school zone that serves the former residence until the end of the semester with the approval of the Superintendent or his/her designee.

A parent/legal guardian who has a student currently enrolled and has documented plans to move to a new attendance area during the first or second grading period of the school year may have his child enrolled in the school serving the new residence upon approval by the Superintendent or his/her designee.

II. Residency Checks and Home Visits

As part of the process of confirming residency, the attendance officer, accompanied by a uniformed police officer, will make a home visit if the school principal or employee of the Board of Education receives one of the following complaints:

1. Students entering Auburn City Schools on a Residency Affidavit;
2. Student does not reside with the parent/legal guardian;
3. Guardianship documents have not been properly executed;
4. Parent, custodial parent, or legal guardian does not live within the Auburn city limits;
5. If the custodial parent/legal guardian parent has been found to live outside of the city limits, but has recently established residence within the city limits, the following criteria must be met prior to the approval for students to remain enrolled with Auburn City Schools:

- Complete documentation of residency
- A home visit to the residency by the Attendance Supervisor

6. Excessive tardies, check-ins and/or check-outs may result in a home visit.

If the guardian fails to cooperate with the attendance officer, the school principal will be informed that confirmation was not possible and termination of enrollment from the school system will be required. Parents are responsible for providing accurate and up-to-date information including, but not limited to, their legal address to school officials.

Giving false information to a public official in the performance of his/her duty is a violation of the Criminal Code of Alabama §13A-10-109 (a) and is punishable by a fine of \$500.00 and up to (90) days in jail.

III. Homeless, Immigrant, and Migrant Students

Homeless, Immigrant, and Migrant students are exempt from the residency requirements included in this policy. Homeless students are defined as individuals who lack a fixed, regular, and adequate residence.

GUIDELINES FOR GRADING

I. Students must satisfactorily complete each content objective (refer to the State Courses of Study). Satisfactory level shall be no less than 60%.

II. Students in grades 1 -12 must attain a 60% yearly average in each class or course to receive credit. Yearly average in grades 3-8 is determined by averaging the four quarterly numerical averages. In grades 9-12 the yearly average includes the quarterly and term grades. The grade scale is outlined on the right.

Parent Portal - This website allows parents/guardians to view Grades, Attendance and Discipline for students in grades 3 - 12 grade and K-2 for demographic information only. The Parent Portal can be viewed at <https://inow.auburnschools.org/InformationNOW>

For grading procedures, refer to school handbooks

<u>GRADES 1-2</u>	
E (Excellent)	= 90 -100%
G (Good)	= 80 – 89%
S (Satisfactory)	= 70 – 79%
N (Needs Improvement)	= 60 – 69%
U (Unsatisfactory)	= 59% and below
<u>GRADES 3 - 12</u>	
A (Excellent)	= 90 – 100%
B (Above Average)	= 80 – 89%
C (Average)	= 70 – 79%
D (Below Average)	= 60 – 69%
F (Failing)	= 59% and below

GRADING PERIODS AND REPORT CARDS

I. Ending Dates for each nine week grading period:

- 1st nine weeks: Thursday, October 8, 2015
- 2nd nine weeks: Friday, December 18, 2015
- 3rd nine weeks: Wednesday, March 9, 2016
- 4th nine weeks: Thursday, May 19, 2016

II. Report Cards will be sent home on the following specified dates unless unforeseen circumstances occur:

Grades K - 12:

- 1st nine weeks: The week of October 19, 2015
- 2nd nine weeks: The week of January 11, 2016
- 3rd nine weeks: The week of March 30, 2016
- 4th nine weeks: by Friday, June 3, 2016

III. Mid-term progress reports will be sent home during the following dates unless unforeseen circumstances occur:

- Week of September 08, 2015
- Week of November 16, 2015
- Week of February 8, 2016
- Week of April 18, 2016

IV. Parent Conference Day:

- October 15, 2015

STUDENT STATE ASSESSMENT TESTS

Formative Assessment – an intentional process used during instruction to monitor learning, provide feedback, and make adjustments to improve teaching and learning of the the intended instructional outcomes (adapted, CCSO, 2007). *Assessment FOR Learning (V)*

Summative Assessment – a process aimed at a final evaluation of student’s mastery or understanding of given standards or desired outcomes (McREL, 2007) - *Assesment OF Learning (N)*

	TARGET AUDIENCE	ASSESSMENT	DESCRIPTION	PURPOSE
FORMATIVE ASSESSMENTS		TEACHER/ TEAM BASED	Includes but is not limited to observation, questioning, checklist, practice, quizzes, tests, projects and other ways of measuring progress	Measure student progress and instructional effectiveness
	K, - 3 rd	DIBELS	Dynamic indicators of Basic Early Literacy Skills	To assess student mastery of early reading skills
	K - 7 th	UNIVERSAL SCREENING	STAR assessment platform and other appropriate measures	A core element in the Response to Intervention (RtI) program used to identify students who are “at-risk” of a poor outcome
	Students assigned to Tier II or Tier III intervention	RTI PROGRESS MONITORING	STAR assessment platform and other appropriate measures	Used to assess student progress or performance in areas in which they were identified by Universal Screening as being at-risk for failure
	Selected grades and subjects	COMMON SYSTEM-WIDE	e.g., STI assessment, Scantron, Periodic, Aspire	Measure student mastery of state standards, inform instruction, and help students and teachers prepare for a rewarding Summative Testing experience and outcome
SUMMATIVE ASSESSMENTS	3 rd – 8 th and 10 th	ACT ASPIRE	Required by the <i>State of Alabama</i>	Measures College and Career Readiness (CCR), as defined by CCR Standards
	Selected courses	ACT Quality End of Course Tests	Optional – End of Course Tests (EOCTs)	Measures College and Career Readiness in slected courses, as defined by CCR Standards
	11 TH	ACT	Required by the <i>State of Alabama</i>	The ACT is a national college admissions examination that consists of subject area tests in English, reading, mathematics, science, and writing
	12 th	ACT Workkeys	Required by the <i>State of Alabama</i>	To assess the workplace readiness of seniors prior to graduation. Students may qualify for certification at four levels: bronze, silver, gold, or platinum
	IEP determined	Alabama Alternative Assessment (AAA)	Required by the State of Alabama Administered to students with significant cognitive disabilities working on the Alabama Extended Standards	To assess student mastery of Alabama Extended Standards in reading, mathematics, and science
	English Language Learners (ELL)	ACCESS	Required by the <i>State of Alabama</i> Assessing Comprehensive and Communication In English State to State	Assessment of English language proficiency for students with limited English Proficiency
	4 th , 8 th and 12 th	National Assessment of Educational Progress (NAEP)	Administered in a sampling of schools across the nation, as determined by state and national authorities	A national assessment, reporting scores in math, reading, science, and writing
	2 nd and 5 th	Otis-Lennon School Ability Test (OLSAT 8)	A test of abstract thinking and reasoning ability - The test yields verbal and nonverbal scores, from which a total score is derived, called a School Ability Index (SAI)	Measures cognitive abilities that relate to student success in school; also provides a source of information for advanced course placement

PROMOTION REQUIREMENTS

Special Education

Special education students, who are receiving all instruction in a regular classroom for a particular subject, will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP).

If a student is receiving instruction in the special education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the Individualized Education Program (IEP) developed by the IEP committee will govern promotion.

English Language Learners (EL), Migrants and Immigrants

A student for which English is not the first language in Auburn City Schools will be required to meet the standards established by Auburn City Schools and the Alabama Department of Education. Criteria established should include the level of achievement/credits earned, previous schooling experience, age, English proficiency, etc. The EL Committee, which shall include the parent/guardian, will collaborate with an ESL teacher and content teachers in the development of an Individualized Language Acquisition Plan (ILAP) after examining the previously mentioned criteria and relevant information about the language proficiency of the student.

I. Promotion Requirements for Grades K-2

A. Kindergarten

1. Satisfactory completion of the kindergarten checklist (satisfactory level shall be no less than 80%).
2. Satisfactory completion of the system level assessment in reading (concepts of print items on the pre-reading assessment).

B. Grades One Through Two

1. Satisfactory completion of the grade level reading and math objectives (satisfactory shall be not less than 60%), (refer to the State Course of Study).
2. Satisfactory completion of **three** of the following courses (satisfactory level of no less than 60%): Science, Physical Education, Social Studies, and Language Arts.

C. Summer School

Students who are retained because of poor performance, are referred to summer school and choose to attend, may be promoted only if promotion criteria are achieved in summer school.

Students who are retained because of unexcused absences in excess of (10) days per year, are referred to summer school and choose to attend, must not have any unexcused **absences** during summer school and must satisfactorily meet the requirements for summer school in order to be promoted.

II. Promotion Requirements for Grades 3-5

A. Grades Three Through Five

- Satisfactory completion of the grade level reading and math objectives (satisfactory shall be not less than 60%), (refer to the *State Course of Study*).
- Satisfactory completion of **three** of the following courses (satisfactory level of no less than 60%): Science, Physical Education, Social Studies, and Language Arts.

B. Summer School

Students who are retained because of poor performance, are referred to summer school and choose to attend, may be promoted only if promotion criteria are achieved in summer school.

Students who are retained because of unexcused absences in excess of (10) days per year, are referred to summer school and choose to attend, must not have any unexcused absences during summer school and must satisfactorily meet the requirements for summer school in order to be promoted.

III. Promotion Requirements for Grades 6-7

A. General

All students must satisfactorily complete three of the following four courses at **60%** in order to be assigned to the next grade level: Language Arts, Math, Science, and/or Social Studies.

Students who fail academic courses may be referred to summer school. Only one unit of academic credit may be completed in a summer school session (*this is dependent upon the course being offered*). A student receiving a failing grade(s) during the regular school term will have that grade carried over to the cumulative record unless the course is repeated and passed in summer school.

B. Summer School

Students who are retained because of poor performance, are referred to summer school and choose to attend, may be promoted **only if promotion criteria are achieved in summer school.**

Students who are retained because of unexcused absences in excess of (10) days per year, are referred to summer school and choose to attend, **must not have any unexcused absences** during summer school and must satisfactorily meet the requirements for summer school in order to be promoted.

IV. Promotion Requirements for Grade 8

A. General

Students will be promoted to the 9th grade if he/she satisfactorily completes three core academic courses (*Language Arts, Math, Science, Social Studies*) at 60%.

B. Summer School

Students who fail (2) academic courses will be required to attend summer school to retake one of the failed courses. Successful completion of the course will allow the student to be promoted to 9th grade.

C. Students who fail more than two (2) academic courses will be retained in 8th grade.

V. Promotion Requirements for Grade 9

A. General

Students will transition to the 10th grade only in August. Students will not be allowed to move to the 10th grade after the first semester, unless approved by the Superintendent. All students must have the requirements below unless they are (17) years old prior to the first day of school.

A ninth grader who is (17) years old at the end of the 9th grade will be promoted to the 10th grade regardless of the above requirements.

A student may be promoted to the 10th grade if he/she has a minimum of four credits of which three must be in the areas of *English, Math, Science, & Social Studies*.

B. Summer School

Students who fail academic courses may be referred to summer school. Two units of academic credit may be completed in a summer school session. If one of the failed courses is taken and passed in summer school, a student can be promoted if they have passed the minimum of five courses for the academic year.

VI. Promotion Requirements for Grades 10–12

A. General

Satisfactory completion of the core curriculum and selected electives – 60% average of the work in each area of learning as assessed by the teacher through class performance, homework, and tests.

Students are required to sign up for a minimum of (8) credits per year, unless they take zero period, attend post secondary instruction, or receive prior authorization by school administration. All students must be pursuing a high school diploma.

B. Summer School

Students who fail academic courses may be referred to summer school. Up to two units of academic credit may be completed in a summer school session.

Auburn High School Graduation Requirements

(26 units required)

A. General

The Auburn City Board of Education has adopted graduation requirements that are consistent with the State Board of Education. It is expected that all AHS students will graduate by earning a minimum of **(26) Carnegie Units**. Beginning with students that were first time 9th graders as of 2009-2010 the Alabama High School Graduation Exam (AHSGE) will not be required.

C. Special Education

Students with disabilities now have three pathways for earning the Alabama High School Diploma: General Education Pathway, Essentials/Life Skills Pathway, and Alternate Achievement Standards (AAS) Pathway, each requiring completion of 26 credits.

- Students with disabilities may choose between the General Education Pathway and the Essentials/Life Skills Pathway.
- Core content area courses for students with disabilities can be General Education courses, Essential/Life Skills courses, or a combination of both.
- Movement between the General Education Pathway and the Essentials/Life Skills Pathway is allowed.
- Students with significant cognitive disabilities who meet the criteria for the Alabama Alternate Assessment are eligible for the AAS Pathway.

D. Transfer/Home School

All transfer students, including home school students, must meet all requirements for graduation.

E. Credit Advancement

Auburn City Schools will offer a student the opportunity to pursue **Credit Advancement** as an alternative to the traditional Carnegie Unit approach to course completion. For a student to be eligible for Credit Advancement he/she must complete a Request for Credit Advancement form signed by the parent/guardian, and high school counselor.

Credit Advancement may occur when the student requests to take an **End-Of-Course Assessment** covering all of the standards prior to enrolling in the course through Credit Advancement; this score will be included in the students overall grade point average.

GRADUATION REQUIREMENTS FOR THE STANDARD DIPLOMA

classes of 2015, and 2016

<u>SUBJECT</u>	<u>CARNEGIE UNITS</u>								
English¹	5								
Mathematics	4								
<p><i>*(The four credits must include Algebra I or a combination of Algebra IA and Algebra IB and Geometry).</i></p> <p><u>Math Course List:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Pre-Algebra</p> <p>Algebra I {or a combination of Algebra IA and Algebra IB}</p> <p>Geometry or Geometry with Proofs</p> <p>Algebraic Connections</p> <p>Algebra II (seniors only)</p> <p>Algebra II with Trig</p> <p>Algebra III with Statistics</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Pre-Calculus</p> <p>Calculus</p> <p>AP Statistics</p> <p>AP Calculus AB</p> <p>AP Calculus BC</p> <p>IB Math Methods</p> <p>IB Higher Math</p> </td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <p>Required for Class of 2016</p> </div>		<p>Pre-Algebra</p> <p>Algebra I {or a combination of Algebra IA and Algebra IB}</p> <p>Geometry or Geometry with Proofs</p> <p>Algebraic Connections</p> <p>Algebra II (seniors only)</p> <p>Algebra II with Trig</p> <p>Algebra III with Statistics</p>	<p>Pre-Calculus</p> <p>Calculus</p> <p>AP Statistics</p> <p>AP Calculus AB</p> <p>AP Calculus BC</p> <p>IB Math Methods</p> <p>IB Higher Math</p>						
<p>Pre-Algebra</p> <p>Algebra I {or a combination of Algebra IA and Algebra IB}</p> <p>Geometry or Geometry with Proofs</p> <p>Algebraic Connections</p> <p>Algebra II (seniors only)</p> <p>Algebra II with Trig</p> <p>Algebra III with Statistics</p>	<p>Pre-Calculus</p> <p>Calculus</p> <p>AP Statistics</p> <p>AP Calculus AB</p> <p>AP Calculus BC</p> <p>IB Math Methods</p> <p>IB Higher Math</p>								
<p>Courses do not need to be in this order</p>									
Science	4								
<p><i>(Must complete Biology and a Physical Science {choices are Physical Science, Chemistry, or Physics} and two Science courses from the following list):</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Anatomy and Physiology</p> <p>Aquascience</p> <p>Chemistry</p> <p>Environmental Science</p> <p>Forensics</p> <p>Genetics</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Earth Science</p> <p>Physical Science</p> <p>Physics</p> <p>IB/AP Biology</p> <p>IB/AP Chemistry</p> </td> </tr> </table>		<p>Anatomy and Physiology</p> <p>Aquascience</p> <p>Chemistry</p> <p>Environmental Science</p> <p>Forensics</p> <p>Genetics</p>	<p>Earth Science</p> <p>Physical Science</p> <p>Physics</p> <p>IB/AP Biology</p> <p>IB/AP Chemistry</p>						
<p>Anatomy and Physiology</p> <p>Aquascience</p> <p>Chemistry</p> <p>Environmental Science</p> <p>Forensics</p> <p>Genetics</p>	<p>Earth Science</p> <p>Physical Science</p> <p>Physics</p> <p>IB/AP Biology</p> <p>IB/AP Chemistry</p>								
Social Studies	4								
<p><u>Social Studies Course Sequence:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">9th</td> <td>World History</td> </tr> <tr> <td>10th</td> <td>U.S. History and Geography to 1900 or AP European History</td> </tr> <tr> <td>11th</td> <td>U.S. History and Geography since 1900 or AP American History</td> </tr> <tr> <td>12th</td> <td>American Government & Economics or AP Government and AP Economics</td> </tr> </table>		9th	World History	10th	U.S. History and Geography to 1900 or AP European History	11th	U.S. History and Geography since 1900 or AP American History	12th	American Government & Economics or AP Government and AP Economics
9th	World History								
10th	U.S. History and Geography to 1900 or AP European History								
11th	U.S. History and Geography since 1900 or AP American History								
12th	American Government & Economics or AP Government and AP Economics								
Physical Education	1								
Health	1/2								
Computer Applications²	1/2								
Fine Arts Elective	1/2								
Electives	6 ½								
Total	26								

**Required courses plus electives must equal a minimum of (26) Carnegie Units*

¹*English 9 is a two-credit class; one credit in each grade 10, 11, 12,*

²*Computer Applications may be waived if proficiency is demonstrated.*

Auburn High School Diploma

beginning with Class of 2017

<u>SUBJECT</u>	<u>CARNEGIE UNITS</u>		
English	4		
English 9			
English 10			
English 11			
English 12			
Mathematics	4		
<i>The four credits must include Algebra I or Algebra IA and Algebra IB, Geometry and Algebra II</i>			
<i>Math Course Sequence:</i>			
Algebra IA	Algebra II with Trig	AP Calculus AB	
Algebra IB	Discrete Mathematics	AP Calculus BC	
Geometry	Pre-Calculus	IB Standard Level Math	
Algebraic Connections	Probability and Statistics	IB Higher Level Math	
Algebra II (Seniors Only)	Calculus	AP Statistics	
Science	4		
<i>Must complete Biology and a Physical Science (choices are Physical Science, Chemistry or Physics) and two other Science courses from the following list:</i>			
Chemistry	Aquaculture Science	Forensic Science	IB/AP Biology
Physics	Earth Science	Genetics	IB/AP Chemistry
Anatomy & Physiology			Environmental Science
Social Studies	4		
9th - World History & Geography Since 1500			
10th - U.S. History & Geography to 1877 OR AP European History			
<i>NOTE: Students who take AP European in 10th grade and do not take AP U.S. History in 11th grade, must take 10th grade U.S. History AND 11th grade U. S. History during their junior year</i>			
11th - U.S. History & Geography Since 1877 OR AP U.S. History			
12th - American Government & Principles of Economics (Regular or AP)			
LIFE (Physical Fitness)	1		
<i>JROTC counts as meeting the requirement of this course.</i>			
Health Education	1/2		
<i>(Students may satisfy the required Health unit by successfully completing the course Foundations of Health Science)</i>			
Career Preparedness	1		
Fine Arts, Career/Technical and/or World Languages	3		
Electives	4 1/2		
<hr/> Total	<hr/> 26 <hr/>		

INTERNATIONAL BACCALAUREATE DIPLOMA REQUIREMENTS:

**For specific curriculum, see the Auburn High School (AHS) Course of Study book or view the AHS website.*

<u>SUBJECT</u>	<u>CARNEGIE UNITS</u>
English¹	5
Mathematics	4
Science²	4
Social Studies³	4
Physical Education	1
Health	1/2
Foreign Language⁴	4
<i>NOTE: 12th grade students unable to complete the IB Standard Level language requirement can take the IB Ab Initio level exam (3 units of a Language) and receive IB endorsement.</i>	
Sixth Subject Elective⁵	1
Theory of Knowledge	1
Fine Arts	1/2
Creativity, Action, and Service	150 hrs
Computer Applications	1/2
Elective	1/2
Total	26

¹Recommended to include Pre-IB/AP English 9 and IB English I and II in 11th and 12th grades

²Must Complete Biology, Chemistry and either AP/IB Biology (2 units) or IB/AP Chemistry (2 units)

³Must include World History – 9, AP European History – 10, IB History of America 1–11; and IB History of the Americas 11-12

⁴SL must include Levels I-IV in French, German, or Spanish. HL must include Levels I-V in French, German, or Spanish

⁵Must be from IB Art, IB Economics, IB Music, IB Theatre, or a second IB Science

Note: 10th grade IB students may take Government or Economics for electives as their schedules permit;

IB Economics is an elective available for 11th or 12th grade IB students.

SPECIAL EDUCATION

<u>SUBJECT</u>	<u>CARNEGIE UNITS</u>
English	4
Mathematics	4
Science	4
Social Studies	4
Career/Technical Education	2
Coordinated Studies	1
*Cooperative Career/Technical Education	1
Health Education	1/2
Physical Education	1
Fine Arts	1/2
Electives	4
Total	26

*May be a part of the two credits for Career/Technical Education. The designated one credit for Cooperative Education will then be added to the electives, making a total of four electives.

ACADEMIC APPEALS PROCEDURE

1. Parents/guardians who wish to appeal any of the three areas below may do so by submitting supporting information in writing to the school principal:
 - a. a teacher's decision relative to a grade for a course/subject
 - b. placement by the principal in a specific course (i.e., accelerated or advanced level English)
 - c. a principal's decision to deny promotion to the next grade level (i.e., 3rd - 4th grade)
2. The notice of appeal and supporting information must be received within (7) days after the receipt of the report card, course placement, or notice of retention in the same grade level.
3. If the appeal is not resolved at the school level, the parent must notify the assistant superintendent within (7) days of the appeal decision. The principal will forward all information considered in the decision to the assistant superintendent.
4. The assistant superintendent will set a date for the appeal hearing and will notify the parents/guardians and principal, in writing within (7) days, of the hearing date.
5. The assistant superintendent will convene and chair the Review Committee which will be made up of two teachers and one principal from the elementary or secondary level depending on the level of the appeal.

Teachers eligible to serve on the Review Committee will meet the following criteria:

- a. must be tenured with Auburn City Schools
 - b. must be certified in the area in which he/she is teaching
 - c. must have consistently high performance evaluations as assessed by the principal
6. The parents/guardians will have the opportunity to present their positions relative to the issue to the Review Committee. The Review Committee will consider all relevant oral and written information and will uphold or modify the decision. The decision with reference to the appeal will be communicated to the principal by the assistant superintendent and to the parents/guardians by the principal within (7) days of the Review Committee hearing.
 7. If the parents/guardians do not accept the decision of the Review Committee, a statement must be made in writing to the Superintendent within (7) days of receipt of the decision. The Superintendent will review all written information to the Review Committee members and may modify, overrule, or support the administrative decision. If the modified or overruled decision is not acceptable to the parents/guardians, they may appeal to the Auburn City Board of Education by submitting a written request to the Superintendent's office within (7) days.
 8. During an executive session of the Auburn City Board of Education, the parents/guardians and the principal will be given the opportunity to present any matter relative to their position. The decision of the members of the Auburn City Schools Board of Education is final in the due process procedure.

ATTENDANCE REQUIREMENTS

Code of Alabama (1975) §16-28-3, requires all children between the ages of (6) and (17) to attend school for the minimum number of scholastic days prescribed by the State Board of Education. All laws regarding school attendance shall be strictly enforced by the Auburn City Board of Education.

If a student fails to attend school without submitting a parent, medical, or legal excuse the student and parents/guardians are subject to court intervention. Parents may submit up to (5) parent written excuses per semester, and may be required to submit an excuse for early check-outs. Excuses for absences will be accepted within three days of returning to school.

Written excuses must be signed by the custodian of the child due to one of the following reasons:

- Illness of the student
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the student as determined by the principal
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal
- Religious holidays upon receiving the Superintendent's approval **prior to the absence**

Parents can routinely monitor absences by accessing their student's information on the Parent Portal at the ACS web site (www.auburnschools.org) for grades 3-12. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

The State Code of Alabama §16-28-40 defines withdrawals as "more than (10) consecutive days or (15) days of total unexcused absences during a single semester." Students meeting these criteria (without acceptable parent, doctor, or legal excuses) will be withdrawn from school.

I. Absences and Truancy

Truancy Definition – Parent/guardian, or other persons having charge of any student officially enrolled in Alabama public schools (K-12) must provide the school within three school days of each and every absence (or consecutive absences) a written explanation of the reason(s) for each absence. Failure to furnish such explanation shall be evidence of the student being truant each day he/she is absent. The student shall be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.

A. Third truancy/unexcused absence (warning)

After the 3rd unexcused absence, the parents/guardians shall be notified in writing by the school principal or his/her designee that the student was truant and the date of the truancy.

B. No earlier than the fifth unexcused absence (conference)

After the 5th unexcused absence, the parent or person having control of student shall be notified by letter.

After the 5th unexcused absence, the parents/guardians are subject to participate in the Early Warning program provided by the Juvenile Court. At Juvenile Court, the parents/guardians and student are informed of the Alabama State Compulsory Attendance Laws and consequences of further unexcused absences.

C. Seven unexcused absences within a school year constitute a student being truant for purpose of filing a petition with the Court.

The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. Failure to appear at the school conference and/or failure to appear at the Early Warning program shall result in the filing of a petition **against the parent under Code of Alabama (1975), §16-28-12 (failure to cooperate), or a truancy charge against the student, whichever is appropriate.**
2. **No earlier than the seventh unexcused absence, but within ten (10) school days (court)**
3. File petition against the student and/or parent/guardian, **if appropriate.**

Any **student** ordered to court with a truancy petition could be adjudicated to CHINS (Children in Need of Supervision) by a family court judge. A judge can order additional supervision and services through East Alabama Mental Health, Department of Human Resources, or alternate placements outside the home setting. Additional fees and community service may also be ordered by a judge.

Any **custodial adult** who is prosecuted for failing to require a student to attend school may be jailed for up to one year or fined up to \$500.00 or both.

DID YOU KNOW

Being tardy 10 minutes each day for one year is equal to missing approximately 6 school days

90% attendance is the equivalent of missing 4 whole weeks in one school year

Missing just 17 days in one year can mean dropping a full letter grade in a course

Schools are open 180 days each academic year that leaves 185 other dates for appointments, travel and/or leisure time

A child on holiday for 2 weeks during term time will miss 50 one hour lessons. Some never catch up

Chronic absence is missing 10% or more of the school year for any reason – this includes excused and unexcused absences

Students chronically absent in Kindergarten & 1st Grade are much less likely to read proficiently in 3rd grade

10% of a school year is about 18 days of absence or two days a month

II. Absences and Credits

According to the Auburn City School Board policy, students who have more than (10) unexcused absences per year (grades K-7), or more than (5) unexcused absences per semester (grades 8-12) may be retained. Written excuses for absences must be submitted by parents/guardians within three school days of the absence. If not, the absence will be coded as unexcused and zeros given for the missed work. Appeals of this procedure will be reviewed by the principal. **After (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.**

Students with excused absences have (5) school days in a semester upon returning to make up any missed work. They do not have to be given the same work done by the students who were in class.

Any student who misses 30 minutes or more of a class at Auburn High School is counted absent from that class. Refer to Auburn High School's Student Handbook for additional information.

Students are expected to schedule out-of-town trips and other activities during preset vacation periods and holidays on the ACS academic calendar. At Auburn High School, seniors are allowed two excused absences for college visits. Any exceptions to this policy must be cleared with the principal two weeks prior to the trip. Students may be required to attend school after hours to make up for school time missed due to trips and college visits.

The requirement pertaining to denial of credit may be waived in the event of: serious illness, accident, death in the immediate family, inclement weather, which would be dangerous to the life and health of the student, as determined by the principal, and/or religious holidays as approved by the Superintendent.

III. Department of Public Safety

The Auburn City Schools Board of Education is required to report, upon request, documentation of enrollment status of any student (15) years of age and older who is properly enrolled in a school under the jurisdiction of the Board. Such information is provided to the Department of Public Safety on a student in this category on application for, renewal of, or reinstatement of, a driver's license or a learner's permit to operate a motor vehicle. For students (17) years of age or older who withdraw from school, the Supervisor of Attendance notifies the Department of Public Safety of the withdrawal. Withdrawal is defined by Code of Alabama as more than (10) consecutive or (15) days total unexcused absences during a single semester.

The Department of Public Safety shall deny or revoke a driver's license or learner's permit for the operation of a motor vehicle to any person under the age of (19) who has obtained the withdrawn status.

IV. Tardies to School

Communication will be made to parents/guardians by the school or the attendance officer if the number of tardies become excessive. The principal or his/her designee may impose disciplinary measures for excessive tardies. *Refer to school handbook on tardy information.*

Students are required to leave the school campus at the end of the school day unless they are under the direct supervision of a school employee. Any violation may be considered trespassing.

DRESS CODE REQUIREMENTS

All students of the Auburn City Schools District are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation. School is a working and learning environment. The Board and administration, therefore, believe students and parents should use good judgment and reasoning in their choice of dress while attending school. With the maturation differences among students being great, clothing on one student may be appropriate while on another it may not be appropriate. Accordingly, clothing must be in good taste for age and maturity of the student, safe, and not a distraction to others.

Secondary Dress Code

The "4 inch Rule" Description - when a student is standing up straight with arms and hands straight down, the hem of the garment should be no higher than 4 inches from the top of the knee cap and around the perimeter of the legs when measured by a ruler.

Tops

1. Students must not wear clothing that reveals the body in an inappropriate manner. (examples: clothing that is too tight, too short, bare at the mid-driff, bare at the sides, sundresses, "spaghetti strap" type tops, tank tops, off-the-shoulder tops, low-cut front or low cut back tops, tops that show cleavage, sheer or see-through clothing, etc.).
2. Shirts and other apparel must not have pictures or wording involving weapons, violence, drugs, alcohol, tobacco, or gang-related symbols or slogans.
3. T-shirts and other apparel must be size appropriate. T-shirts that extend below (4) inches from the top of the knee cap must be tucked in.
4. Mens style undershirts are not permitted to be worn unless concealed with another acceptable garment.
5. Any other apparel or appearance that may be distracting in the classroom (as deemed by the administration) is not permitted.

Head Gear

1. Hats/caps, bandanas, athletic headbands, headscarves/hairwraps, sunglasses, and any other form of headgear are not permitted on campus. (The exceptions are JROTC, band uniform hats worn with the uniform, and athletic headgear worn with the uniform on the playing and practice fields).
2. During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.

Pants, Skirts, Dresses, and Shorts

1. Pants must be worn at the waist level. Pants that are too tight, have holes that violate the 4" rule, or allow for exposure of undergarments are not permitted. Baggy, overly loose fitting pants must be worn with a belt. No sagging pants. Nylon type spandex shorts/pants are not permitted.
2. The length of skirts, dresses, and shorts (front and back) must not measure any more than 4 inches from the top of the knee cap and must be deemed appropriate. No slits or leg openings can be higher than 4 inches above the top of the knee cap. Nylon spandex shorts are not permitted.
3. Length of skirts, dresses, and shorts must be appropriate whether the student is standing or sitting. Leggings, leotards, etc. may be worn only when the article of clothing worn over them meets the 4 inch rule.
4. Shorts must measure no more than 4 inches above the top of the knee cap. Nylon type spandex shorts/pants are not permitted.

Footwear and Accessories

1. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, and shoes with wheels are not permitted.
2. Undergarments must be worn in an appropriate manner and not be visible. Clothing with rips, tears, or holes that expose underwear or inappropriate parts of the body are not permitted.
3. Students cannot wear jewelry or accessories that distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc. are not permitted.

Students in violation of the dress code will be required to change immediately. If this requires a student to checkout, the absence will be marked as unexcused. For secondary schools, additional consequences may include detention, In-School Suspension, or Out-of-School Suspension if violations become chronic.



**DRESS
CODE**
DON'T GET CAUGHT COMMITTING
A FASHION CRIME!

STUDENT CODE OF CONDUCT

Each school has a Student Code of Conduct that specifically defines behavior expectations. The belief of the Auburn City Schools Board of Education is that effective, quality education requires orderly procedures and discipline. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly, and academically conducive atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Acting in the best interest of this community, the policy of the Auburn City Schools Board of Education is to require the principals, faculties, staffs, students, parents and guardians to adhere to and to comply with this Board of Education approved Student Code.

The school plans are consistent with the Pupil Progression Plan and Statement of Responsibilities, herein after referred to as (PPP/SOR), the outlined definitions of Type I, Type II, Type III student offenses, and the Alabama State Code.

*Principals may assign a disciplinary action for up to (10) days Out of School Suspension and/or up to (10) days of In School Suspension. The Superintendent or designee may assign alternative school or an alternative placement.

The Superintendent may appoint a committee to review proposed disciplinary action(s) recommended by school administration that exceeds a (10) day assignment which would constitute an alternative placement. The Discipline Review Committee, appointed by the Superintendent, shall be composed of a minimum of three (3) persons (Central Office Administration, School Administration, and Special Education Administration) who review disciplinary cases where a Principal recommends suspension or alternative placement of more than ten (10) school days. The Discipline Review Committee will examine all evidence involved in the case presented by school administration. Within seven (7) school days of the student infraction, a determination will be made in terms of whether the accused has violated the Auburn City Schools Student Code of Conduct. The committee will accept, reject, or modify the finding of a violation and accept, reject, or modify the recommended student discipline. During the seven (7) school day review process, the student will be placed in In-School Suspension or Out-of-School Suspension as determined by the school principal. Once a final decision has been made by the committee, the parent/guardian will be notified by the school administration.

An appeal of the committee decision may be made to the Board and all appeals procedures must be followed as set forth in the Auburn City Schools Pupil Progression Plan. The Board will consider and come to a decision on all Superintendent recommendations for student expulsion as further set forth in the Pupil Progression Plan.

It is the policy of the Auburn City Board of Education to have the City of Auburn Police Division contacted to investigate every incident involving illegal or prohibited drug possession, consumption, sales or distribution. All students involved in any such conduct may be subject to arrest, transportation to the Police Station and in the normal course of investigation, interviews by the Auburn City Police Division.

I. CLASSIFICATIONS OF VIOLATIONS

Violations of the established standards are categorized according to the type of violation and subsequent disruption of the educational environment of the student and others. Each type of violation is followed by a range of disciplinary responses. The specific response to be implemented will be determined by the principal or assistant principal of the school, or the Superintendent's designee, and/or the School Board based on the severity of the act and the judgment of the administrator. The following types of violations are examples and are not intended to be all-inclusive:

*Wherever the "principal" is referred to in this Code of Student Conduct, it shall be understood "his/her designee" also applies.

Type I Violations:

1. Tardiness
2. Academic Dishonesty
3. Minor disruption in the classroom or during school activities
4. Unauthorized absence from class or school (skipping)
5. Failure to serve a school-based disciplinary assignment
6. Verbal abuse of another person
7. Nondirected use of profane or obscene communication (verbal and/or written gestures)
8. Unauthorized student fundraising
9. Vehicular violations
10. Chronic failure to bring supplies to class
11. Failure to complete and/or return required school forms
12. Inappropriate affectionate behavior
13. Non-conformity to dress code
14. Minor disruption on school bus
15. Failure to obey directions in hallways, assemblies, etc.
16. Displaying unsportsmanlike conduct at school events
17. Unauthorized use of school property or personal property
18. Littering school property
19. Inappropriate or unauthorized use of any electronic resources
20. Improperly restricting or inhibiting other users from using electronic communication devices.
21. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Administrative Responses for Type I Violations (include, but are not limited to):

- **STUDENT CONFERENCE WITH SCHOOL PERSONNEL**
- **PARENT/GUARDIAN CONTACT**
- **COUNSELING**
- **TIME-OUT**
- **DETENTION**
- **WORK ASSIGNMENTS BEFORE and/or AFTER SCHOOL**
- **IN-SCHOOL SUSPENSION (ISS)**
- **SUSPENSION**
- **JUVENILE AUTHORITIES**
- **SUSPENSION FROM RIDING ALL BUSES**
- **REPEATED TYPE I OFFENSES WILL BE TREATED AS TYPE II OFFENSES**

Type II Violations:

1. Repeated and/or excessive Type I offenses
2. Use of obscene or profane communication (verbal and/or written gestures) directed toward another person
3. Fighting
4. Intentionally touching or striking another student against his/her will
5. Horseplay which may lead to a fight
6. Attempting to incite a fight or confrontation
7. Stealing – Larceny - Petty Theft
8. Possession of fireworks or other pyrotechnic devices
9. Vandalism or the intentional damage to property
10. Offensive touching of another student
11. Cheating
12. Trespassing
13. Insubordination to or disrespect toward a school employee
14. Providing false information to a Board of Education employee
15. Intimidation, harassment, or bullying
16. Possession of stolen property with the knowledge that it is stolen
17. Possession, use of electronic smoking devices
18. Possession, use, sale and/or distribution of tobacco products
19. Possession and/or use of matches or lighter
20. Possession of inappropriate objects, materials or replicas (i.e., pocket knife, keychain knife, watergun, gun magazine, etc.)
21. Participation in games of chance for money and/or other things of value (gambling)
22. Improper internet/e-mail use (i.e., pornography, "sexting", etc.)
23. Violation of the "Acceptable Use" policy regarding technology
24. Creating or publishing an unauthorized recording of a student, Board of Education employee or authorized guest
25. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Administrative Responses for Type II Violations (include, but are not limited to):

- **STUDENT CONFERENCE WITH SCHOOL PERSONNEL**
- **PARENT/GUARDIAN CONTACT**
- **COUNSELING**
- **DETENTION**
- **SUSPENSION FROM RIDING ALL BUSES**
- **ALTERNATIVE PLACEMENT**
- **SUSPENSION**
- **WORK ASSIGNMENTS BEFORE AND AFTER SCHOOL**
- **IN-SCHOOL SUSPENSION (ISS)**
- **ALTERNATIVE SCHOOL**
- **JUVENILE AUTHORITIES**
- **LAW ENFORCEMENT OFFICIALS**
- **RESTITUTION**
- **REPEATED TYPE II OFFENSES WILL BE TREATED AS TYPE III OFFENSES**

Type III Violations:

1. Repeated and/or excessive Type II offenses
2. Possession of firearms (including air guns or any replica of weapons)
3. Possession of a deadly weapon or knife of any kind (including, but not limited to, hunting knife, pocket knife, or X-Acto knife)
4. Possession of ammunition for a weapon
5. Bomb Threats
6. Arson
7. Willful and unauthorized possession and/or use of drugs, drug paraphernalia or alcoholic beverages, or being under the influence of the same
8. Selling, dealing, or attempting to sell unauthorized drugs or substances purported to be drugs
9. Criminal mischief
10. Sexual harassment
11. Sexual misconduct
12. Stalking
13. Sexual acts, including proposition to engage in sexual acts
14. Offensive touching of another person
15. Fleeing a School Board Employee
16. Striking or causing bodily harm to a School Board employee
17. Assault or battery of another person
18. Inciting or participating in a major student disorder
19. Robbery
20. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
21. Stealing, larceny, or grand theft

22. Selling or attempting to sell stolen property
23. Trespassing with intent to commit an offense when school premises are closed
24. Willful and malicious vandalism or damage of property
25. Other criminal acts
26. Unjustified activation of a fire alarm system or fire extinguisher
27. Violating the security of any electronic resource or undermining its integrity
28. Preparing, possessing, or igniting explosives, fireworks, firecrackers, or smoke bombs
29. Continued disruption of the educational environment
30. Gang-related activities
31. Participation in a non-school sanctioned group that is deemed disruptive to the school environment
32. Intimidation, harassment, bullying, threats, hazing or extortion by two or more students acting as a group
33. Intimidation, harassment, threats, hazing or extortion by an individual who threatens the safety of a person or the safety or security of the school environment (including electronically, written, verbal, physical, or other methods)
34. Improper use of computer, (i.e., changing grades, threats, intimidation, harassment, criminal acts, etc.)
35. Using any electronic resource to transmit material, information, or software in violation of any law including material which may be harmful to minors
36. Improper internet, email or electronic resource usage (i.e., pornography)
37. Violation of the "Acceptable Use" policy regarding technology
38. Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

Administrative Responses for Type III Violations include, but are not limited to):

- PARENT GUARDIAN CONTACT
- COUNSELING
- SUSPENSION
- IN-SCHOOL SUSPENSION (ISS)
- ALTERNATIVE SCHOOL
- INDEFINITE SUSPENSION
- EXPULSION FROM SCHOOL
- JUVENILE AUTHORITIES
- LAW ENFORCEMENT OFFICIALS
- RESTITUTION
- SUSPENSION FROM RIDING ALL BUSES
- ALTERNATIVE PLACEMENT

In the event the disciplinary infraction was of a violent or dangerous nature, Auburn City Schools reserves the right to assign the student to In-School Suspension (ISS), Alternative School, or an Alternative Placement during the investigative process.

II. Student Expulsions

Students may be expelled from school for offenses serious enough to warrant such action as provided in the Code of Student Conduct or other Board disciplinary policies. Students who are recommended for expulsion may be suspended until such time as the Board meets to consider the recommendation for expulsion. Parents will be given reasonable notice of the proposed action, the reasons therefore, and an opportunity to be heard by the Board regarding expulsion. The Superintendent will notify the student or the student's parent or guardian, in writing, of any action taken by the Board. The term of an expulsion may extend to the maximum permitted by law.

The Board may impose such reasonable limitations on the student's right to re-enroll in the school system following expiration of expulsion as may be permitted by law. A student who withdraws from school prior to the Board's consideration of a proposed expulsion may not re-enroll in the school system until the Board holds a hearing or other appropriate proceedings regarding the recommended expulsion. Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education act ("IDEA") and its implementing regulations.

Note: Students who are placed in alternative school or expelled from the Auburn City Schools are not allowed to attend any school functions nor be on any of the Auburn City Schools campuses for the duration of the alternative placement or expulsion. Any violation of this guideline could result in a report to law enforcement authorities and/or arrest.

III. Notification of Civil Liabilities and Criminal Penalties

It is the policy of the Auburn City Board of Education to have the City of Auburn Police Division contacted to investigate every incident involving illegal or prohibited drug possession, consumption, sale, or distribution. All students involved in any such conduct may be subject to arrest, transportation to the Auburn Police Station, and in the normal course of investigation, interviews by the Auburn City Police Division.

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

Attendance and Conduct (Act 94-782), (Act 99-705)

Each parent/guardian or other person having control or custody of a student required to attend school who fails to require the student to enroll, to regularly attend school, or to compel the student 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 (90) days).

Amendment to Act 94-782 (effective July 1, 2000).

(Act.99-705) amends the attendance requirement to read **"Each student who is enrolled in a public school shall be subject to the attendance and truancy** provisions of the article except that any parent /guardian who voluntarily enrolls their student in public school, who feels that it is in the best interest of that student, shall have the right to withdraw the student at anytime prior to the current compulsory attendance age."

Drop-Out/Driver's License

(Act 94-820 which amended Act 93-368 as codified in §16-28-40, Ala. Code, 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 parent.

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 94-784) 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 (5) 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 admitted as a transfer student or 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.

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) possess a driver's license on the date of conviction the driver's license will be suspended for (180) days.

Section 1:

- a. No person shall shoot or discharge a firearm into an occupied or unoccupied school bus or school building.
- b. A person who shoots or discharges a firearm into an occupied school bus or school building shall be guilty of a Class B felony.
- c. A person who shoots or discharges a firearm into an unoccupied school bus or school building shall be guilty of a Class C felony.

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.

Vandalism (Act 94-819)

The parent/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.

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.

(Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles).

Seclusion and Restraint

In keeping with the districts philosophy of providing a safe and orderly environment for students and staff, ACS supports the need to plan for the potential use of physical intervention as part of the Student Code of Conduct for all students. These interventions will only be used in an emergency situation when a student's behavior poses a threat of imminent danger to the student or others. Auburn City Schools allows trained school personnel to appropriately administer physical restraint as part of a comprehensive Behavioral Intervention Plan for all students.

Obstructing Governmental Operations (§13A-10-2)

A person commits the crime of obstructing governmental operations if, by means of intimidation physical force or interference or by any other independently unlawful act, he:

1. Intentionally obstructs, impairs, or hinders the administration of law or other governmental function; or
2. Intentionally prevents a public servant from performing a governmental function.
This section does not apply to the obstruction, impairment or hindrance of the making of an arrest.
3. Obstructing governmental operations is a Class A misdemeanor.

Criminal Trespass by Motor Vehicle (Act 90-664 - §13A-7-4.1)

A person commits the offense of criminal trespass by motor vehicle when the person does so after having been requested not to do so by a uniformed law enforcement officer or by a properly identified owner or an authorized agent of the owner.

A person who commits the offense of criminal trespass by motor vehicle shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine:

1. Not to exceed \$50.00 for the first such offense;
2. Not to exceed \$100.00 for the second such offense; and
3. Not to exceed \$150.00 for the third or subsequent such offense.

Student Harassment Prevention Act (§2009-571)

1. No student shall engage in or be subjected to harassment, intimidation, violence, or threats of violence on school property, on a school bus, or at any school-sponsored function by any other student in his/her school system.
2. No person shall engage in reprisal, retaliation, or false accusation against a victim, witness, or other person who has reliable information about an act of harassment, violence, or threat of violence.
3. Any student, or parent/guardian of the student, who is the object of harassment may file a complaint outlining the details of the harassment, on a form authorized by the local Board, and submit the form to the official designated by the local Board to receive complaints at the school. Contact your local school for the location of this form.
4. Each school shall develop plans or programs, including, but not limited to, peer mediation teams, in an effort to encourage students to report and address incidents of harassment, violence, or threats of violence.

IV. DISCIPLINE OF INCIDENTS INVOLVING DRUGS, ALCOHOL, or WEAPONS

In compliance with §16-1-24.1 of the *Code of Alabama* (1975), as amended, the following policies, practices, and procedures have been set forth to deal with students or other persons who bring illegal drugs, alcohol, or weapons on the school campus.

1. The principal of the school shall notify appropriate law enforcement officials when any person violates the system's policies concerning drugs, alcohol, weapons, physical harm to a person, or threatend physical harm to a person.
2. The student involved shall immediately be suspended from attending regular classes.
3. If the student is found to have violated the Board's policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the student may not be admitted as a transfer student or readmitted to Auburn City Schools until:
 - a. Criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities; and
 - b. Only upon such conditions as the Superintendent shall prescribe for the preservation of the safety and security of students and employees of the Auburn City Schools, which may include, but is not limited to, psychiatric or psychological evaluation and counseling.

BUS DISCIPLINE RULES & EXPECTATIONS

The Auburn City Schools Board of Education provides bus transportation to students who are eligible to ride based on State and Local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow all rules and regulations regarding school buses. The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others.

School officials may impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus rules and regulations adopted by the school and transportation department:

1. Obey and cooperate with the bus driver (the driver may assign seats for students);
2. Be seated immediately after boarding and remain seated;
3. Do not talk to the driver except in emergencies;
4. Do not scuffle with or harass other students;
5. Do not fight, quarrel, yell, or use profanity;
6. Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats;
7. Keep hands, head, and objects inside the bus;
8. Do not eat, drink, or chew gum on the bus;
9. Do not smoke or strike matches/cigarette lighters on the bus;
10. Do not bring fireworks, weapons, replicas or anything that may endanger the lives of others on the bus;
11. Do not commit careless or willful acts which may cause injury to others;
12. Keep bus clean by picking up any trash that is dropped;
13. Do not commit careless or willful acts which may cause damage to the bus (may result in a monetary charge);
14. Ride to and from school on the bus assigned unless approved by the principal.

Discipline referrals for violation of bus rules will include, but are not limited to:

- | | |
|------------------------|--|
| First Offense: | Suspended from riding the bus for one week |
| Second Offense: | Suspended from riding the bus for one month |
| Third Offense: | Suspended from riding the bus for the remainder of the school year |

Please contact the school principal with any concerns or problems.

DISCIPLINE DUE PROCESS & APPEALS PROCEDURE

Whenever a student is accused of committing a violation of the *Student Code of Conduct*, he/she has the right to due process. This means that he or she must:

- Be informed of the charges and evidence,
- Be provided with an opportunity to present his or her side of the case, and
- Parent provided with an opportunity to appeal the decision.

Parents/guardians who wish to appeal a disciplinary decision may do so by submitting supporting information in writing to the school principal.

- The notice of appeal and supporting information must be received within (7) days after notification of the infraction and subsequent disposition.
- If the appeal is not resolved at the school level, the parent must notify the assistant superintendent within (7) days of the appeal decision. The principal will forward all information considered in the decision to the assistant superintendent.
- If the appeal is denied the parent may submit the appeal to the Superintendent for consideration within (7) days of the assistant superintendent's response.

A suspension of (1) to (10) school days requires an administrative hearing conducted by the Discipline Review Committee.

- The principal or his/her designee will communicate to the parent the student infraction and subsequent referral to the Discipline Review Committee to consider the student's disposition and placement.
- The Director of Student Services will schedule a date to convene with the Discipline Review Committee members to hear the circumstances that surround the infraction and subsequent disposition presented for consideration. The committee will consider all relevant written information and will uphold, modify, or reject the recommendation of the principal.
- The school administrator will notify the parents/guardians immediately following the Discipline Review Committee hearing to convey the disposition, placement of the student, and to answer any relevant questions the parent may have.
- If the parents/guardians do not accept the decision of the Review Committee, a statement must be made in writing to the Superintendent within (7) days of receipt of the decision. The assistant superintendent will review all written information to the Review Committee members and may modify, overrule, or support the administrative decision.

Due Process Continued



- If the assistant superintendent affirms, modifies, or overrules the appeal and the decision is not acceptable to the parent/guardians, they may appeal the decision by submitting a written request to the Superintendent’s office within (7) days of the assistant superintendent’s decision.
- If the Superintendent’s affirmed, modified, or overruled decision is not acceptable to the parent/guardians, they may appeal to the Auburn City Board of Education by submitting a written request to the Superintendent’s office within (7) days.
- During an executive session of the Auburn City Board of Education, the parents/ guardians and the principal will be given the opportunity to present any matter relative to their position. The decision of the members of the Auburn City Schools Board of Education is final in the due process procedure.

DISCIPLINE DUE PROCESS MATRIX

Principal Decision	<ul style="list-style-type: none"> • <i>If principal/designee made decision</i> Written appeal must be received within (7) days by the assistant superintendent
Assistant Superintendent Decision	<ul style="list-style-type: none"> • <i>If assistant superintendent made decision</i> Written appeal must be made within (7) days by the Superintendent
Superintendent Decision	<ul style="list-style-type: none"> • <i>If Superintendent made decision</i> Written appeal must be received within (7) days by Superintendent for the Board:
Auburn City Board of Education	<ul style="list-style-type: none"> • The decision of the members of the Auburn City Board of Education is final in the due process procedure.

*The student will remain in the placement given by the school as the result of the incident during the appeal process.

STATEMENT OF RESPONSIBILITIES

INTRODUCTION

The Auburn City Board of Education believes that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline.

*As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; **HOWEVER, THE PROCEDURES DESCRIBED FOR VIOLATIONS OF ESTABLISHED STANDARDS SHALL APPLY TO STUDENTS IN GRADES K-12.***

JURISDICTION OF THE BOARD OF EDUCATION

Students enrolled in the Auburn City School system are subject to policies of the Auburn City Board of Education and to the rules and regulations of the schools as detailed in the individual school's student handbook. This authority applies on all school campuses and to all school-sponsored activities including, but not limited to the following:

- Athletic functions
- Club or organization meetings
- Commencement exercises
- Field trips
- School groups representing the school system in educational events
- School groups representing and/or participating in PTO sponsored activities
- School-sponsored social events
- Transportation on school buses

PURPOSE

To assist school personnel, parents/guardians, and students in maintaining an environment conducive to learning, the **Statement of Responsibilities for School Personnel, Parents/Guardians, and Students** is designed to accomplish the following:

- Describe the responsibilities of school personnel, parents/guardians, and students
- Standardize procedures for administering formal disciplinary actions
- Identify types of violations and describe administrative responses used for disciplinary action by the principal or assistant principal
- Explain due process procedures relative to academic action and disciplinary action

RESPONSIBILITIES OF SCHOOL PERSONNEL

In order for quality instruction to take place, orderly procedures and discipline must be provided. We, therefore, recognize that the school personnel are responsible for:

1. Abiding by the The Auburn City Schools Code of Conduct for Professional Staff and the Alabama Code of Ethics as outlined below
 - a. In fulfillment of the obligation to the students, the educator will:
 - Make reasonable efforts to protect the student from conditions harmful to learning and to the student's physical and mental health
 - Promote independent performance in the pursuit of learning and encourage access to diverse points of view
 - Make reasonable efforts to assure that each student is protected from harassment or discrimination on the basis of language, race, color, disability, sex, religion, national origin, or age
 - Not intentionally expose a student to embarrassment or disparagement by actions or use of language
 - Not exploit a relationship with a student for personal gain or advantage (i.e. sexual misconduct)
 - Keep in confidence personally identifiable information obtained in the course of professional services unless disclosure is for professional services or required by law
 - b. In fulfillment of the obligation as a professional, the educator will:
 - Fulfill all of the terms and obligations of employment
 - Maintain honesty in all professional dealings
 - Abide by federal, state, and local laws and statutes
 - Accurately present facts concerning educational matters without distortion or misrepresentation
 - Display honesty, accuracy, and responsibility with public funds and property
 - Not use institutional privileges for personal gain or advantage nor accept gratuities, gifts, or favors that might influence professional decisions
 - Not submit fraudulent information or statements on any document, to the media, or in connection with professional activities
 - Abide by the provisions of the Drug-Free Workplace Act
 - Refrain from use of alcohol or tobacco during the course of professional practice.
2. Obtaining a satisfactory report from background check
3. Planning, preparing, and presenting lessons appropriate to achievement level of students and to subject matter area being taught

4. Identifying and implementing system-wide and/or statewide instructional objectives which identify the necessary prerequisites to be used in determining promotion and retention *(copies are available in all schools)*
5. Providing an environment within the school that is conducive to learning
6. Encouraging good citizenship
7. Being consistent in following and enforcing school rules
8. Being on time for classes and other school-related activities for which they have responsibility
9. Providing appropriate supervision for students under the direction of school personnel
10. Supervising students on school grounds before, during, and after school according to the hours listed in each schools handbook; *(maximum of (30) minutes before and after school)*
11. Disciplining students in accordance with established guidelines and Board Policy
12. Informing parents/guardians and students that good behavior is important and will be enforced through this booklet, **Statement of Responsibilities for School Personnel, Parents/Guardians, and Students** *(available via www.auburnschools.org)*
13. Notifying parents/guardians if their student's behavior is unsatisfactory and warrants a suspension or discipline hearing
14. Informing parents/guardians of educational programs, events, and activities that complement the instructional program
15. Notifying parents/guardians during each grading period of their student's progress in any class or course assignment
16. Scheduling parents/guardians for Parent Conference Week
17. Notifying parents/guardians if their student's attendance is unsatisfactory and referring chronic violations to juvenile authorities *(to include Early Warning, CHINS, or Dependency Petition)*
18. Being well groomed, clean, and appropriately dressed



RESPONSIBILITIES OF PARENTS/GUARDIANS

Studies have clearly documented the relationship between student success in school and involvement of parents/guardians in the learning process and their cooperation and participation are vital to the education of our children. We, therefore, ask that parents/guardians to be responsible for the following:

1. Reading, understanding, and signing the **STATEMENT OF RESPONSIBILITIES FOR SCHOOL PERSONNEL, PARENTS/GUARDIANS, AND STUDENTS ACKNOWLEDGEMENT FORM** and accepting responsibility for their child's actions
2. Reading and understanding the school handbook, knowing and understanding the rules their child is expected to observe during school, at the bus stop, on the bus, and during school sponsored activities; discussing these rules with their child in a manner that encourages compliance
3. Reading and understanding this booklet, "Pupil Progression Plan" (PPP), as related to civil liabilities and criminal penalties regarding violence or other misbehavior by students on school property or against school employees
4. Reading and abiding by Auburn City Schools Registration/Residency Requirements as outlined in this booklet
5. Complying with annual spring registration for returning students. The requirements are listed in the "Registration" section of this booklet
6. **Ensuring that their child arrives on time** for the beginning of the school day and leaves the school campus immediately upon dismissal for the day and/or from other school related activities (**NOTE: Thirty minutes before or after school should be the maximum time of arrival and pick-up. Parents/guardians should refer to the school's handbook for the designated time for each school**)
7. Picking up children at the appropriate times after school or other school related activities
8. Providing their child with a balanced diet and adequate rest
9. Ensuring that their child is clean, well groomed, and appropriately dressed
10. Providing adequate supervision, time, supplies, and environment to allow students to complete homework, and provide adequate supplies for class work
11. Discussing class work, homework assignments, tests, and progress reports with their child
12. Attending Parent Conference Days
13. Maintaining regular communication with teachers and administrators through scheduled conferences and/or written messages relative to their child's progress and/or conduct (*If it becomes impossible to keep an appointment, please notify school officials accordingly*)
14. Obtaining a visitor's pass from the office upon entering the building during a school day

15. Maintaining up-to-date mailing address, home, work, cell, and local emergency telephone numbers at the school, including doctor and emergency persons (Immediate notification is required when any emergency telephone number(s) change)
16. Providing transportation for their child in the event of suspension from riding the school bus, in the event of school detention, or in the event of missing the bus
17. Providing written notification to the school indicating any changes in transportation, (i.e., bus to car rider or daycare, etc.)
18. Reimbursing the school for damages caused by the purposeful misbehavior of their child
19. Promptly reimbursing the school for lost books, "bad checks," and other school related charges
20. Following withdrawal procedures when their child is leaving the school system
21. Contacting the school when they do not understand documents related to the education of their child. Not understanding a document or situation due to language barriers does not release the parent from responsibility
22. Reading, understanding, and ensuring health program responsibilities as outlined in the "Responsibilities of Parents/Guardians Related to School Health Program"

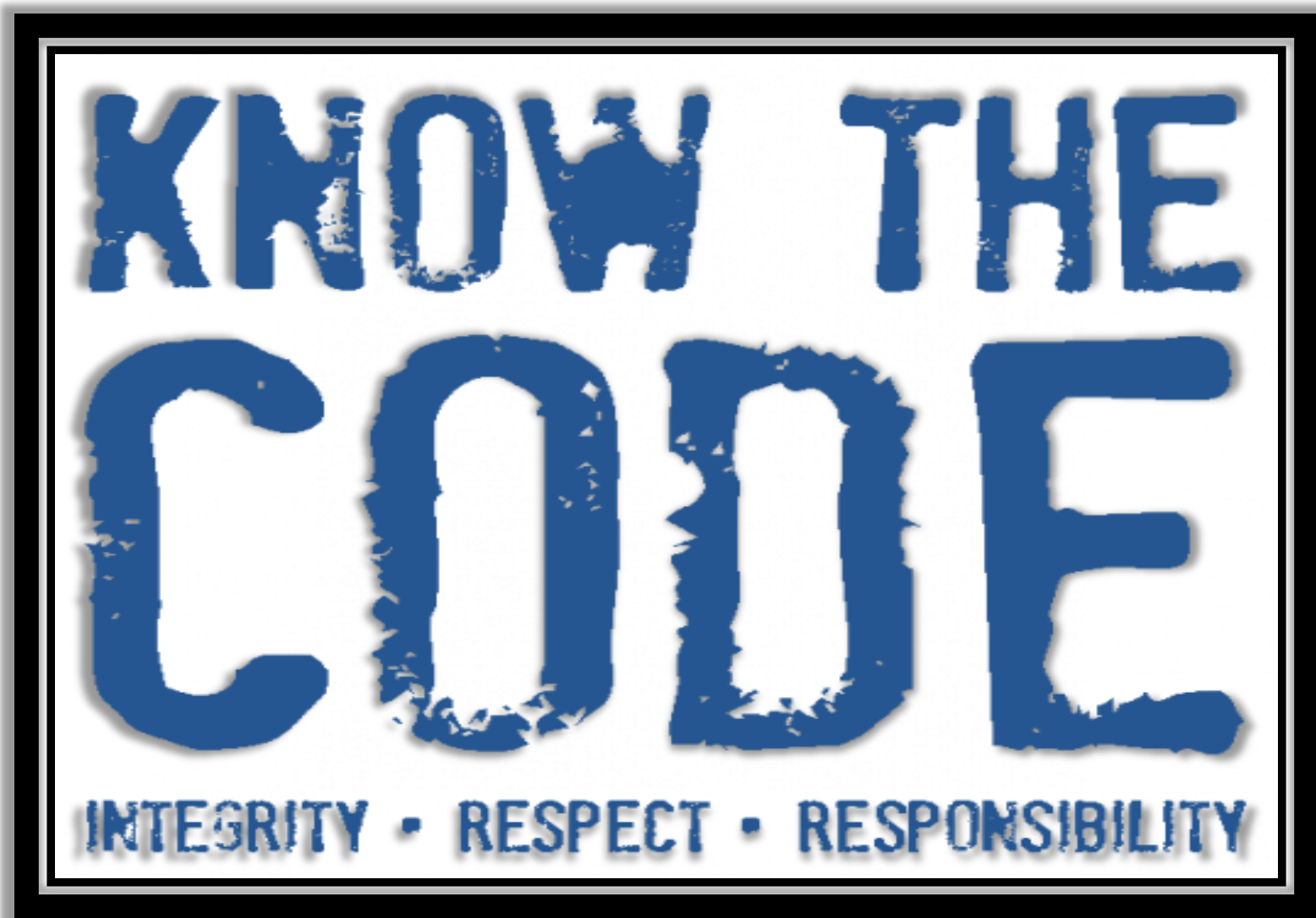


RESPONSIBILITIES OF STUDENTS

In order for effective teaching and learning to take place, there must be a cooperative relationship between students and school personnel. We, therefore, ask that students be responsible for the following:

1. Being aware of and abiding by the rules and regulations contained within the "**Statement of Responsibilities for School Personnel, Parents/Guardians, and Students**", the school handbook, and other rules adopted by the school
2. Being aware of and abiding by the law in the Code of Conduct Section of the PPP as related to civil liabilities and criminal penalties regarding violence or other misbehavior by students on school property or against school personnel
3. Being aware and abiding by §6.4.4 of the Auburn City Schools Board Policy as related to students participating in competitive extracurricular activities, in which it states students will be subject to random drug screens
4. Maintaining regular attendance with all absences being excused. Excused absences are granted for personal illness, death in immediate family; inclement weather which would be dangerous to the life and health of students as determined by the principal, legal quarantine, religious holidays approved by the Superintendent, and emergency conditions as determined by the principal. Written excuses must be submitted to the school within three (3) school days of the absence; otherwise, the student will be recorded as unexcused unless extenuating circumstances exist
5. Attending all classes daily and being punctual in attendance
6. Maintaining a cooperative attitude, as evidenced by appropriate responses to reasonable instructions given by all school personnel
7. Being well groomed, clean, and appropriately dressed
8. Reporting any illness or injury occurring in the school setting to the teacher and/or school nurse
9. Following medication guidelines by ensuring no medications are being carried, except as outlined in the guidelines for medications authorized for self-administer and/or self-carry. Meeting with the school nurse if any medication is to be authorized for self-administration and/or self-carry
10. Maintaining good hygiene and infection control measures, including good hand washing, coughing and sneezing in the bend of the arms, proper disposal of tissues after use, and not sharing personal items with other students
11. Making sure food items are not shared or exchanged with other students. Ensuring he/she does not accept or eat food items belonging to or offered by another student
12. Being prepared each day with necessary supplies and assignments
13. Being respectful of all individuals and the property of others
14. Being respectful of school property, furniture, and textbooks (Payment will be required for any willful destruction of school property, or loss of books and/or materials)
15. Acting in an orderly, safe, responsible, and nondisruptive manner on any school campus, on buses, and during any activities sponsored by the school

16. Accepting responsibility of his/her own learning
17. Taking standardized tests in accordance with State Board of Education policy
18. Giving full attention and effort to tests—standardized and regular
19. Transporting written communications to and from school
20. Being aware that handicapped students are expected to assume the same responsibilities as nonhandicapped students unless the handicapping condition justifies a written modification
21. Being aware that students who do not speak English, (ELL or Immigrants), are expected to assume the same responsibility as English-speaking students
22. Following school withdrawal procedures when leaving the school system
23. Being aware of the classifications of various discipline violations and the specific responses associated with the violations (See classification types in this booklet and the School Handbook)
24. Understanding that students who are suspended and/or expelled from school or assigned to alternative school are not permitted to attend any school activities, or be on any school campus/property before, during, or after school



PARENTS/GUARDIANS RESPONSIBILITIES RELATED TO HEALTH PROGRAM

School Health Program

The School Health Program of Auburn City Schools exists in order to foster academic achievement through the provision of health services within a safe, healthy, and nourishing environment. School health services have evolved into complex services focused on promotion of health and wellness, prevention of disease, and daily management of diagnosed chronic conditions. Services as described within this booklet are provided to match the needs of the school population and comply with state and federal mandates. Health services are not the same as medical services, which are provided by medical providers and include diagnosis and treatment of acute and chronic illnesses.

Research clearly documents the link between health and academic achievement. School health programs consist of legally mandated services, which contribute to the ability to learn effectively. Because 95% of school-aged individuals in America spend 6 hours a day and 180 days a year in the school setting, schools and individual families have the greatest influence on the lives of youth. In order to ensure optimal health for educational success, parents and guardians are responsible for the following:

1. Complying with annual registration and enrollment requirements, listed in the "Registration" section of this booklet and include:
 - Submitting an original and up-to-date Certificate of Immunization (i.e. Blue Card), Certificate of Medical Exemption, or Certificate of Religious Exemption
 - Completing and submitting a *State of Alabama Health Assessment Record* to the school nurse each academic year. *Found in the "Appendix of Forms" section in this booklet, online, or school.*
2. Providing and maintaining up-to-date and active emergency contact numbers
3. Providing a written statement to the school nurse if you do not want to have your child participate in required vision, hearing, and/or scoliosis screenings
4. Provide a written statement to the school nurse if you do not want your child's immunization certificate to be reviewed as part of the annual Alabama Department of Public Health immunization compliance audit
5. Reading, understanding, and adhering to the *Medication Guidelines for Parents* of Auburn City Schools;
6. Reading, understanding, and adhering to guidelines related to *Student Illness*, including picking your child up from school if he/she becomes sick while in school
7. Reading, understanding, and complying with mandated immunization requirements
8. Reading, understanding, and adhering to guidelines pertaining to *Health Screenings*
9. Reading, understanding, and adhering to guidelines related to *Food Allergies and Anaphylaxil*
10. Reading, understanding, and adhering to guidelines related to *Chronic and Emergency Conditions*
11. Reading, understanding, and adhering to guidelines related to *Head Lice* within this booklet
12. Notifying and scheduling a conference with the school nurse to develop a health care plan if your child is diagnosed with a chronic or emergency health condition, will require medication administration in the school setting, or has a specialized health procedure prescribed for the school setting

IMMUNIZATIONS

IMMUNIZATIONS

The Code of Alabama, §16-30-4, requires an original Certificate of Immunization (Blue Card) be presented at the time of student enrollment into school. If a child is enrolled and immunizations are updated according to the immunization schedule, an original certificate of immunization must be submitted at the beginning of the school year or when new immunizations are administered. Parents/Guardians are responsible for having their child immunized or tested for immunity. Each year, the Alabama Department of Public Health (ADPH) conducts an immunization compliance audit, during which time public health officials will review the original immunization cards and exemption certificates of students to ensure compliance with vaccination laws. In order for a student's immunization information to be excluded from the audit, the parent/guardian must submit a written statement of refusal (see "Appendix of Forms" section of this booklet) for review of immunization information to the school nurse. Immunization documentation is required as follows:

- **New Students:** You must submit an original and current Certificate of Immunization in order to enroll your child in school.
- **Existing/Returning Students:** You must submit an original and current Certificate of Immunization any time immunizations are updated/administered according to Alabama immunization law.
- **Unvaccinated Students:** In the event of an outbreak, your child may be excluded from school. In the absence of a real or threatened outbreak, you must submit an original Certificate of Medical Exemption or original Certificate of Religious Exemption.

Immunizations Required for Enrollment

- **Ages 4-6**
 - DTap: 5 doses *or* 4 doses if the 4th dose was administered on or after the 4th birthday
 - Polio: 4 doses *or* 3 doses if the 3rd dose was administered on or after the 4th birthday
 - MMR- 2nd Dose: 2 doses
 - Varicella- 1 dose if younger than 13 years old, *or* 2 doses if 13 years old or older and starting the vaccination series, *or* documentation of a positive varicella titer, *or* a date of varicella disease
- **Ages 11-12**
 - Tdap- All students 11 years old who are entering 6th grade and all students entering grades 7, 8, 9, 10, and 11 if a Tdap vaccination was not provided on or after the 11th birthday
 - Varicella- 2 doses if the 1st dose was not administered by age 13
- **Ages 16 and Older**
 - Varicella- 2 doses if the 1st dose was not administered by age 13
 - MMR- 2 doses if the 1st dose has not been administered

Recommended Immunizations

- **Flu** - Yearly vaccination against the influenza virus is recommended for all school-age children, except when contraindicated due to individual factors. School age individuals are three to four times more likely to be infected than adults and are most responsible for spreading respiratory viruses like influenza.
- **HPV 3 Dose Series** - Boys and girls between the ages 9 and 26. Although most HPV infections cause no symptoms and are self-limited, persistent HPV infection can cause certain cancers in males and females. Approximately half of new HPV infections occur among persons aged 15–24 years.
- **Meningoccal (MCV4)** - All 11-12 year olds and unvaccinated adolescents. Meningococcal disease is serious and is the leading cause of bacterial meningitis in children 2-18 years old.
- **HebB** - If your child has not already completed the 3 dose vaccine series.

Flu Immunization Clinic

Every year, free flu vaccinations are offered to students. If you would like to have your child vaccinated, you must complete the *Health Hero* flu vaccination consent (non-PEEHIP covered students) or the *Alabama Department of Public Health Influenza Vaccine Administration* form (PEEHIP covered students), located in the "Appendix of Forms" section, and submit it to the school nurse at the beginning of the school year.

Influenza Vaccine

What You Need to Know

(Flu Vaccine, Live, Intranasal)

2014-2015

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Influenza (“flu”) is a contagious disease that spreads around the United States every winter, usually between October and May.

Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact.

Anyone can get flu, but the risk of getting flu is highest among children. Symptoms come on suddenly and may last several days. They can include:

- fever/chills
- sore throat
- muscle aches
- fatigue
- cough
- headache
- runny or stuffy nose

Flu can make some people much sicker than others. These people include young children, people 65 and older, pregnant women, and people with certain health conditions – such as heart, lung or kidney disease, nervous system disorders, or a weakened immune system. Flu vaccination is especially important for these people, and anyone in close contact with them.

Flu can also lead to pneumonia, and make existing medical conditions worse. It can cause diarrhea and seizures in children.

Each year thousands of people in the United States die from flu, and many more are hospitalized.

Flu vaccine is the best protection against flu and its complications. Flu vaccine also helps prevent spreading flu from person to person.

2 Live, attenuated flu vaccine — LAIV, Nasal Spray

You are getting a live, attenuated influenza vaccine (called LAIV), which is sprayed into the nose. “Attenuated” means weakened. The viruses in the vaccine have been weakened so they won’t give you the flu.

There are other “inactivated” and “recombinant” flu vaccines that do not contain live virus. These “flu shots” are given by injection with a needle.

Injectable flu vaccines are described in a separate Vaccine Information Statement.

Flu vaccination is recommended every year. Some children 6 months through 8 years of age might need two doses during one year.

Flu viruses are always changing. Each year’s flu vaccine is made to protect against viruses that are likely to cause disease that year. LAIV protects against 4 different influenza viruses. Flu vaccine cannot prevent all cases of flu, but it is the best defense against the disease.

It takes about 2 weeks for protection to develop after vaccination, and protection lasts several months to a year.

Some illnesses that are **not** caused by influenza virus are often mistaken for flu. Flu vaccine will not prevent these illnesses. It can only prevent influenza.

LAIV may be given to people **2 through 49 years of age**. It may safely be given at the same time as other vaccines.

LAIV does not contain thimerosal or other preservatives.

3 Some people should not get this vaccine

Tell the person who gives you the vaccine:

- **If you have any severe, life-threatening allergies**, including (for example) an allergy to gelatin or antibiotics. If you ever had a life-threatening allergic reaction after a dose of flu vaccine, or have a severe allergy to any part of this vaccine, you should not get vaccinated.
- **If you ever had Guillain-Barré Syndrome** (a severe paralyzing illness, also called GBS). Some people with a history of GBS should not get this vaccine. This should be discussed with your doctor.
- **If you have long-term health problems**, such as certain heart, breathing, kidney, liver, or nervous system problems, your doctor can help you decide if you should get LAIV.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

- **If you have gotten any other vaccines in the past 4 weeks, or if you are not feeling well.** It is usually okay to get flu vaccine when you have a mild illness, but you might be advised to wait until you feel better. You should come back when you are better.
- **You should get the flu shot instead of the nasal spray if you:**
 - are pregnant
 - have a weakened immune system
 - are allergic to eggs
 - are a young child with asthma or wheezing problems
 - are a child or adolescent on long-term aspirin therapy
 - will provide care for, or visit someone, within the next 7 days who needs special care for an extremely weakened immune system (ask your health care provider)
 - have taken influenza antiviral medications in the past 48 hours

The person giving you the vaccine can give you more information.

4 Risks of a vaccine reaction

With a vaccine, like any medicine, there is a chance of side effects. These are usually mild and go away on their own.

Problems that could happen after any vaccine:

- Severe allergic reactions from a vaccine are very rare, estimated at less than 1 in a million doses. If one were to occur, it would usually be within a few minutes to a few hours after the vaccination.

Mild problems that have been reported following LAIV:

Children and adolescents 2-17 years of age:

- runny nose, nasal congestion or cough
- fever
- headache and muscle aches
- wheezing
- abdominal pain or occasional vomiting or diarrhea

Adults 18-49 years of age:

- runny nose or nasal congestion
- sore throat
- cough, chills, tiredness/weakness
- headache

LAIV is made from weakened virus and does not cause flu.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: www.cdc.gov/vaccinesafety/

5 What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get the person to the nearest hospital. Otherwise, call your doctor.
- Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS does not give medical advice.

6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your doctor.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC-INFO) or
 - Visit CDC's website at www.cdc.gov/flu

Vaccine Information Statement (Interim) Live Attenuated Influenza Vaccine

08/19/2014

42 U.S.C. § 300aa-26



MENINGOCOCCAL DISEASE

What is meningococcal disease?

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*.
- It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S.
- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
- The two most severe and common illnesses caused by meningococcal bacteria include:
 - Meningitis - an infection of the fluid and lining around the brain and spinal cord
 - Septicemia - a bloodstream infection

What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include:
 - Sudden onset of a high fever
 - Headache
 - Stiff neck
 - Nausea
 - Vomiting
 - Increased sensitivity to light
 - Rash
 - Confusion
 - Severe aches and pain in the muscles, joints, chest or belly

How does meningococcal disease spread?

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.
- Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk.
- Some people can “carry” meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people.
- Most cases of meningococcal disease are spread by people who “carry” the bacteria with no symptoms, appear to be random, and not linked to other cases.
- Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type meningococcal disease in SEARCH box.



Alabama Department of Public Health
Epidemiology Division, 201 Monroe St, Montgomery, AL 36104
800-338-8374 www.adph.org

MENINGOCOCCAL VACCINE

Who should get meningococcal vaccine?

- Adolescents 11 through 18 years of age are routinely recommended for two doses of meningococcal conjugate vaccine (MCV4).
- Preteens should get the first dose of MCV4 at their 11–12 years of age check-up and a booster dose of MCV4 is recommended at 16 years of age.
- Teenagers who missed a dose and are heading off to college as a freshman living in a residence hall. Ask your doctor about getting the vaccine now.
- Teenagers with HIV should get three doses of MCV4.
- People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).
- Both vaccines prevent 4 types of bacterial meningococcal disease.

Who should be vaccinated because they are at increased risk?

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling or living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

What are the vaccine side effects and risks?

- MCV4 is safe, but side effects can occur.
- Most side effects are mild or moderate and do not affect daily activities.
- The most common side effects in preteens and teens occur where the injection is given and may include pain, tenderness, swelling, and hardness of the skin.
- Other common side effects may include nausea, feeling a little run down, and headache.
- Some preteens and teens may also faint after getting a vaccine.
- Reactions usually last a short time and get better within a few days.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type meningococcal vaccine in SEARCH box.



TEST 

REPORT 

Alabama Department of Public Health
Epidemiology Division, 201 Monroe St, Montgomery, AL 36104
800-338-8374 www.adph.org

MEDICATION GUIDELINES

Any time you desire for your child to have medication, the medication should be given at home. Medications prescribed to be taken 3 times a day or less should be given at home. This prevents unnecessary disruption of the school day. Many children, however, are diagnosed with a chronic or emergency condition *requiring* medication during school hours in order to allow them to attend school. Medication administration services exist to meet the needs of those students diagnosed with a chronic condition necessitating medication in the school setting.

Chronic Health Conditions

If your child is diagnosed with a chronic condition requiring medication or a health procedure to be administered while in school, during an afterschool program, while participating in a sport or extracurricular activity occurring before or after normal school hours, or when attending a field trip, you must notify and schedule a conference with the school nurse. You should understand and must comply with these guidelines as stated.

If your child is not diagnosed with a chronic condition requiring medication in order to attend school and you wish for your child to have a medication while in school, the following options are available:

- You may give the medication at home before or after school (you may speak with the medical provider to arrange an alternative schedule outside of school hours) or
- You may come to the school to give the medication at the appropriate time or
- You may choose for administration in school according to medication administration guidelines

General Policy Definitions

Medication- Any medicinal preparation, including prescription and over-the-counter (OTC or non-prescription) medications, controlled substances, *and* alternative medications

Alternative Medication- Any over-the-counter enzyme, vitamin, essential oil, or supplement not regulated by the Federal Drug Administration, which may be construed as medication or is intended to treat/manage symptoms

Medical Provider- Anyone legally authorized to prescribe a medication

Notification and Authorization

- **You must** notify the school nurse if a health procedure or medication is to be administered in the school setting and submit all required documentation to the school nurse. The school nurse must verify and authorize all medications.
- All procedures and **all medication** (as defined) require written authorization of **both** the parent/guardian **and** the medical provider, unless the medication is a single, age-appropriate, over-the-counter medication available for administration as a one-time course that does not extend beyond 10 consecutive school days; only written authorization of the parent/guardian is then required. Medical provider authorization is required if the medication needs to be available for administration longer than 10 consecutive school days or repeated as a second course.
- The first dose of a new medication cannot be administered at school and must be given at home. Likewise, when a change in an existing medication's dosage is prescribed, the first new dose cannot be administered at school.
- Controlled substances cannot be authorized for administration for acute conditions. Only those controlled substances prescribed for a chronic condition are approved for administration in the school setting. If you wish for your child to have a controlled medication for any acute condition, including pain, it is best to give this type medication at home. You may come to the school to give your child his/her medication.

Supply and Delivery of Medications

- You must provide and deliver all medication and necessary supplies. **Students are prohibited from delivering medications.**
- You must check-in and verify every medication and all appropriate documentation with the school nurse. You may make an appointment with the school nurse to deliver and verify medications and documentation. Medication **cannot** be “dropped off.”
- You must submit a separate medical order (*Prescriber/Parent Authorization* form) for each medication along with the medication(s). Medication cannot be accepted without the required documentation.
- No more than a 30 school-day supply of medication can be accepted at one time. The pharmacy can provide the appropriate supply of medication in a labeled container.

Prescription Medication- must be provided in the original, pharmacy-labeled container. All information on the label and the authorization form must match.

Asthma Inhalers, EpiPens, and Auvi-Q- devices must have an attached pharmacy-label or be kept in its pharmacy-labeled box. The pharmacy can attach a label directly to the device for the school setting.

Over-the-Counter Medications- Over-the-counter medication must be provided in the original, unopened, and sealed container with the manufacturer’s label *and* the child’s name. You must label the container with your child’s name without covering the manufacturer’s label (i.e. permanent marker).

Medications Approved for Students to Self-Administer and/or Self-Carry

- It is recommended that all emergency medication be authorized for the student self-carry throughout the school day to ensure immediate access at all times. An additional supply of emergency medication is recommended for the health room. Only emergency medication can be kept with the student. Emergency medication includes:
 - Fast-acting asthma inhalers
 - EpiPen/Auvi-Q delivery devices
 - Glucagon and insulin
- Self-administration medications include asthma inhalers, insulin, EpiPen, and AuviQ.
- The school nurse is responsible for the final authorization of a student to self-administer and/or self-carry.

Field Trips and Off Campus Sporting or Activity Events

- Emergency medications and those identified in the Individualized Education Plan (IEP), 504 Plan, or as prescribed for a chronic condition are the only medications that may be administered on any field trip. Authorized staff members administer these medications according to the Medication Administration Guidelines of Auburn City Schools.
- If your child will need to have medication that is not routinely being administered in the school setting while attending an extended day or overnight field trip, you must notify and submit all required medication and paperwork directly to the school nurse 2 weeks prior to the trip. All medications and documentation must be authorized by the nurse, verified with the medical provider, and packaged for the trip prior to the trip. No medications can be accepted within 48 hours of a trip.
- You may choose to attend the trip with your child and give a medication.

Expired, Discontinued, and Unused Medications

You must pick-up expired or discontinued medication within 5 days of the specified date and retrieve all unused medication before the end of the last school day. All medication remaining at the end of the last school day will be disposed of according to State Medication Administration Guidelines.

***All medication is administered according to the Medication Administration Guidelines of Auburn City Schools. If you have any questions, please contact the school nurse.

STUDENT ILLNESSES

In order to ensure the health and safety of all students, school nurses monitor the presence of symptoms indicating the potential presence of a communicable, or infectious, health condition. When indicative symptoms exist, your child must be excluded from school. If any of these symptoms occur while your child is at school, you will be contacted, and you must pick your child up from school. If your child is diagnosed with an infectious condition or experiences symptoms that may indicate an infectious condition while home, you must keep your child home from school. The following guidelines are to help you know when your child should not attend school:

- Persistent Fever: Oral temperature of 100.4 degrees or higher. Your child must not attend school until fever free 24-hours without fever-reducing medication.
- Vomiting: Your child must not attend school if the following exist:
 - One episode of vomiting + the presence of another symptom (fever, diarrhea, etc.); *or*
 - Two or more episodes of vomiting within a 24-hour period, even if no other symptoms exist
- Diarrhea: Your child must not attend school if the following exist:
 - One episode of diarrhea + the presence of another symptom (dehydration, fever, etc.); *or*
 - Three or more episodes of vomiting in a 24-hour period, even if no other symptoms exist
- "Pink Eye":
 - Bacterial-Thick, yellow to green- yellow drainage and more crusting during sleep. This may occur with the common cold and often begins in one eye and can spread to the non-infected eye. A medical provider will need to provide treatment. Your child must not attend school until medication has been administered and symptoms are no longer present.
 - Viral- Watery discharge or discharge that is thick, white or white-yellow in color. This often involves both eyes. Your child must not attend school until symptoms no longer exist.
- Chicken Pox: Your child must not attend school until all blisters have formed scabs.
- Strep Throat: Your child must not attend school until completing 24-hours of prescribed medical treatment and fever is not present.
- "Flu": Your child must not attend until fever free 24-hours without fever-reducing medication. You should inform the school nurse if your child is diagnosed with flu.
- Impetigo: Your child must not attend school until 24-hours after prescribed medical treatment.
- Ringworm: Your child must not attend school until treatment has been started.
- MRSA: "Staph infection": Your child must not attend school until prescribed medical treatment is started, fever is absent, and the area is covered and drainage is not seeping through it.

GENERAL HEALTH AND HYGIENE

- You are responsible for informing your child that personal items should not be shared. Infections such as staph and fungal infections may be transmitted from sharing personal items.
- You should make sure your child is clean and well-groomed. Good hygiene is essential to good health and to preventing the spread of germs. Offensive body odors may distract from learning activities. Excessive use of perfume, cologne, or powder can create breathing problems for students and staff with allergies or asthma. Students should refrain from using these to excess. Any student found to have poor hygiene or body odor that is a distraction to learning in the classroom may be referred to the school nurse or counselor and you will be contacted.
- In order to help decrease the spread of germs and illness you should remind your child to:
 - Use and discard used tissues promptly
 - Not share any personal items
 - Cover his or her mouth with shirt sleeve or tissue when coughing or sneezing
 - Keep hands away from the face and mouth
 - Wash hands thoroughly with soap and warm water or hand sanitizer before and after eating, using the restroom, touching objects frequently used by others, and shared/group activities

****Anytime requested by the school nurse, you must submit proof of treatment or a statement of clearance from the health department or medical provider.*

HEALTH SCREENINGS

Health screening programs exist in order to provide early identification of the presence of or potential for developing a treatable disease or condition such as scoliosis and hearing or vision problems. Screenings are focused on a specific population of individuals known to be at risk for the disease or condition. Student health screenings are conducted every school year. Conditions for which screenings are conducted include:

- **Health Assessment**

Every school year, school nurses are required to conduct a full and comprehensive assessment of all student health needs within the Auburn City School System. Parents and guardians are responsible for completing and submitting the *State of Alabama Health Assessment Record* as part of the registration process each year. This form is located in the "Appendix of Forms" section of this booklet and is available at each school. Forms may be submitted to the school nurse.

- **Vision**

Every school year, vision screenings are conducted for all students in grades 1 and 5, all new students in grades 1-8, and for any student in grades 9-12 who are referred by a teacher. Vision screenings may be provided for students in any grade.

- **Hearing**

Students in grades K-1, new students in grades 2-8, and students in grades 9-12 who are referred by a teacher receive a hearing screen every school year.

- **Scoliosis**

Every school year, all students in grades 5 through 9 (ages 11-14) are screened for the purpose of detecting the development of scoliosis or other spinal abnormality, as required by law. Left untreated, scoliosis can develop into a permanent crippling disability.

Screening Results

Parents and guardians of students having questionable or abnormal screening results:

- Will be notified of results.
- Will receive a written referral for their child to be evaluated by a medical provider. Students who are referred for a spinal abnormality should be evaluated by a medical provider who specializes in spinal abnormalities.
- Should have their child evaluated by a medical provider
- Should obtain the medical provider's written report of evaluation and outcome
- Submit the medical provider's written report to your child's school nurse

In order for your child to be excluded from participating in a scoliosis screening, you must submit one of the following to your child's school nurse at the beginning of the school year:

- The medical provider's written report stating your child is receiving spinal management
- Your written statement of refusal for your child to participate in the screening

FOOD ALLERGIES AND ANAPHYLAXIS

What is Anaphylaxis?

Anaphylaxis is a life-threatening allergic reaction, which occurs very quickly after exposure to an allergen. There is no cure. Strict avoidance is key.

What Causes Anaphylaxis?

Anaphylaxis can be triggered by an allergy to a particular food, insects, medication, latex, or other trigger.

People who experience anaphylactic reactions have excessive amounts of immunoglobulin E (IgE) antibodies to allergens in their blood. When exposed to the allergen, antibodies trigger release of chemicals which can cause anaphylaxis.

Food

Approximately 6% of youth in the U.S. have food allergies. The foods that most commonly cause anaphylaxis include:

- Peanuts (the main cause of allergies in children)
- Tree nuts (such as walnuts, pecans and cashews)
- Shellfish (such as shrimp and lobster – the main cause of anaphylaxis in adults)
- Fish
- Cow's milk
- Eggs
- Wheat
- Soy

Food Allergy and Anaphylaxis Guidelines for ACS

Auburn City Schools (ACS) has an Anaphylaxis Preparedness Program, which focuses on providing a safe and healthy environment for all students to learn. School personnel are provided food allergy and anaphylaxis education and training. Students receive food allergy education.

Responsibilities of Parents/Guardians

Because certain food items or ingredients may be dangerous for an individual to eat, you should tell your child that he/she should not share *any* food with another student or accept/eat any food from another child. You should ensure your child knows, understands, and follows your plan for his or her daily school meal and snack.

If your child is diagnosed with a food allergy or anaphylaxis, you must notify the school nurse and adhere to the guidelines in this booklet for chronic and emergency conditions and medication administration.

MEDICAL STATEMENT FOR STUDENTS REQUIRING SPECIAL MEALS AND/OR ACCOMMODATIONS

Please note: This statement must be updated annually **and** when there is a change or discontinuance of a diet order.

Student's name _____ Birth date _____ Gender M F
 School attended _____ Grade _____
 Parent/guardian name _____ Primary phone _____ Alternate Phone _____
 Physician/Medical Provider's Name _____ Phone _____

*****FOR PHYSICIAN'S USE ONLY***** (TO BE COMPLETED BY A LICENSED PHYSICIAN)

Indicate medical diagnosis necessitating food restriction, substitution, or special diet. _____

Check major life activities affected by the student's disability or medical condition.

- Caring for self Eating Performing manual tasks Walking Seeing Hearing
 Speaking Breathing Learning Working Other _____
 Major bodily function (i.e. immune system, neurological, respiratory, circulatory, endocrine, & reproductive functions)
 Life-threatening (Epinephrine required)

Diet prescription (check all that apply)

- Food allergy (please specify all) _____
 Diabetic (attach meal plan) Calorie level (attach meal plan Modified Texture (describe) _____
 Other (describe) _____

OMITTED FOODS/BEVERAGES

ALLOWED SUBSTITUTIONS

OMITTED FOODS/BEVERAGES	ALLOWED SUBSTITUTIONS

Please check here if additional food lists are included in the order.

****If milk allergy listed above in the omitted box, please specify fluid milk substitution:** _____

*****If lactose intolerance, please specify one of the following:**

- No fluid milk only (may have cheese, yogurt, pudding, ice cream, ect.)
 No milk products (no fluid milk, yogurt, cheese, pudding, ice cream, ect.)
 No milk products and no products prepared with milk (ie. no breads, desserts, or other products prepared with milk)

PHYSICIAN/MEDICAL PROVIDER'S SIGNATURE _____

DATE _____

PARENT/GUARDIAN: I understand it is my responsibility to instruct my child not to share food items or eat any food item except those prepared for him/her in our home or by the school according to these prescribed orders. I further authorize the above diet orders as prescribed. (Both provider and parent/guardian signatures are required to authorize these diet orders.)

Parent/Guardian Signature: _____

Date: _____

School Nurse: _____

Signature: _____

Date: _____

Nutrition Manager: _____

Signature: _____

Date: _____

CHRONIC & EMERGENCY HEALTH CONDITIONS

If your child has a chronic illness requiring specialized health services at school, you must notify and schedule a meeting with the school nurse.

You must inform the school nurse of your child's illness:

- At the beginning of each school year
- When first enrolling in Auburn City Schools
- When your child is first diagnosed
- When there is any change in your child's medical condition

A chronic illness may include diabetes, seizures, anaphylaxis, asthma, cystic fibrosis, hemophilia, or cerebral palsy.

Examples of specialized health services prescribed for a chronic condition include:

- Diabetes management
- Gastric-tube feedings/hydration
- Routine medication administration
- Emergency medication administration (i.e. Diastat, Glucagon, EpiPen, Auvi-Q, asthma inhaler)
- Oxygen
- Tracheotomy care
- Catheterization
- Wound care
- Dietary restrictions or Food substitutions (Requires completion and submission of the *Alabama Child Nutrition Program Food Allergy/Intolerance Form* located in the "Appendix of Forms" section of this booklet.

It is your responsibility to:

- Obtain and provide all medical orders, medications, equipment, and supplies to the school nurse
- Meet with the school nurse to develop and authorize your child's health care plan
- Ensure you provide current/updated emergency contact information to the school nurse
- Inform and educate all who come in contact with your child
- Before the start of the school year and before participation, inform the school nurse:
 - How your child be transported to and from school (bus #, if applicable)
 - If your child will attend a school's after school program, including any summer program
 - If your child will participate in a school sport or other event outside normal school hours
 - If your child will attend a field trip, including when overnight/outside school hours

EMERGENCIES

You must provide your child's school and school nurse with emergency contact information at the start of the school year and when contact information changes. Information should be current and will be used if your child becomes injured or an emergency situation arises in school. In the event of a real or reasonably perceived emergency situation, EMS (911) will be contacted for your child. School personnel do *not* determine if your child will be transported by ambulance. This decision is made by the parent/guardian and responding EMS personnel. In the event a parent/guardian is unable to be reached, the decision to transport will be made by EMS personnel. The parent/guardian is financially responsible for ambulance transport.

HEAD LICE

Every year, approximately 6 to 12 million infestations of lice occur in the United States, most often in children ages 3 to 11. Lice are transmitted by direct and pro-longed head-to-head contact, most often in the community and home settings where prolonged head-to head contact occurs during activities like bed-sharing, sleepovers, sport huddles, camps, and telling secrets. Because lice are not detected and symptoms not immediately present after transmission, schools often see an increase in the presence of lice approximately between 2 weeks to 2 months after school breaks, which is when these activities most often occur. Prevention begins in the home setting. Therefore, it is important for parents to understand the condition, how to decrease the spread of lice, how to identify the presence of lice, and what steps to take if lice are identified.

What are head lice?

Head lice are tiny, wingless insects that live close to the human scalp and are frequently found behind the ears or on the back of the head at the nape of the neck. Lice feed on blood and have not been found to survive more than 24 hours away from the scalp. The eggs, or nits, are tiny, tear-drop shaped eggs that attach to the hair shaft. Nits often appear yellowish or white and cannot be removed or brushed off like dandruff. Nits are unable to hatch or survive away from the scalp. The nymph, or baby louse, is smaller and grows to adult size in one to two weeks. The adult louse is the size of a sesame seed and appears tan to grayish-white. An itchy and inflamed scalp is a common symptom. Although not common, persistent scratching may lead to skin irritation and even infection.

Who is affected by head lice?

Lice are not related to cleanliness or socio-economic status. Lice are not dangerous, do not impact health, and are not an infectious disease. Lice do not fly or jump! Direct contact does not occur from being in the same room or near someone who is infested. Direct contact only occurs when heads are placed together. Anyone placing his or her head directly against another individual's head may be affected by lice.

How can I prevent infestation?

Parents should tell their child not to place his or her head directly against the head of another person. Parents should check their child's scalp for signs of head lice *every week*, especially following sleepovers, camps, sporting activities, etc. Although lice are not found to survive on or be spread by sharing personal items, parents should tell their child **not** to share any personal items, which can spread staff (MRSA) and fungal infections.

What do I do if an infestation occurs?

If lice are found, your child should be treated according to the treatment label and the school nurse notified so that your child can be checked for response to treatment. Prescription and over-the-counter treatment options are available. Over-the-counter (OTC) treatment often requires a second application in 7 to 10 days. Resistance to OTC treatments is common. Frequent and repeated use of these products may be harmful. Therefore, family members should only be treated if they are found to have live lice. All household bedding, cushions, pillows, worn clothing, stuffed animals, etc. should be washed at approximately 130 degrees or placed in plastic bags for 48 hours if unable to be washed. It is important for the child and all family members to continue to check scalps for 3 weeks after initial treatment.

I have done my part but lice keep recurring, does this mean lice are spread in school?

Prolonged and/or repeated cases of lice often indicate ineffective prevention measures, ineffective treatment, or resistance to treatment. Prolonged and repeated lice infestation necessitates evaluation by a medical provider. Neither prolonged cases nor repeated infestations have been associated with the school setting.

Who can be screened in school?

Any parent may request for his or her child to be checked for lice. Any child who is found to have symptoms of lice while at school may be referred to the school nurse to be checked.

Does the school send letters to notify parents of lice?

This serves to notify and inform all parents about lice, including the prevalence, prevention, identification, and treatment of lice. Because of the prevalence of lice and the fact that 95% of 55 million American children ages 5-18 years attend school 6 hours a day for 180 days a year, it would not be uncommon for a case of lice to be present in any setting, including school, where large numbers of children are gathered. Any time a child is found to have lice while in school, the parent will be notified so that treatment may be initiated. Parents may also receive this information directly from the school nurse or within a newsletter.

What does the school do to address lice?

Measures are taken within schools to decrease the transmission of lice. These include:

- Provide this information to parents as a letter of notification regarding lice
- Educate parents in order to increase awareness of lice and decrease stigma related to lice
- Encourage children not to place their heads together during school activities
- Identify and check the head of any child who is found to have symptoms of lice while in school
- Inform parents when their child is found to have head lice so that treatment can be sought
- Check a child after treatment and return to school in order to determine response to treatment
- Check the head of any child at the request of his or her parent or guardian

GENERAL INFORMATION

WHAT IS TITLE I?

In targeted assistance schools, according to Section 1001 of the Title I Act..."The purpose of this program is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education, and to reach at a minimum, proficiency on challenging state academic standards and state academic assessments."

How Do We Accomplish This Purpose?

- High quality academic assessments
- Teacher professional development and training
- Instructional materials that align with state and academic standards
- Meeting the educational needs of low achieving children in the area of Reading, Math & Language Arts
- Improve parental and community involvement
- Provide an enriched and accelerated intervention program
- Ensuring that children have access to effective research based instructional strategies and challenging academic content
- Coordinating services with other agencies that offer assistance to youth, children, and families
- Collaboration with all stakeholders

WHO RECEIVES TITLE I INTERVENTION?

Teachers can request services for students that are performing below grade level expectations and are in need of intervention on specific reading skills. Students that receive intervention are identified through a school system selection criteria which includes standardized assessments and teacher documentation of student performance. Schoolwide Title I schools provide support for all students. The goal of the program is for students to become successful, independent learners that are able to meet state academic standards without the assistance of an intervention teacher.

RESPONSE TO INSTRUCTION (RtI)

For the state-mandated process of Response to Instruction (RtI), Auburn City Schools has embraced the 3-tier model where students progress through a continuum of services that focuses on providing quality core instruction in Tier I, targeted interventions in Tier II, and intensive interventions in Tier III. Each of these tiers will include both academic and behavioral instructional programs and interventions. The expectation in this tiered approach is that all teachers in grades Pre-K through Twelve will provide high quality, research-based core instruction that follows the best practices included in the Alabama Quality Teaching Standards. When student performance data indicates that the core instructional program is not effective in supporting students in reaching desired levels of success, early intervention strategies will be implemented in an effort to prevent the need for longer term, more intensive interventions.

WHAT ARE THE EXPECTATIONS OF PARENTAL INVOLVEMENT?

We know that parents and guardians are a child's first teacher. The success of a Title I student depends on strong partnerships between students, parents/guardians, and teachers. To support our team effort, we expect attendance at meetings and conferences, regular communication with teachers, and commitment to help the student with homework and/or nightly reading.

WHAT IS VENTURE?

According to State definition, gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic and creative fields when compared with others of their age, experience, or environment. These children and youth require additional services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Any individual with knowledge concerning a student's abilities may refer a student to be considered for an evaluation to determine if the student qualifies according to Auburn City Schools guidelines. Additionally, all second grade students will be observed as potential Venture/gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in areas of aptitude, characteristics, and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for services. A referral to the Venture program can be made by contacting the Venture teacher at each elementary school, the principal, or the Special Education Coordinator for Auburn City Schools.

SCHOOL PROGRAMS AND PROCEDURES

I. Child Nutrition Program Information

All Auburn City school locations offer a school breakfast and lunch meal for enrolled students as part of the National School Breakfast and Lunch Program. Information and applications for free or reduced price meals are available online at www.myschoolbucks.com.

Lunch applications are available in multiple languages in each school's office.

<u>BREAKFAST PRICES</u>		<u>LUNCH PRICES</u>	
Elementary schools	\$1.50	Elementary schools	\$2.50
Secondary schools	\$1.50	Secondary schools	\$2.50
Reduced price breakfast	\$0.30	Reduced price lunch	\$0.40
Visiting adults	\$2.00	Visiting adults	\$3.50
ACS employee	\$1.75	ACS employee	\$3.00

It is the intent of the Auburn City Schools Child Nutrition Program to provide nutritionally balanced meals for students during each school day. It is also the policy of the Auburn City Schools Board of Education to operate in compliance with federal, state, and local regulations pertaining to the National School Lunch and Breakfast Program.

National School Lunch and Breakfast Program regulations do not allow for charged meals. Therefore, it is the responsibility of the parents/guardians to pay for student meal purchases in advance or on a daily basis (*Code of Federal Regulations NSLP 7 CFR 210, Revised 01-01-9*). Any uncollected charges become the responsibility of the school where the charges occur and must be paid with non-public funds to the Child Nutrition Program before the end of the school year.

Students in grades K-9 will not be denied a meal. These students will be allowed to charge up to two lunches and two breakfast meals. When this limit is reached, students will be given an alternate meal until charges are paid in full. Students in grades 10-12 will not be allowed to charge meals.

Students who bring their meals from home may purchase items offered in the cafeteria at a-la-carte prices. Students will not be allowed to charge a-la-carte items.

Parents may access and deposit funds in student meal accounts online at: www.myschoolbucks.com.

Families that qualify may complete a Free and Reduced Price School Meals application during registration and/or anytime during the school year. Applications are available at the schools or can be accessed online at www.auburnschools.org. Students may qualify for free meals (breakfast and lunch) or reduced price meals if the income level of the household and the number of members living in the household meet set qualifications.

The qualification for free or reduced price meals is not retroactive to any fees and/or meal charges already incurred.

II. Health Services Program

General Information

Chronic and life-long conditions such as asthma, diabetes, anaphylaxis, epilepsy, obesity, and mental health and behavioral issues can impact the ability to attend school and learn. Today, the majority of all children attend public school. Of these, approximately 18% are diagnosed with a chronic condition requiring special services in the school setting in order to attend school.

School health services have evolved into complex services focused on promotion of health and wellness, prevention of disease, and daily management of diagnosed chronic conditions. Health services are not the same as medical services, which are provided by medical providers and include diagnosis and treatment of acute and chronic illnesses. School health services are services mandated by state and federal laws.

Communicable Diseases

School nurses provide disease surveillance, monitor immunization compliance, and work in collaboration with public health agencies in order to provide annual flu vaccines to qualifying students and staff.

Wellness Promotion

Promotion of positive health outcomes is imperative for achieving academic success. School nurses promote wellness and disease prevention and provide early intervention services in an effort to decrease learning barriers. School nurses work with families, medical providers, and community agencies to help improve health and educational outcomes. Mandated services include screenings for vision, hearing, and spinal abnormalities.

Management of Diagnosed Chronic Conditions

Medication Administration

Medication administration for students diagnosed with a chronic condition requiring medication in the school setting is a state mandated health service. Previously, medication administration in school required only a prescription and a parent or guardian note to accompany the medication. Today, medication administration is a time-consuming, multistep process requiring verification of all documentation, medication labels, written prescriptions, and written authorizations. When medication is delivered, it must be counted and signed-in by the parent or guardian, authorized school staff member, and the school nurse. The State of Alabama requires the submission of a separate medication authorization form for each medication delivered.

Health Service Procedures

Today's students face more medically complex conditions and chronic health issues requiring a wider variety of procedures and devices. Prescribed health services are mandated to be provided in the school setting for students diagnosed with a chronic condition. Students may require a procedure such as catheterization, tube feeding, tracheotomy care, or wound care in order to attend school.

III. Dental Clinic Program

The Auburn City School Dental Clinic provides free, comprehensive dental services to qualified students in grades K-12. Free transportation is provided to and from the Dental Clinic's Office location at J. F. Drake Middle School on Spencer Avenue. Students eligible for the program must receive free or reduced lunch. They also must hold no private insurance (Medicaid is acceptable for eligibility). For more information, please contact the Attendance and Social Services Coordinator located at the Board of Education Office.

IV. Transportation

The focus of the Transportation Department, while conforming to the mission and vision of Auburn City Schools, is to transport students as safely and efficiently as possible to and from school and school activities and while doing so, to promote an atmosphere of mutual respect and caring among all those individuals involved. Auburn City Schools transports students who live (2) miles or more away from the school site. Any additional questions regarding bus transportation should be directed to the Director of Transportation Services.

V. Athletic Program

Students in grades 7-12 are eligible to participate in the Auburn City Schools Athletic Program providing that they meet the Alabama Association Academic and Eligibility Rules. (*Athletic Rules are provided within this booklet*)

A student participating in a school sport who is diagnosed with a chronic or emergency health condition requiring medication to be available for administration must have medication authorized by the school nurse. The parent/guardian must notify and submit all medication and required documentation to the school nurse prior to participation. The student athlete must meet with the school nurse for assessment and authorization prior to participation.

The Athletic Handbook may be reviewed via the Auburn City Schools web page at www.auburnschools.org/athletics, or a copy may be obtained from the Athletics Department.

Any additional questions regarding the athletic program should be directed to the Director of Athletics.

VI. Participation in School-related or Extra-curricular Activities

Auburn City School's students are subject to the guidelines in the Statement of Responsibilities while participating or attending school-related activities.

- Students may participate in field trips only if permission forms are returned by set deadlines prior to the trip.
- Students are transported by bus for any school-related activities (sporting events, club trips, field trips, band competition, etc.). Participating students should not transport other students in a private vehicle. For questions, contact the school principal and/or Athletic Director.

VII. Competitive Academic or Extracurricular Activities

Any student participating in competitive extracurricular activities will be subject to random drug screens according to Auburn City Schools Board Policy §6.4.4.

VIII. Worthless Checks

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

All checks will require makers name, address and home telephone number. Include the associated student's name and school in the memo section of the check. The school district **will not** accept unsigned, post-dated, counter, or starter checks.

IF AUBURN CITY SCHOOLS RECEIVES A RETURNED CHECK FROM THE SAME INDIVIDUAL ON TWO SEPARATE OCCASIONS, THE SCHOOL DISTRICT MAY NO LONGER ACCEPT CHECKS FROM THAT PERSON.

Only cash or money orders will be accepted for school transcripts. For questions regarding this procedure, contact the Chief Financial Officer.

IX. Student Pictures

Unless the school is notified in writing requesting to exercise their right to opt-out, students may be photographed and/or placed in video; pictures and video may be used for public relations purposes. Pictures and video images taken during all school-related events are covered under this policy. To opt-out, parents/guardians must provide a written statement to the principal stating that their student should not be photographed or videoed at school-related events.

X. Cell Phones and Digital Devices During Testing

The state of Alabama strictly prohibits the possession of digital devices in any room or setting where standardized tests are given. That includes cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, and any other device that can record, store, play, or transmit digital information. Violating this policy will result in the invalidation of student test scores. Students required to take a state test are advised not to bring such devices to school on any day they are scheduled to take a secure test and to remain informed and compliant with school policy on such matters.

XI. System-Wide School Communication and Weather Procedures

Auburn City Schools Board of Education and each school will notify the media to broadcast or televise details of any crisis situation. May also utilize the Auburn City Schools web page (www.auburnschools.org), Facebook and/or the notification telephone system to alert parents, students, and staff of other information that may include:

- General announcements
- School closings
- School emergencies (i.e. fire, etc.)
- Upcoming school related events

FOR INFORMATION ABOUT SCHOOL CLOSINGS, LISTEN TO OR WATCH:

WRBL TV	CH 3	WTVM	CH 9	WSFA TV	CH 12
WAUD	93.9	WKKR	97.7	Magic	1520
WANI	1400	WZWI	92.3	Mix 103	103.3
WRBL	580	Auburn Villager		Opelika/Auburn News	

AS INFORMATION BECOMES AVAILABLE DETAILS WILL BE POSTED ONLINE AT www.auburnschools.org, ELECTRONIC BROADCAST, and/or TELEVISED.

The notification system can also be used to inform students, parents, and staff of meetings, field trips, and/or other school related reminders. It is the responsibility of parents/guardians to keep the school informed of their most current contact information as the system is regularly utilized for informational purposes.

Once the National Weather Service issues a weather warning, Auburn City Schools immediately suspends bus transportation. If a warning is issued during morning or afternoon transport, each bus reports immediately to the nearest school where students are placed inside the school building. Buses will not travel until the warning has expired. Buses will also not pick up students at bus stops during a weather warning.

XII. School Safety Plans

Each school has a safety plan addressing safety procedures and responsibilities for intruders, weather, locked doors, evacuations, and fire. For questions related to these procedures, contact the school principal.

ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION

ACADEMIC RULES

REQUIREMENTS

Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.

1. Four core curriculum courses must be included in those units passed and averaged. (*English, math, science, and social studies are core curriculum courses. Any combination of these courses is accepted*).
2. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Students entering the 7th grade for the first time are eligible.

Note: A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local system.

GUIDELINES

1. Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year, so far as grades are concerned.
2. A student that regains eligibility at the beginning of the second semester remains eligible for the remainder of the second semester, so far as grades are concerned.
3. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester (or trimester) by meeting the academic requirements listed above during their last two semesters (or three trimesters, or two trimesters and one semester) in attendance and summer school, if applicable. The regained eligibility of any student may be determined any time after the end of the first semester (or trimester), but all course requirements used to determine the eligibility must be completed no later than the fifth day of the second semester (or trimester).





4. A student that regains eligibility at the end of the first trimester may not participate in interscholastic athletics until (88) days of the school year have been completed.
5. Only one unit (or subject) of Physical Education per year may be counted.
6. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
7. An accredited correspondence course may be accepted by a school system, but must be completed before September 1.
8. For eligibility purposes, no special recitation, extra work, make-up work, tests, review, etc., may be given for the purpose of making a student eligible.
9. To be eligible, all students (including repeaters and holdbacks) must be enrolled in a specified number of new units at the school they represent.
 - a. 9th, 10th, and the 11th graders must be carrying at least six new units (three per semester on a 4x4 block schedule).
 - b. 12th graders that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (*two units per semester on a 4x4 block schedule*).
 - c. 7th and 8th graders must be carrying at least five new subjects.
10. The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.



USE OF INTERNET AND COMPUTER

I. Privacy Notice and Notification of Technology

The District's computer technology, network, and Internet System is to be used for educational and professional purposes. Users are reminded that all computer, network, and Internet use may be monitored by the District, and that there is no assurance of privacy or warranty of any kind, either expressed or implied, or that all services provided through this system will be error free or without defect. All users of this system agree to abide by all District Policies, and Guidelines Rules as written in this document.

Notification of Blocking, Filtering, and Monitoring of Technology

The Electronic Communications Privacy Act of 1986 allows for schools to utilize a blocking/ filtering system where it relates to review of communications once they are stored in a school or district system, monitoring for legitimate purposes where one party has previously consented to such monitoring (Acceptable Use Agreement), and monitoring by personnel performing duties necessary to maintaining the computer systems or to protecting the rights or property of Auburn City Schools.

The Children's Internet Protection Act (*PL 106-554*) requires that schools implement technology measures to protect minors from visual depictions that are obscene, pornographic, or "harmful to minors". Students and staff of ACS are subject to the provisions of the Alabama Computer Crime Act (1985).

Controversial Material

Users may encounter material which is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. It is the users' responsibility not to initiate access to such material. Users who voluntarily access such material may be prohibited from using the Internet.

Surveillance Camera Notification

ACS monitors all school buildings and common areas with security camera surveillance.

SEE TYPE II or III OFFENSES FOR DISCIPLINARY ACTIONS

GUIDES TO INTERNET SAFETY FOR KIDS & ADULTS

F.B.I Online Pamphlet – A parent’s guide to internet safety

Police Notebook – Internet safety for kids plus safety & crime prevention tips for the whole family

Safe Kids.com – Tips, advice and suggestions to make your family’s online experience fun and productive!

NetSmartz.org – Games & activities to teach children Internet safety (Requires Flash Plug-In)

Blog Safety.com – Where teens, parents, teachers & adult bloggers can learn about the benefits of *safe* blogging & social media

SafeTeens.com – A place for teens and parents to learn how to use the internet safely.

Yahooligans! - Parent’s guide to family Internet safety

Childnet’s-Kids Smart Project – A practical Internet safety program for schools, young people, parents, and agencies, produced by the children’s Internet charity Childnet International. Resources include lesson plans, leaflets, posters, activity days and Interactive games.

II. Acceptable Use of Technology Equipment

Students attending Auburn City Schools (hereinafter referred to as ACS) are encouraged to utilize the computing capability of ACS in pursuit of their educational objectives. ACS strives to keep up-to-date equipment, software, and communications capabilities at all schools in the system. This policy must be agreed to by students and their parents/guardians in return for the privilege of using the computing resources, software, and communication infrastructure of ACS. Students and their parents agree that violation of these policies could result in the suspension of their privilege of using the ACS computing resources, but will not relieve or waive the responsibility of the students to complete any work assigned by their teachers.

The use of computers at Auburn City Schools is a privilege afforded to our students to enrich their education and prepare them for the technology they will use both in college and the workforce after graduation. Students who abuse this privilege in any way will be barred from using the computers in the future and subject to discipline appropriate for the offense. Disciplinary measures can include the following: detention hall, ISS, out of school suspension, expulsion, and/or legal charges if in violation of state and federal law.

Proper and Ethical Use

With this learning tool, students and staff must understand and practice proper and ethical use. All individuals using this system must attend inservice training (or receive special instructions) regarding procedures, ethics and security involving using the Internet.

*For additional information on the use of school laptops at Auburn Jr. High and Auburn High School, refer to the “Student/Parent Laptop Agreement” provided at the school in English and Korean.

No Student or Staff Personnel Shall:

1. Utilize ACS computing resources except for the purpose of meeting educational requirements of an activity directly assigned as part of classroom work, extra credit activity, or school supported functions, which are supervised and monitored by school personnel. Students are to use the computers only for educational purposes related to their classes. Things they may not use the computers for include but are not limited to, games, chat rooms, downloading any type of music, movies, videos, pictures, etc. Email is to be used only when supervised by a teacher for educational activities. Students are not to use the internet to access any type of pornographic sites, sites containing profanity, or other sites inappropriate for the educational setting. At no time will a secondary (grades 6-12) student be allowed to use a faculty member's computer for any reason.
2. Access, transmit, copy or retransmit material which promotes violence or destruction of property or the manufacture and use of explosive or destructive devices such as but not limited to; explosives, fireworks incendiary devices or other devices capable of causing injury or damage to property.
3. Access, transmit, copy, or retransmit any material judged obscene by community standards as defined by the ACS Board or any entity designated by the ACS Board to provide such definition. Material, including text, lyrics, images, or sound that is pornographic material designed to stimulate erotic feelings by the description or portrayal of sexual activity, is strictly prohibited.
4. Access, transmit, copy or retransmit material which promotes or advocates violence, hatred, harassment, defamation, cyber bullying or discrimination against any individual or group on the basis of race, ethnic origin, gender, age, religion, sexual preference and/or disability is strictly prohibited.
5. Utilize ACS computer resources to purchase, lease, sell or otherwise engage in any form of commerce.
6. Access, transmit, copy, create, possess or retransmit software, executable files, codes, scripts, macros, or any other material not specifically authorized and installed by ACS.
7. Commit or attempt to commit any willful act involving the use of ACS equipment or network capabilities that disrupt the operation of the ACS equipment or network capabilities.
8. Access, transmit, copy, create, possess or retransmit software, executable files, code, scripts, macros or any other material commonly known as a computer virus or worm.
9. Access, create, engage in or otherwise participate in role playing or the playing of games or gaming software, other than as specially authorized by ACS personnel.
10. Willfully or negligently damage ACS equipment or facilities including but not limited to computing equipment, network equipment, printers or other peripheral equipment.
11. Hold over reimbursement to ACS for the cost of repair to predamage status or value of the equipment as determined by ACS including labor at the prevailing local rate for any willful or negligent damage.
12. Copy, retrieve, modify, transmit, or retransmit copyrighted materials, except with permission, or as a single copy to reference only.

Network Etiquette

1. Be polite. Do not use abusive or otherwise inappropriate language in your communications.
2. Do not reveal addresses of students or colleagues unless approved by those individuals. E-mail addresses are frequently shared and may be used.
3. Do not use the network in such a way that you would disrupt the use of the network by others.
4. All users have the same right to use equipment. Users shall not play games, or use the computer resources for other non-academic activities when other users require the system for academic purposes.

Electronic Communication Devices (ECD's)

The use or display of electronic communication devices are not permitted on campus pursuant to Auburn City Schools Board Policy during regular and designated school day instructional hours - which is intended to mean from the beginning to the end of the school day or activity. ECD's will be taken from students when they violate this policy. The confiscated device will be taken to the office for parent/guardian to pick up.

The following disciplinary action will be taken:

- | | |
|------------------------|---|
| First Offense: | Confiscated device given to parent/guardian the next school day after it is taken up. |
| Second Offense: | Confiscated device kept for (10) school days, then returned to parent/guardian. |
| Third Offense: | Confiscated device kept for remainder of term, then returned to parent/guardian. |

Disclosures Under The Directory Information Exception

“Directory information” is information in a student’s education records that is not generally considered harmful, and its release is not considered an invasion of the student’s privacy. A critical distinction exists between directory information and all other information present in school files. School districts can choose how much directory information from education records they will disclose. For Auburn City Schools, the information listed below is considered to be “Directory Information”:

name	address
telephone number	grade level
date of birth	enrollment status
email address	photograph or video

The U.S. Department of Education considers these items to be directory information. Parents retain the right to consent to the disclosure of directory information. Parents who wish to apply this right must advise the school in writing.

No Child Left Behind (NCLB) Opt Out

- The Elementary and Secondary Education Act of 1965 (ESEA) gives military recruiters the same access to secondary school students as they provide to post-secondary institutions or to prospective employers.
- Section 9528 of NCLB of 2001 also requires LEAs that receive funds under the ESEA to provide military recruiters the same access to secondary school students as they generally provide to post-secondary institutions or prospective employers.
- Each LEA that receives funds under the ESEA must comply with request by a military recruiter or an institution of higher education for secondary students’ names, addresses, and telephone numbers, unless a parent has “opted out” of providing such information.
- If a parent opts out of providing directory information to third parties, the opt-out relating to name, address, or telephone number applies to requests from military recruiters as well.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 decision 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.

PARENTS RIGHT-TO-KNOW

Auburn City Schools receives federal funds for Title I programs at Auburn Early Education Center, Cary Woods Elementary, Richland Elementary, M. Yarbrough Elementary, and Wrights Mill Road Elementary schools. However, all schools are eligible to receive additional federal funds including Title II, and Title III. As stipulated in the No Child Left Behind Act of 2001, parents/legal guardians have the right to know the professional qualifications of their child's teacher as defined by the State Department of Education (SDE) and may request this information from the Director of Human Resources. In addition, parents/guardians have the right to know if a teacher who is not highly qualified in a core subject has taught their child for four or more weeks. Please send any requests for staff credentials to:

Jason Lowe
Director of Human Resources
855 East Samford Avenue
PO Box 3270
Auburn, Alabama 36831-3270

PARENTS RIGHT-TO-KNOW *(Teacher Qualifications • Note: Highly-Qualified Status)*

Title I Section 1111 (h)(6)

QUALIFICATIONS - At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

ADDITIONAL INFORMATION - in addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—

- a. Information on the level of achievement of the parent's child in each of the state academic assessments as required under this part.
- b. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- c. **FORMAT** - The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

PARENTS RIGHT-TO-KNOW (*Limited-English Proficient*)

Title I Section 1112 (g)

NOTICE - Each local educational agency using funds under this part to provide a language instruction educational program as determined in Part C of Title III shall, no later than (30) days after the beginning of the school year, inform a parent(s) of an Immigrant, or limited English proficient child identified for participation or participating in, such a program

- a. the reasons for the identification of their child as an immigrant or limited English proficient and in need of placement in a language instruction educational program;
- b. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- c. the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and use of English and a native language in instruction;
- d. how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
- e. how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
- f. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for Immigrants or limited English proficient children, and the expected rate of graduation from secondary school for such program funds under this part are used for children in secondary schools;
- g. in the case of a child with a disability, how such program meets the objectives of the Individualized Education Program of the child;
- h. information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request; and the options that parents have to decline the enrollment of their child in such program or to choose another program or method of instruction, if available;
- i. and assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.

SEPARATE NOTIFICATION

In addition to providing the required information above....

- a. Each eligible entity that is using funds provided under this part to provide a language instruction educational program, and that has failed to make progress on the annual measurable achievement objectives described in section 3122 for any fiscal year for which Part A is in effect, shall separately inform the parent(s) of a child identified for participation in such program, or participating in such program, or informed of such failure no later than (30) days after such failure occurs.
- b. NOTICE - The notice and information provided in paragraph (1) to a parent(s) of a child identified for participation in a language instruction educational program for limited English proficient children shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.
- c. SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR - For those children who have not been identified as immigrants or limited English proficient prior to the beginning of the school year, the Local Education Agency shall notify parents within the first (2) weeks of the child being placed in a language instruction educational program consistent with paragraphs (1) and (2).
- b. PARENTAL PARTICIPATION - Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of immigrants, or limited English proficient students to inform the parents of how they can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic achievement standards and state academic content standards expected of all students, including holding and sending notice of opportunities for regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part.
- c. BASIS FOR ADMISSION OR EXCLUSION - A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.



TEACHER QUALIFICATIONS

BOARD OF EDUCATION

Matt Clegg, President
Tracie West, Vice President
Charles Smith
Melanie Chambless
Dr. William T. Hutto, Jr.



ADMINISTRATION

Dr. Karen T. DeLano, Superintendent
Dr. Dennis Veronese, Assistant Superintendent
Cristen P. Herring, Assistant Superintendent

Dear Parent/Guardian:

Federal law now requires school systems that receive federal funding to notify the parents of each student of new parental rights. Parents may request information regarding the professional qualifications of any teacher or para-professional that serves their child.

A goal of the Auburn City Schools is to provide your child with a quality education. This goal includes providing all students with highly qualified teachers. Auburn City Schools is proud of its teaching staff and welcomes this opportunity to share information regarding licensing, degrees, and the experience of its staff with any parent.

Please forward any request for staff credentials to:

Auburn City Schools
Jason Lowe
Director of Human Resources
855 E. Samford Ave.
P.O. Box 3270
Auburn, Al. 36831-3270

You may expect a reply within 10 working days.

Sincerely,

Dr. Karen T. DeLano
Superintendent

855 East Samford Avenue • P.O. Box 3270 • Auburn, Alabama • 36831-3270
(334) 887-2100 • Fax (334) 887-2107

Appendix of Forms



ALABAMA STATE DEPARTMENT OF EDUCATION
SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

School Year: _____ - _____

STUDENT INFORMATION

Student's Name: _____ **School:** _____
Date of Birth: ____/____/____ **Age:** _____ **Grade:** _____ **Teacher:** _____
 No known drug allergies---if drug allergies list: _____ **Weight:** _____ pounds

PRESCRIBER AUTHORIZATION (To be completed by licensed healthcare provider)

Medication Name: _____ **Dosage:** _____ **Route:** _____
Frequency/Time(s) to be given: _____ **Start Date:** ____/____/____ **Stop Date:** ____/____/____

Reason for taking medication: _____
 Potential side effects/contraindications/adverse reactions: _____
 Treatment order in the event of an adverse reaction: _____

SPECIAL INSTRUCTIONS:

Is the medication a controlled substance? Yes No
 Is self- medication permitted and recommended? Yes No
 If "yes" I hereby affirm this student has been instructed
 On proper self-administration of the prescribe medication.
 Do you recommend this medication be kept "on person" by student? Yes No

Printed Name of Licensed Healthcare Provider: _____ **Phone:** () _____ - _____ **Fax:** _____ - _____

Signature of Licensed Healthcare Provider: _____ **Date:** _____

PARENT AUTHORIZATION

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up with the medication.

Prescription Medication must be registered with School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate.

Over the Counter Medication must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

Parent's/Guardian's Signature: _____ **Date:** ____/____/____ **Phone:** () _____ - _____

SELF-ADMINISTRATION AUTHORIZATION

(To be completed ONLY if student is authorized to complete self-care by licensed healthcare provider.)

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).

Signature of Parent: _____ **Date:** ____/____/____ **Phone:** () _____ - _____



ALABAMA STATE DEPARTMENT OF EDUCATION

HEALTH ASSESSMENT RECORD



School Year: 2015 - 2016

To Parent or Guardian:

The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

This information will be kept confidential.

PLEASE complete both sides of this form (Return to the School Nurse)

Name of Student (Last, First, Middle) Birth Date Sex School

Address (Street)

Home Telephone Number: Cell Phone Number: Additional Phone Number: Grade Teacher/Homeroom

Name of Parent/Guardian (Last, First Middle) Work Phone Number:

Transportation
Bus Rider Bus Number: Car Rider Special Needs Bus After School

Part I - Health Information

Place your child receives health care: Physician's Name: Address: Phone:
Your child's Insurance Information: ALL KIDS Medicaid No Insurance Other Private Insurance
Place your child receives dental care: Dentist's Name: Address: Phone:
Community Health Center Health Department Hospital Clinic No Regular Place Private Doctor /HMO

Preferred Hospital:

Part II - Medical History Medical Equipment /Procedures Required at School

Catheter Gastric Tube Nebulizer Treatments Oxygen Supplement Tracheostomy
Vagal Nerve Stimulator (VNS) Ventilator Wheelchair Walker
Other Please explain:

Medications and Procedures at School require a Prescriber/Parent Authorization Form (one for each medication or procedure) Please see your school nurse.

Please Complete Back of Form (Signature Required)





ALABAMA STATE DEPARTMENT OF EDUCATION

HEALTH ASSESSMENT RECORD



School Year: 2015 - 2016

Part III – Medical History

<input type="checkbox"/> YES <input type="checkbox"/> NO	KNOWN HEALTH PROBLEMS If NO , go directly to the bottom of the page and provide parent/guardian signature If YES , and diagnosed by a physician, answer each question below.
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	Attention Deficit Disorder (ADD) Attention Deficit Hyperactivity Disorder (ADHD) Requires medication <input type="checkbox"/> At school <input type="checkbox"/> At Home
<input type="checkbox"/> YES <input type="checkbox"/> NO	Allergies: <input type="checkbox"/> Food _____ <input type="checkbox"/> Insects _____ <input type="checkbox"/> Environmental _____ <input type="checkbox"/> Medications _____ <input type="checkbox"/> Hives/rash <input type="checkbox"/> Medications <input type="checkbox"/> Breathing difficulty <input type="checkbox"/> Epi-pen <input type="checkbox"/> Other:
<input type="checkbox"/> YES <input type="checkbox"/> NO	Asthma <input type="checkbox"/> Uses an inhaler at school <input type="checkbox"/> Uses an inhaler at home
<input type="checkbox"/> YES <input type="checkbox"/> NO	Blood/Bleeding Problems: <input type="checkbox"/> Hemophilia, <input type="checkbox"/> Von Willebrand's, <input type="checkbox"/> Other <input type="checkbox"/> Requires medication <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Frequent Nose Bleeds: <i>Please explain</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Cancer/Leukemia: <i>Please explain</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Cerebral Palsy: <i>Please explain</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Cystic Fibrosis: <i>Please explain</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Dental Problems: <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Diabetes <input type="checkbox"/> Type 1 Diabetes <input type="checkbox"/> Monitors Blood Sugars at school <input type="checkbox"/> Requires Insulin at school <input type="checkbox"/> Type 2 Diabetes <input type="checkbox"/> Managed with diet <input type="checkbox"/> Insulin pump <input type="checkbox"/> Oral medication <input type="checkbox"/> Glucagon order
<input type="checkbox"/> YES <input type="checkbox"/> NO	Emotional/Behavioral/Psychological: <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Gastrointestinal/Stomach Problems: <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Genetic / Rare Disorders: <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Headaches: <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Hearing Problems: <input type="checkbox"/> Right Ear <input type="checkbox"/> Left Ear <input type="checkbox"/> Both ears <input type="checkbox"/> Hearing loss <input type="checkbox"/> Hearing aid <input type="checkbox"/> Tubes <input type="checkbox"/> Cochlear Implant
<input type="checkbox"/> YES <input type="checkbox"/> NO	Heart Condition: <input type="checkbox"/> Activity restrictions: <input type="checkbox"/> Medications taken at home: <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Hypertension (High Blood Pressure): <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Juvenile Arthritis/Bone-Joint Problems: <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Kidney/ Bladder/ Urinary Problems: <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Scoliosis: <input type="checkbox"/> No Treatment <input type="checkbox"/> Wears Brace <input type="checkbox"/> Surgery <input type="checkbox"/> Family History
<input type="checkbox"/> YES <input type="checkbox"/> NO	Seizures/Convulsions: Type of seizure: _____ Medications: <input type="checkbox"/> Diastat <input type="checkbox"/> Klonopin <input type="checkbox"/> Versed <input type="checkbox"/> Medication taken at home <input type="checkbox"/> Other _____ <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Sickle Cell: <input type="checkbox"/> Anemia <input type="checkbox"/> Trait
<input type="checkbox"/> YES <input type="checkbox"/> NO	Shunt: <input type="checkbox"/> VP shunt <i>Please explain:</i> _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Spina Bifida:
<input type="checkbox"/> YES <input type="checkbox"/> NO	Special Diet: <i>Please explain:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Vision Problems: <input type="checkbox"/> Wears glasses <input type="checkbox"/> Wears contacts <input type="checkbox"/> Other
<input type="checkbox"/> YES <input type="checkbox"/> NO	Other Medical Conditions: <i>Please include <u>any</u> medications taken at home only.</i>

Required Signatures

Signature of parent(s) or guardian: _____	Date: _____
Signature of school nurse: _____	Date: _____



April 8, 2010

State of Alabama
Press Release: Public Health, Alabama Department of

ADPH announces immunization requirements

FOR IMMEDIATE RELEASE

Contact: Tracey England
(334) 206-5023

The state rules governing immunization have changed to better protect Alabama's young children and adolescents. Recent amendments affect preschoolers and students entering sixth grade.

- Effective immediately the rules require pneumococcal conjugate vaccine (PCV) for attendees of congregated care centers such as child care and home daycare centers.
- Effective 2010-2011 school year, the rules will require all students entering sixth grade to have a tetanus-diphtheria-acellular pertussis (Tdap) vaccine if they are 11 years of age or older.

The Centers for Disease Control and Prevention Advisory Committee on Immunization Practice recommends that PCV be administered to all children ages 2 to 59 months. The vaccine should routinely be given at ages 2, 4, 6 months, and 12 through 15 months of age. This vaccine also may be given to children 60 to 71 months of age in certain high-risk groups.

PCV helps prevent invasive disease caused by certain types of the bacterium called *Streptococcus pneumoniae*. These diseases include bloodstream infections and meningitis.

In addition, each student 11 or older who enters the sixth grade will be required to have a new certificate of immunization. This is because of the change from tetanus-diphtheria (Td) to tetanus-diphtheria-acellular pertussis (Tdap) vaccine.

The Tdap vaccine will protect adolescents from pertussis and keep them from spreading disease to siblings, other family members and other students. The Tdap school requirement will go up by one higher grade each school year. For example, Tdap will be required for students entering seventh grade in 2011-2012, eighth grade 2012-2013, up through twelfth grade in 2016-2017.

"Pertussis cases have increased in Alabama, and one of the age groups with the highest rates nationally is the adolescent group," said Winkler Sims, director of the Immunization Division of the Alabama Department of Public Health. "Having the requirement for the sixth grade will allow schools to more easily track expiration dates on certificates and so help identify who needs to be vaccinated."

More information is available by calling 1-800-469-4599 toll free and at www.adph.org/immunization.

For more information, visit <http://adph.org>

REQUIRED Health Related Questions— All questions must be answered for your child to be immunized

1	Has this child been diagnosed with Asthma?	YES	NO
	If yes, date of last treatment: _____ Has the inhaler been used one or more times in the last month?	YES	NO
2	Has this child ever had a severe or life threatening allergic reaction to the flu vaccine?	YES	NO
3	Does this child have any of the following: Diabetes or other metabolic disorders Heart disease or disorders Kidney disease or disorders Blood disease or disorders	YES	NO
		YES	NO
		YES	NO
		YES	NO
4	Is this child allergic to vaccine components such as: eggs, gentamicin sulfate, or MSG?	YES	NO
5	Is this child pregnant or nursing?	YES	NO
6	Has this child ever had Guillain-Barre syndrome?	YES	NO
7	Is this child on long term aspirin therapy?	YES	NO
8	Does this child live with or expect to have close contact with a person whose immune system is severely compromised and must be in a protective isolation environment?	YES	NO
9	Does this child take medications that lower the body's resistance to infection?	YES	NO
10	Has this child received a MMR or Varicella vaccine in the last 30 days?	YES	NO

The medical history will be reviewed by licensed medical professionals. Certain conditions will require your child to be immunized by your regular health care provider. Your child's safety is our primary concern.

Additional questions

A	Is this the first time this child will be vaccinated for the flu?	YES	NO
B	Was this child flu vaccinated for the first time last year? If yes, how many doses?	YES	NO
C	Has this child received any other vaccinations in the past 4 weeks?	YES	NO
	If yes, list vaccination(s)?		



STUDENT NAME: (please print) _____

I am aware that the receiver of this vaccine is currently not pregnant and should not become pregnant within four weeks of receiving this vaccine. I have read the information about the vaccine and special precautions on the Vaccine Information Sheet. I am aware that I can locate the most current Vaccine Information Statement and other information at www.immunize.org or www.cdc.gov. I have had an opportunity to ask questions regarding the vaccine and understand the risks and benefits. I request and voluntarily consent for the vaccine to be given to the person listed above of whom I am the parent or legal guardian and having legal authority to make medical decisions on their behalf. I acknowledge no guarantees have been made concerning the vaccine's success. I hereby release the school system, HNH Immunizations, Inc. & subsidiaries, the Family Health Clinic of Union Springs, affiliated schools of nursing, their directors and employees from any and all liability arising from any accident or act of omission which arises during vaccination. I understand this consent is valid for 6 months and that I will make the school aware of any health changes prior to the vaccination clinic date. Clinic dates can be obtained from the school. I understand that the health related information on this form will be used for insurance billing purposes and your privacy will be protected.

MUST SIGN & DATE



Parent or Guardian Signature

Date

For Administrative Use Only

Clinic Loc:	Date of Clinic:
Vaccine Lot & Expiration Date:	
RPh:	RN:
VIS CDC LAIV 8/19/2014	0.2mL Intranasal
Vaccine: FluMist Quadrivalent	Manufacturer: MedImmune

Cash	Check
DB:	
Filed:	
PDF:	
Other:	



**Alabama Department of Public Health
Influenza Vaccine Administration Form**

PATIENT INFORMATION

Last Name		First Name		M.I.	Gender
Race	American Indian or Alaskan Native? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date of Birth		Age
Street Address			Phone		
City	County	State	Zip Code		
For school vaccine clinic, list school and check one vaccine preference (eligibility for FLUMIST is determined by questionnaire below):					
School: _____			<input type="checkbox"/> FLUMIST (administered nasally)		<input type="checkbox"/> Injectable Vaccine

PARENT / LEGAL GUARDIAN INFORMATION FOR DEPENDENTS

Last Name		First Name		Relationship to Patient	
Street Address (if different)			City	State	Zip
Phone	Emergency Contact		Email		

INSURANCE INFORMATION

Insurance Provider (check one): <input type="checkbox"/> BCBS <input type="checkbox"/> ALL Kids <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> Blue Advantage <input type="checkbox"/> Uninsured <input type="checkbox"/> Other _____					
Group Number		Insurance Policy Number or Medicaid Number			
Cardholder Name	Cardholder Date of Birth	Relationship to Patient <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Other _____			

VACCINATION AND HEALTH-RELATED INFORMATION

Has the patient ever received a flu vaccination?	<input type="radio"/> YES	<input type="radio"/> NO
IF YES, was the flu dose received in the year 2010 or after?	<input type="radio"/> YES	<input type="radio"/> NO
Is the patient pregnant or will the patient become pregnant within the next month?	<input type="radio"/> YES	<input type="radio"/> NO
Is the patient younger than 5 years with asthma or one or more episodes of wheezing within the past year?	<input type="radio"/> YES	<input type="radio"/> NO
Does the patient have long-term health problems with: (Children with any of the conditions below will not meet requirements to receive FluMist.)	<input type="radio"/> YES	<input type="radio"/> NO
<ul style="list-style-type: none"> • Heart Disease • Lung Disease • Asthma • Kidney or Liver Disease • Metabolic Disease, such as Diabetes • Anemia and other Blood Disorders 		
Does the patient have certain muscle or nerve disorders (such as seizure disorders or cerebral palsy) that can lead to breathing or swallowing problems?	<input type="radio"/> YES	<input type="radio"/> NO
Does the patient have a weakened immune system?	<input type="radio"/> YES	<input type="radio"/> NO
Is the patient in close contact with someone whose immune system is weak and who requires care in a protected environment (such as a bone marrow transplant unit)?	<input type="radio"/> YES	<input type="radio"/> NO
Does the patient have any life-threatening allergies, including a severe allergy to food (including eggs), a vaccine component, or latex?	<input type="radio"/> YES	<input type="radio"/> NO
IF YES, please list: _____		
Has the patient received vaccinations in the past 4 weeks?	<input type="radio"/> YES	<input type="radio"/> NO
IF YES, please list: _____		
Has the patient ever had a severe reaction after a dose of influenza vaccine?	<input type="radio"/> YES	<input type="radio"/> NO
Has the patient had Guillain-Barré Syndrome (a severe paralytic illness, also called GBS)?	<input type="radio"/> YES	<input type="radio"/> NO

FOR SCHOOL CLINICS (check one):	_____ Please do not administer any other vaccine, I only want the FluMist.
If my child does not qualify for FluMist:	_____ Please administer the alternative vaccine (injectable), I do not need to be contacted.
	_____ Please contact me and discuss further.

I have read the Vaccine Information Statement (VIS) about the influenza virus and vaccine. I understand the benefits and risks of the influenza vaccine. I give permission for the above named patient to receive the vaccine indicated. I authorize billing insurance for the vaccine provided. I have also received notice of my privacy rights, and I have been given or offered a copy of the Alabama Department of Public Health "Notice of Privacy Practices." I understand this information is available upon request, as well as available for review at the time of vaccination.

Signature (Parent or Guardian if under 14, or if receiving vaccination at school clinic regardless of age)

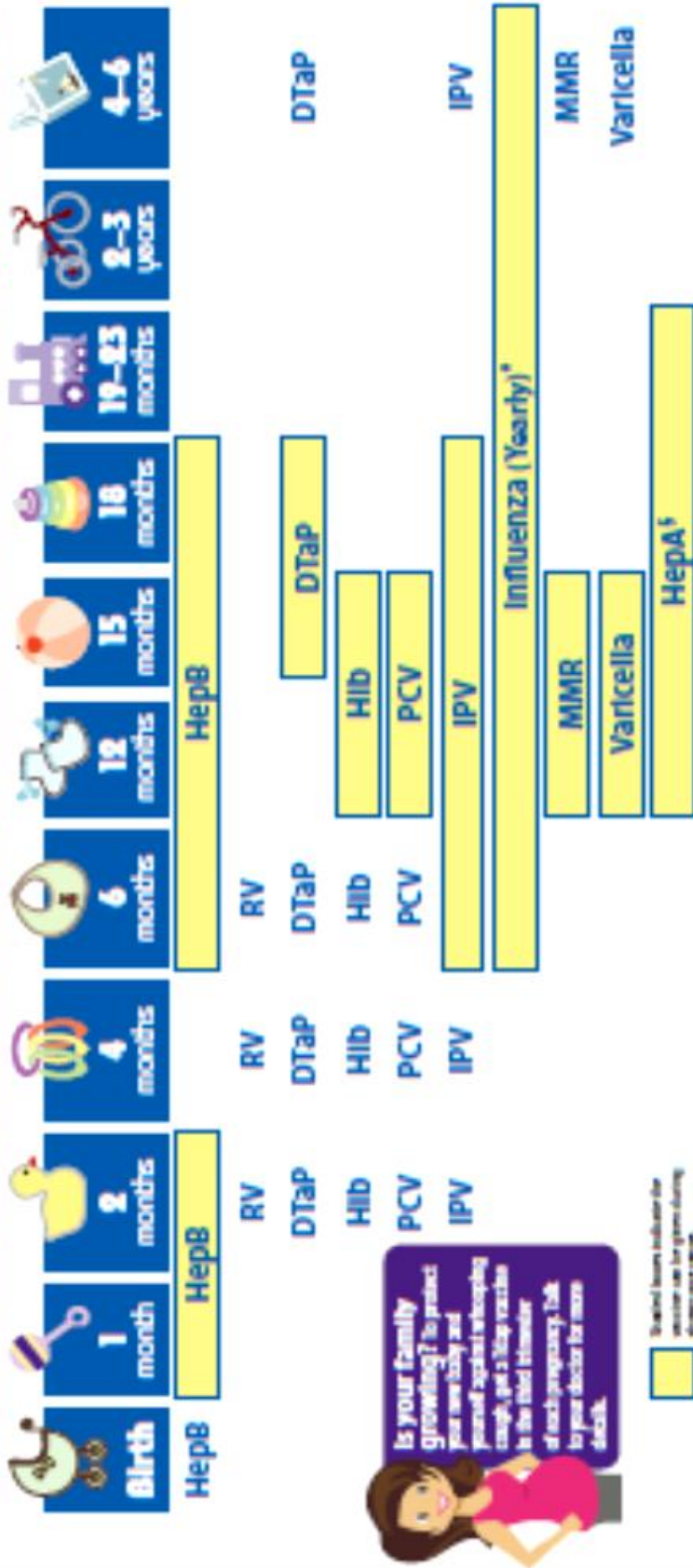
Date

(FOR CLINIC USE ONLY)

Date Vaccine and VIS Given	Type and Date of VIS	Clinic Site	County Code	NCES #
Vaccine Given: <input type="checkbox"/> FLUMIST <input type="checkbox"/> FLUARIX <input type="checkbox"/> FLUZONE <input type="checkbox"/> FLUZONE HD <input type="checkbox"/> OTHER: _____				VFC <input type="checkbox"/> YES <input type="checkbox"/> NO
Site Type <input type="checkbox"/> WELLNESS <input type="checkbox"/> COUNTY CLINIC	Manufacturer and Lot Number	NDC#	Site of Injection LA RA LT RT	Route IM NASAL
Nurse Signature		<input type="checkbox"/> Pregnant-Additional vaccine information received	<input type="checkbox"/> Second Dose Needed	

*This form should be used for recording the administration of a vaccine when a Comprehensive Health Record (CHR) is not opened.

2014 Recommended Immunizations for Children from Birth Through 6 Years Old



Is your family growing? To protect your new baby and yourself against whooping cough, get a Tdap vaccine in the third trimester of each pregnancy. Talk to your doctor for more details.

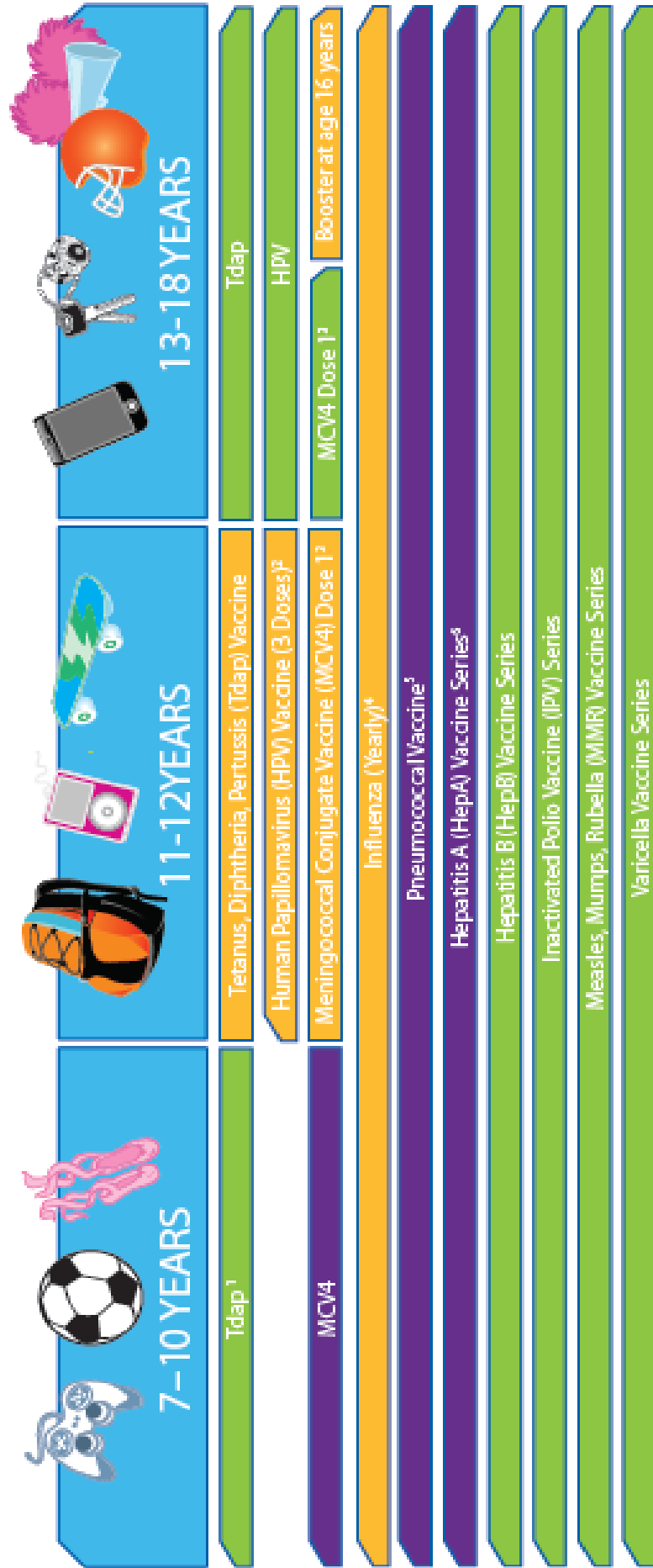
THE MOST EFFECTIVE way to reduce our children's risk of serious illness is to get them vaccinated with the recommended immunization series.

FOOTNOTES:

- * Two doses given at least four weeks apart are recommended for children aged 6 months through 5 years of age who are getting a flu vaccine for the first time and for some other children in this age group.
- † Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 to 18 months later. HepA vaccination may be given to any child 12 months and older to protect against HepA. Children and adolescents who did not receive the HepA vaccine and are at high risk, should be vaccinated against HepA.

If your child has any medical conditions that put him or her at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he may need.

2014 Recommended Immunizations for Children from 7 Through 18 Years Old



These shaded boxes indicate when the vaccine is recommended for all children unless your doctor tells you that your child cannot safely receive the vaccine.

These shaded boxes indicate the vaccine should be given if a child is catching-up on missed vaccines.

These shaded boxes indicate the vaccine is recommended for children with certain health conditions that put them at high risk for serious diseases. Note that healthy children can get the HepA series*. See vaccine-specific recommendations at www.cdc.gov/vaccines/imz/byz.htm.

FOOTNOTES

- ¹ Tdap vaccine is combination vaccine that is recommended at age 11 or 12 to protect against tetanus, diphtheria and pertussis. If your child has not received any or all of the DTaP vaccine series, or if you don't know if your child has received these shots, your child needs a single dose of Tdap when they are 7-10 years old. Talk to your child's health care provider to find out if they need additional catch-up vaccines.
- ² All 11 or 12 year olds - both girls and boys - should receive 3 doses of HPV vaccine to protect against HPV-related diseases. Either HPV vaccine (Cervarix[®] or Gardasil[®]) can be given to girls and young women; only one HPV vaccine (Gardasil[®]) can be given to boys and young men.
- ³ Meningococcal conjugate vaccine (MCV4) is recommended at age 11 or 12. A booster shot is recommended at age 16. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose between the ages of 16 and 18 years. If your teenager missed getting the vaccine altogether, ask their health care provider about getting it now, especially if your teenager is about to move into a college dorm or military barracks.
- ⁴ Everyone 6 months of age and older—including preteens and teens—should get a flu vaccine every year. Children under the age of 9 years may require more than one dose. Talk to your child's health care provider to find out if they need more than one dose.
- ⁵ A single dose of Pneumococcal Conjugate Vaccine (PCV13) is recommended for children who are 6-18 years old with certain medical conditions that place them at high risk. Talk to your health care provider about pneumococcal vaccine and what factors may place your child at high risk for pneumococcal disease.
- ⁶ Hepatitis A vaccination is recommended for older children with certain medical conditions that place them at high risk. HepA vaccine is licensed, safe, and effective for all children of all ages. Even if your child is not at high risk, you may decide you want your child protected against HepA. Talk to your health care provider about HepA vaccine and what factors may place your child at high risk for HepA.



The Pupil Progression Plan and Statement of Responsibilities Acknowledgement

Please read and discuss the Auburn City Schools **Pupil Progression Plan and Statement of Responsibilities** document with each of your children attending Auburn City Schools. The document can be viewed, printed and/or downloaded at www.auburnschools.org. This acknowledgement will become a part of each student's cumulative file for the 2015-2016 academic school year. A signed form must be returned to the homeroom teacher/advisor for each student.

RETURN WITHIN FIVE SCHOOL DAYS AFTER RECEIPT, ALONG WITH ALL OTHER FORMS THAT APPLY TO YOUR STUDENT.

THE ACKNOWLEDGEMENT

I, _____, enrolled in
name of student
_____, and my parent(s)/guardian(s)
name of school

hereby acknowledge by our signatures that we have received, read, or had read, and understand the contents of AUBURN CITY SCHOOLS PUPIL PROGRESSION PLAN & STATEMENT OF RESPONSIBILITIES FOR SCHOOL PERSONNEL, PARENTS/GUARDIANS AND STUDENTS.

(Signed) _____
student (grades K-12)

(Signed) _____
parent/guardian

(Signed) _____
parent/guardian

(Date) ____/____/____

Giving false information to a public official in the performance of his/her duty is a VIOLATION OF THE CRIMINAL CODE OF ALABAMA §13A-10-109(a), is punishable by a fine of \$500.00, and could include up to 90 days in Jail.

INDEPENDENT DECISION PROGRAM OVERVIEW

PROGRAM DETAILS

The Independent Decision (ID) Program is approved by the Auburn City Schools Board of Education. It is a voluntary student drug testing program that aims to reinforce a positive drug free lifestyle by providing incentives to the 7th through 12th grade students who refrain from using drugs. Students who are in the program receive a photo ID card that entitles them to discounts at participating local businesses and other special events. Students participating in the program agree to undergo random drug screening on any school day. Students are assigned a specific number for use in the ID Program. Students will remain eligible for incentives unless he/she has a positive drug test. After joining, students are in the ID Program until they graduate. To withdraw a student from the program, the parents/legal guardians must submit a written request to the Project ID Director.

Students who withdraw from the program must relinquish their ID card and will not be eligible for further incentives. Students' ID Program files are maintained in a secure file at the Board of Education office and will be kept separate from permanent student records. All students in the program are eligible to be tested at anytime. On the day of testing, an effort will be made to notify parents that their child has been tested.

DRUG TESTING PROCEDURE

Aperian Laboratory Solutions (East Alabama Forensic Toxicology Lab) a certified testing agency will conduct the drug testing procedure. They will use the student's specific ID number to randomly select the students for testing. The Project ID Director will then match the selected numbers to the name of the student. Students participating in the ID program will be randomly selected and notified when to report to a designated location at his/her school to provide a urine specimen for drug testing. Trained Aperian personnel, under split-specimen collection guidelines, will perform all specimen collections. The entire process, from specimen collection through specimen analyses and reporting of results, will be performed in a professional manner with emphasis on maintaining student confidentiality. All drug testing analyses will be performed at Aperian Laboratory Solutions. The testing laboratory will use unique specimen identification numbers to identify the urine specimens during the testing and for reporting results. All analysis performed on the specimens will follow strict forensic laboratory guidelines using state of the art equipment for both the screening, and if necessary, confirmation of drugs.

All negative drug screen results will be forwarded directly from the testing laboratory to the Project ID Director. In the event of a positive test result for an illegal drug, the Medical Review Officer (MRO) will inform the Project ID Director. The Project ID Director will then contact and inform the parents/ legal guardians.

PRESCRIPTION DRUGS AND OVER THE COUNTER MEDICATIONS

Students who are taking prescribed medications are encouraged to participate. If the drug screening results show the presence of a prescription drug or over the counter medication and there is any concern about the drug or the level of the drug then the MRO will contact the parents/legal guardians of the student. The MRO will determine whether the positive test result was due to legal or illegal use of the reported substance. If a positive drug result is verified by the MRO to be a result of legal drug use, the MRO will contact the Project ID Director and report the results of the analyses as NEGATIVE. If, however, a positive drug result cannot be verified to be a result of legal drug use, the MRO will contact the Project ID Director and report the results of the analyses as POSITIVE.

POSITIVE DRUG TEST RESULTS

Project ID is a non-punitive drug testing program. In the event of a positive test result neither the school or law enforcement agencies are notified. The Project Director will notify the parent and student privately, offering information on counseling and treatment. The re-testing of the student as soon as possible will be a major goal at this point. In order to re-enter the program successful completion of an outside counseling program and re-testing with a negative test result will be required. The amount and intensity of the treatment will be determined by the professional counsel or and/or MRO. The student will also be required to surrender the ID card and/or will not be eligible for further incentives, until a negative test result is obtained on subsequent urine specimens. All requests for additional testing (at parent/legal guardian's expense) must be directed through the Project Director and not directed to the testing laboratory. The un-opened split container of urine will be utilized for the purposes of retesting in the event of any challenge. A parent may challenge any confirmed positive result, but any additional testing performed will be at his/her expense.

It is important to emphasize that the purpose of the program is to reward positive, healthy behaviors. Testing of drugs in the ID Program is in **no** way an investigative tool of a law enforcement agency. Positive results will **not** result in criminal prosecution.

AUBURN HIGH SCHOOL PARKING PRIVILEGES

In February 2009, the Auburn City Schools Board of Education approved an additional guideline for student parking. The additional guideline is that a student must now be a member of the ID Program in order to obtain a parking permit for Auburn High School. This is just one of the requirements a student must meet in order to have the privilege of parking a car on campus during the school day.

If a student with AHS parking privileges has a positive drug test, the AHS parking privileges will be revoked until the student meets the requirements listed above in order to be re-enrolled into the ID Program. This New policy does require the AHS administrator in charge of parking permits to be notified of a positive drug test result.

If you have questions please call the Board of Education Office.

DO NOT FILL OUT THIS FORM IF YOU ARE ALREADY A MEMBER OF THE ID PROGRAM GRADES 7-12

PROJECT ID VOLUNTARY DRUG TESTING CONSENT FORM

I have read and understand the Project Independent Decision (ID) Voluntary Drug Testing information and have a copy of the information to keep for my records in the Pupil Progression Plan and Statement of Responsibilities. I understand that by signing this form, I agree for my child to participate in Project ID. Student information will be kept confidential. Parents/legal guardians may submit a letter to the project director of Project ID, at anytime to withdraw my child from this program.

***In order for this form to be valid, all lines must be completed.**

*PRINTED Student's Name _____

*Student's SIGNATURE _____

Student's School _____

Grade Level _____ Date ____/____/____

*PRINTED Parent or Legal Guardian's Name _____

*Parent or Legal Guardian's SIGNATURE _____

Email Address (if applicable) _____

Date ____/____/____

Sign up forms are available at DMS, AJHS, AHS, and the Central Office
Online at: www.auburnschools.org/SDFS - Drug Testing Consent Forms

Student Change of Address Form

PLEASE COMPLETE THIS FORM AND ATTACH (2) PROOFS OF RESIDENCY FOR THE NEW ADDRESS. IF MULTIPLE SCHOOLS ARE AFFECTED, THIS FORM ALONG WITH VALID PROOFS OF RESIDENCY MUST BE SUBMITTED TO EACH RESPECTIVE SCHOOL.

Valid residency proofs include (2) items from the list below:

Sufficient Primary Sources	Sufficient Secondary Sources
Current Lease /Rental Agreement, Current Property Tax , Current Mortgage or Deed	Water, Electric, Landline Telephone Statement, Cable, or Gas Bill (Receipt's w/ name addresses are sufficient)

If you have arranged to move in with a friend or relative, an **AFFIDAVIT and (4) proofs of residency are required for residency documentation.**

A parent required to complete an affidavit must report to **Auburn Board of Education Office (BOE)** with the following:

- Student Change of Address form, **PLUS**
- (2) proofs as listed above from homeowner **PLUS**
- (2) items listed below

BOTH residency proofs are required from the parent within (15) days (local moves) of completing the affidavit.

Sufficient proofs are as listed below:

car insurance, payroll check stub, government mailing {child support, government assistance, etc.}, bank statement, or other mail correspondence as approved by the BOE

Old Address	Phone Number
New Address	Phone Number

Our new address is effective on this date (mm/dd/yyyy):

Please fill out this form each time there is an address change, listing all students who reside in the household. The primary address for each student will be changed at each respective school. A copy of this form will need to be submitted to each school.

Last Name	First Name	Middle Initial	Grade	Homeroom Teacher

Bus Transportation Required? Yes No

Email Address:

X

_____ / _____
SIGNATURE OF PARENT/LEGAL GUARDIAN

_____/_____/_____
DATE

QUICK LINKS

(control click to follow a specific link)



Auburn High



Auburn Jr. High



**J. F. Drake
Middle**



**Ogletree
Elementary**



**Dean Road
Elementary**



**Wrights Mill
Road
Elementary**



**Cary Woods
Elementary**



**Pick
Elementary**



**Yarbrough
Elementary**



**Richland
Elementary**



**Auburn Early
Education**



ACS Facebook



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**ACS Secondary
School
Announcements**



**ACS School
Zoning Locator**



Google Maps



INOW