

# **Auburn City Schools**

## **Parent and Student Handbook**

**2024-2025**

Board Approved March 12, 2024

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AUBURN, ALABAMA 36830  
OFFICE: 334-887-2100  
FAX: 334-887-2107  
[www.auburnschools.org](http://www.auburnschools.org)

#### 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 (ACS) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

Translation services provided by the ACS Website are made through an automated/computerized process. Computerized translations are only an approximation of the Web site's original content. The translation should not be considered exact and in some cases may include incorrect language. Auburn City Schools does not warrant the accuracy, reliability, or timeliness of any information translated by these services and shall not be liable for any losses caused by such reliance on the accuracy, reliability, or timeliness of such information. While every effort is made to ensure the accuracy of the translation services, portions may be incorrect. Any person or entity who relies solely on information obtained from the translation services does so at his or her own risk.

*For students or parents having difficulty  
reading and understanding information in this document,  
contact your student's school office for help.*

## **OUR VISION**

To equip students to change the world

## **OUR MISSION**

The mission of Auburn City Schools is to inspire excellence, to educate all, and to empower for tomorrow.

## **OUR CORE VALUES**

### **Academics**

Providing extraordinary experiences to increase knowledge and passion

### **Community**

Sharing responsibilities of belonging, service, and safety

### **Success**

Creating learners for impact now and the future

# **OUR PRIORITIES**

## **Growth and Achievement**

We will engage student and adult learners with meaningful and intentional opportunities to optimize individual and collective academic success.

## **Access and Opportunity**

We will prioritize practices that advance a welcoming culture of value, of respect, and of belonging.

## **Innovation**

We will embrace future-forward applications of technology, curriculum, and adaptive teaching strategies.

## **Well-Being**

We will establish and maintain an environment for the physical, mental, and emotional health and safety of students, families, and staff.

## **Partnerships**

We will collaborate with families and the community to leverage unique and mutually beneficial relationships for the success of students.

## TABLE OF CONTENTS

<b>MISSION, OBJECTIVES, BELIEFS, STRATEGIES</b>	1	Discipline Assignments and Authorized Agent	29
<b>TABLE OF CONTENTS</b>	3	Discipline Due Process and Appeals Procedure	31
<b>INTRODUCTION</b>	4	Harassment and Bullying	33
Jurisdiction of the Board of Education	4	Legal Statutes and Liabilities Notification	34
Parental Responsibilities and Expectations	4	Sexual Harassment	36
<b>AUBURN CITY BOARD OF EDUCATION</b>	5	Technology Use and Guidelines	37
<b>EQUAL EDUCATION OPPORTUNITIES</b>	6	<b>GENERAL INFORMATION</b>	41
Title VI, Title VII, Title IX and ADA	6	Athletic Program	41
<b>DIRECTORY</b>	7	Checks Returned For Insufficient Funds	41
<b>ENROLLMENT AND REGISTRATION</b>	8	Child Nutrition Program	41
Compulsory Attendance	8	Classroom Observations by Authorized Agents	42
Entrance Age for K and 1 <sup>st</sup> grade	8	School Communication Systems/Alerts To Parents	44
Online Registration Process	8	General System Communications	44
Who May Register A Student?	8	Emergency, Crisis and Weather Communication	44
Enrollment Documentation	9	Extracurricular and School Related Activities	44
Transfers from Other Educational Settings	9	Family Educational Rights and Privacy	45
Transcripts	10	Directory Information and Opt Out	45
Enrollment and Driver's Licenses	11	Teacher Qualification Notification	46
Enrollment Expectations	11	Forms	46
Immigrant and Non-Immigrant/VISA	11	Grievance Procedures	47
<b>RESIDENCY REQUIREMENTS</b>	12	Health Program	49
Criteria for Establishing Residency	12	Health - Enrollment/Registration Requirements	49
Emancipation	12	Health - Immunizations	50
Proof of Residency	13	Health - Student Illness and Conditions	50
Residency Affidavit	14	Health - Medication Guidelines	53
Home Visit Residency Check	15	Health - Chronic Medical Conditions/Specialized Services	54
Attendance Zone	16	Health - Medical Emergencies and Injuries	55
Homeless Student Designation	16	Health - Screenings, Wellness Promotion	55
<b>CUSTODY AND GUARDIANSHIP</b>	16	PowerSchool	56
Definitions	17	Project Independent Decision (Project ID)	56
Accepted Custody / Guardianship Designations	17	School Safety Plans	57
Joint Custody / Joint Physical Custody	18	Transcripts and Student Record Requests	57
Military Power of Attorney	19	Transportation/Bus Services/Where's the Bus App	57
Foster Parents	19	Transportation/Bus Weather Warning Responses	58
Custody / Guardianship Documentation Not Accepted	19	<b>PUPIL PROGRESSION PLAN</b>	58
Delegation of Parental Authority/ Power of Attorney/ Conservatorship	19	Grading Guidelines and Scale	58
<b>ATTENDANCE</b>	20	ELL, Special Education Grading Criteria	59
Mandatory Attendance Legislation	20	Academic Appeals Procedure	59
Arrivals / Dismissals	20	Promotion Requirements	61
Tardiness	20	Graduation Requirements for AHS	63
Check-Ins and Check-Outs	20	<b>STUDENT SERVICES</b>	64
Absences	20	Response to Instruction (RTI)	64
Excuse Submissions	21	English As a Second Language Program (ELL)	65
Absences and Academic Credit	22	Special Education	66
Truancy	22	Title I	67
<b>BEHAVIOR AND DISCIPLINE</b>	24	Venture Program	68
Dress Code	24	<b>APPENDIX OF FORMS</b>	69
Bus Transportation Code of Student Conduct	25	<b>ACKNOWLEDGEMENT FORM</b>	70
Code of Student Conduct	26		

# INTRODUCTION

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 procedures, expectations, rules, and disciplinary standards. The intent of furnishing this handbook is to foster a safe, friendly, and orderly atmosphere in which parents, students, and school personnel work cooperatively to the benefit of the children in Auburn City Schools.

## ***JURISDICTION OF THE BOARD OF EDUCATION***

The information presented in this manual including *The Code of Student Conduct* (CSC) and the *Pupil Progression Plan* is deemed an extension of Auburn City Schools' policy and will have the force and effect thereof. The Auburn City Board of Education requires ACS administrators, faculty members, students, and parents/guardians to adhere to and to comply with all Board approved policy.

The *ACS Policy Manual* containing ACS Board of Education policy can be accessed on the ACS website. ([www.auburnschools.org](http://www.auburnschools.org))

## ***PARENTAL RESPONSIBILITIES***

Under Alabama law, local school systems are required to inform parents/guardians of their education related responsibilities.

- ✓ Parents/legal custodians and guardians are responsible for the child's attendance and conduct in school. *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).*
- ✓ Parents/legal custodians and guardians are required to read and share with their child the ***Auburn City Schools Parent and Student Handbook***. The parent/legal custodian and guardian confirms that they have read the handbook during the online registration process.

## ***PARENTAL EXPECTATIONS***

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. They 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 him/her 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.

# **AUBURN CITY BOARD OF EDUCATION**

Mrs. Melanie Chambless, President  
Mrs. Kathy Powell, Vice-President  
Mrs. Sharon N. Tolbert  
Mr. C. Blake Prestridge  
Mr. David Warren

Dr. Cristen Herring, Superintendent

The Auburn City 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 are held in the Multimedia Room at Auburn Junior High School unless otherwise noted.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended) including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference. Subject to the limitations set forth in the ACS Policy 4.07.2, the Complaints and Grievances Policy 4.07 may be used to present any complaint alleging unlawful discrimination or harassment/bullying. Inquiries regarding compliance and complaint procedures can be directed to:

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

# **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Board that no person in this district shall, on the basis of race, color, disability, creed, religion, sex, gender, age or national origin be denied the benefits of, or be subject to discrimination in, any education program or activity. This includes all career and technical education opportunities. 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, harassment/bullying, and any noncompliance concerns with Title VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972 should be registered with the ACS Coordinators of Title VII and Title IX activities. Forms to register a specific complaint are located on the ACS website, with the school principals and with the system contacts listed below.

ACS Coordinator of Title VII and Title IX activities:

Dr. Jason H. Lowe  
Executive Director of Human Resources  
Auburn City Schools  
P.O. Box 3270  
Auburn, AL 36831-3270  
334-887-2100  
[jhlowe@auburnschools.org](mailto:jhlowe@auburnschools.org)

Any person having inquiries concerning the Auburn City Schools' compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, the American Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973 and to identify children with disabilities is directed to contact:

Dr. Adam Kilcrease  
Director of Student Services  
Auburn City Schools  
P.O. Box 3270  
Auburn, AL 36831-3270  
334-887-2100  
[atkilcrease@auburnschools.org](mailto:atkilcrease@auburnschools.org)

*References: Equal Education Opportunities ACS Board of Education Policies  
Policy General Administration Section 4.06 Title IX  
Policy Personnel Section 5.14 Sexual Harassment  
Policy Student Section 6.07 Equal Educational Opportunities  
Policy Student Section 6.09 Students with Disabilities  
Policy Student Section 6.10 Student Sexual Harassment*



# DIRECTORY

DISTRICT ADMINISTRATION				Office phone #
Board of Education Office			855 E. Samford Ave.	887-2100
Superintendent			Dr. Cristen Herring	887-2100
Assistant Superintendent of Business and Operations			Dr. Dennis Veronese	887-2100
Assistant Superintendent of Curriculum and Instruction			Wes Gordon	887-2100
Chief School Financial Officer			Liz Springer	887-2100
Director of Athletics			Dan Norton	887-0050
Safety Coordinator (Residency/Safe Schools/ Drug ID)			Steven Hall	887-1903
Career Technical Education Director			Dr. Silvia Scaife	887-2120
Director of Child Nutrition			Dr. Ashley Powell	887-1925
Counseling and Social Services Coordinator			Joy Stanley	887-1926
Coordinator of Elementary Curriculum & Professional Development			Betty Weeden	887-1939
Coordinator of Secondary Curriculum & Professional Development			Drew Morgan	887-1904
Executive Director of Human Resources			Dr. Jason H. Lowe	887-1918
Director of Instruction and Assessment			Dr. Ed Smith	887-1936
Maintenance Supervisor			Robert Brasher	887-4916
Nurse Administrator			Stacy Knowlton, RN	887-1965
Public Relations Specialist			Daniel Chesser	887-1929
Director of Special Education			Jill Harling	887-1921
Director of Student Services/Federal Programs			Dr. Adam Kilcrease	887-1936
Student Information System/ Data Manager/ Textbook Coordinator			Charlene Thomas	887-1919
Student Information System Specialist			Angie Tillis	887-1932
Director of Technology			Gene Gilmore	887-1928
Transportation Coordinator			Lane Lindsay	887-4915
SCHOOLS				
Auburn Early Education Center Glori Lammons, Principal	Grades K-2	<b>AEEC</b>	721 E. University Dr. Auburn, AL 36830-6146	887-4950
Auburn High School Dr. Shannon Pignato, Principal	Grades 10-12	<b>AHS</b>	1701 E. Samford Ave. Auburn, AL 36830-6340	887-2120
Auburn Junior High School Ross Reed, Principal	Grades 8-9	<b>AJHS</b>	405 S. Dean Rd. Auburn, AL 36830-6201	887-4970
Cary Wood Elementary School Lamarius Anderson, Principal	Grades K-2	<b>CWES</b>	715 Sanders St. Auburn, AL 36830-3035	887-4940
Creekside Elementary School Katie Daniel, Principal	Grades 3-5	<b>CES</b>	1800 Richland Rd Auburn, AL 36832-3538	887-0070
Dean Road Elementary School Dr. Jackie Greenwood, Principal	Grades K-2	<b>DRES</b>	335 S. Dean Rd. Auburn, AL 36830-6165	887-4900
East Samford School Dr. Duriel Barlow, Principal	Grade 7	<b>ESS</b>	332 E. Samford Ave. Auburn, AL 36830-7420	887-1960
J. F. Drake Middle School Sarah Armstrong, Principal	Grade 6	<b>DMS</b>	655 N. Donahue Dr. Auburn, AL 36832-2929	887-1940
M. Yarbrough Elementary School Lisa Wheatley, Principal	Grades 3-5	<b>YES</b>	1555 N. Donahue Dr. Auburn, AL 36830-2600	887-1970
Ogletree Elementary School Caroline Raville, Principal	Grades 3-5	<b>OES</b>	737 Ogletree Rd. Auburn, AL 36830-7224	887-4920
Pick Elementary School Debbie Reetz, Principal	Grades 3-5	<b>PES</b>	1320 N. College St. Auburn, AL 36830-2665	887-2110
Richland Elementary School Jeffery Johnson, Principal	Grades K-2	<b>RES</b>	770 S. Yarbrough Farms Blvd. Auburn, AL 36832-5405	887-1980
Woodland Pines Elementary School Tonya Nolen, Principal	Grades K-2	<b>WPES</b>	1565 W Farmville Rd. Auburn, AL 36830-4397	887-4960
Wrights Mill Road Elementary School Dr. Pete Forster, Principal	Grades 3-5	<b>WMR</b>	807 Wrights Mill Rd. Auburn, AL 36831-6801	887-1990

# **ENROLLMENT**

## **COMPULSORY ATTENDANCE**

Alabama State Law requires that all persons between the age of six (6) and seventeen (17) years of age are to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law. *ACS Policy 6.01.1.*

Persons, who are seventeen years old or older, and are requesting new enrollment to ACS, will be subject to a review of specific criteria established by the Superintendent or their designee. This review will determine their acceptance for enrollment in ACS.

## **ENTRANCE AGE FOR KINDERGARTEN AND FIRST GRADE**

It is the policy of the Board of Education that a child must be five (5) years old on or before September 1, the date set by State guidelines, to be admitted for kindergarten enrollment for the current year. A child must be six (6) years old on or before December 31, the date set by State guidelines, to be admitted to first grade for the current school year. A valid source of age is required (ex: birth certificate, passport, etc).

An underage child who has completed a qualified out-of state public kindergarten program during the the past year and is not six (6) years old by December 31st, may attend first grade in our schools with the approval of the local board of education. A child who attended first grade in another state, according to that state's entrance code, and is not six (6) years old by December 31st, is considered a transfer and may be admitted to our schools to continue in first grade. Appropriate documents must be presented.

## **ONLINE REGISTRATION PROCESS**

ACS utilizes an online registration process for all students wishing to enroll or to continue enrollment with ACS. See the ACS website [www.auburnschools.org](http://www.auburnschools.org) for details.

The Enrolling Adult must meet all residency and custodial requirements outlined in ACS Residency policy. Students will be enrolled by the schools after a successful review and approval of all registration documents and information submitted for the student. End of Year registration for the new school year is reviewed over the summer months prior to the new school year start date.

## **WHO MAY REGISTER A STUDENT FOR ENROLLMENT?**

Students are registered by an Enrolling Adult. An Enrolling Adult must meet the following criteria:

1. must currently physically reside full time in the City of Auburn, and
2. must be the custodial biological or adoptive parent who has all custodial rights and with whom the child resides full time, or
3. must be the adjudicated/legal custodian as required by ACS Custodial Policy, or
4. must be the person with adjudicated/court ordered permanent guardianship as established by Alabama statute, case law or a judge's Order with whom the child resides full time.

Note: A **parent** who is a full-time resident of Auburn and who was **not granted physical custodial rights to their child at birth** by Alabama statute or case law must be adjudicated/court ordered as a custodial parent by a judge's Order in order to register and enroll the child in ACS.

## ENROLLMENT DOCUMENTATION

Students seeking to enroll in ACS must comply with all annual registration and enrollment requirements listed below and outlined in this document:

- Submitting current proofs of residence in the name of the enrolling adult who lives within the City of Auburn school zone area;
- Submitting prompt receipt of records from previous school, if applicable;
- Submitting a birth certificate or valid document that will verify age for student entering Kindergarten, new first grade students and new students to the system;
- Submitting a social security card or a copy of a valid social security card (requested but not required).  
*ALSDE Administrative Code 290-3-1-.02(4)(b)(2);*
- Submitting local emergency telephone numbers; (two (2) numbers are required for students in grades K-6);
- Submitting an original and up to date *Alabama Certificate of Immunization, Alabama Certificate of Medical Exemption* or *Alabama Certificate of Religious Exemption*. (can be obtained from the Lee County Health Department or your physician) *Code of Ala §16-30-3 & 4;*
- Completing and submitting the *Alabama State Department of Education Health Assessment Record;*
- Completing and returning all student information as requested.

*Note: Failure to provide complete and accurate information on all forms as required may result in the student's withdrawal from ACS.*

### CUSTODIAL RELATIONSHIP DOCUMENTS:

The enrolling parent/legal custodian or guardian of a child whose custodial relationship has been adjudicated/court ordered by a judge's Order must provide custodial documents that meet ACS custody and exchange schedule residency requirements outlined in the *Custody and Guardianship* section of this handbook. These adjudicated/court ordered documents are to be submitted at the time of the on-line registration and will be held in the student's file.

## ENROLLMENT TRANSFERS FROM OTHER EDUCATIONAL SETTINGS

### NON-ACCREDITED EDUCATIONAL SETTINGS

Students requesting enrollment to ACS from any school or school setting not accredited by an accrediting agency recognized by the Alabama State Board of Education, such as "homeschool", church umbrella or online schools, etc. will be enrolled and placed according to procedures outlined in the *ALSDE Administrative Code of Alabama 290-3-1-.02(7)(k)*.

### **STUDENTS WITH DISCIPLINE ISSUES FROM TRANSFERRING SCHOOL**

A student transferring from any educational setting, public or private, will not be permitted to enroll until they have satisfied the terms of a suspension or an expulsion set by the suspending or expelling board of authority, which would allow the student to be readmitted to the original authority. Additional admission prerequisite requirements may be established by the Board or administrative designee that may include temporary attendance in an alternative placement, counseling and psychological evaluation and services.

### **STUDENTS WITH ACS CODE OF CONDUCT VIOLATIONS**

If the student requesting enrollment is found to have violated the Auburn City Board of Education's policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the student may not be admitted or readmitted as a student to Auburn City Schools until criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities; and 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.

### **STUDENTS WITH PENDING LEGAL CONCERNS**

A student requesting enrollment, who has been indicted on charges of committing a criminal offense, may not enroll or attend ACS until such time as their case has been settled in court (additional regulations may apply for students who qualify for special education services or 504 services).

### **EXCLUSIVE ENROLLMENT**

No student will be enrolled in ACS while currently enrolled in another K-12 public or private school in or outside the USA. Documentation of withdrawal will be required.

### **STUDENT WITHDRAWAL**

Enrolling adults who wish their students to be released from enrollment in ACS are to notify their student's school office, share their desire to withdraw, and share the student's next expected educational setting.

## **TRANSCRIPTS**

### **TRANSFER STUDENT TRANSCRIPTS**

An official transcript and other student records will be requested from a student's former school during the enrollment process. Student records will be expected to have an official seal from the sending academic institution and should be complete and inclusive of all schooling.

For students in Grades 9-12, the transcripts will be evaluated in a timely manner by the enrolling school and Carnegie Units will be applied and calculated to assure proper placement.

### **FOREIGN SCHOOL TRANSCRIPTS**

If a student transfers from outside the United States, the parents and/or former schools are expected to provide all school/ academic records upon request for enrollment. Certified English translations are most helpful.

## **ENROLLMENT AND DRIVER'S LICENSES**

The Auburn City 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. The *Proof of Enrollment/Exclusion Form* is available from Auburn High School or Auburn Junior High School by request.

For students seventeen (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 the Code of Alabama as more than ten (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.

## **ENROLLMENT EXPECTATIONS**

It is the expectation of Auburn City Schools that all students complete an academic year (180 days) or at a minimum complete the remainder of the current academic year at each age-appropriate grade (K-12). Due to varied academic calendars, a student may complete more days than an academic year but not less.

It is the expectation that all students enrolled in Grades K-6 are appropriately progressing and pursuing academic achievement for grade promotion. Students enrolled in Grades 7<sup>th</sup> – 12<sup>th</sup> must be pursuing the achievement of their exclusive high school diploma.

## **IMMIGRANT AND NON-IMMIGRANT / VISAS / PUBLIC SCHOOL ENROLLMENT**

It is the intent of Auburn City Schools to welcome all students for enrollment as established by the appropriate laws and regulations for immigrant and non-immigrant students.

If the enrolling student has any questions about their standing or compliance with Visa stipulations, ACS strongly encourages and suggests that the student and custodian seek the advice of an immigration resource administration official or specialized attorney before registration.

### **STUDENT EXCHANGE VISA PROGRAM, (SEVP)**

#### **F-1, J-1 AND M-1 Visa**

Auburn City Schools does not have secured certification from Immigration Services and is not an affiliate of the Student Exchange Visa Program, (SEVP). ACS does not accept tuition payments or waive per capita student costs. ACS does not issue Form I-20s or Form DS-2019s. ACS will not accept or complete requests to substitute said forms to prove and/or accept responsibility of sponsorship under the aforementioned guidelines.

# **RESIDENCY REQUIREMENTS**

## **CRITERIA FOR ESTABLISHING RESIDENCY**

Regardless of the Instructional Plan chosen, it is the expectation of ACS that our students reside full time in the city limits of Auburn with the Enrolling Adult. Additional enrollment requirements have been developed to facilitate custodial and visitation exchange designations.

The residence for purposes of enrollment in ACS is the primary domicile of the Enrolling Adult.

Pursuant to ACS Custody Policy, the Enrolling Adult must be one of the following:

1. the biological or adoptive parent of a child that is not subject to any additional adjudicated/court ordered custodial designation or;
2. the adult with adjudicated/court ordered sole legal primary physical custody or;
3. the adult with adjudicated/court ordered joint legal and primary physical custody or;
4. the adult with adjudicated/court ordered joint legal and joint physical custody or;
5. the adult with adjudicated/court ordered appointed permanent legal guardianship.

All custodial designations must be of a permanent nature. ACS does not recognize temporary custodial arrangements for purposes to establish residency.

The residence, as used herein, shall mean the true, fixed, and permanent home and principal establishment to which whenever absent, the parent, parent with sole legal and primary physical custody, the joint legal and primary physical custodian or the court appointed legal guardian of the student intends to return to each evening. The 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 sole legal and primary physical custody, the joint legal and primary physical custodian and the joint legal and joint physical custodian or the court appointed legal permanent guardian.

Biological or designated custodial parents who live in separate residences will be asked to provide custodial documentation for the enrolling parent.

### **EMANCIPATION**

A student must be (19) years old or older to legally establish a residence without a parent/adjudicated/court ordered guardian in order to enroll in Auburn City Schools. Emancipation documents will be required.

## **PROOF OF RESIDENCY**

All Auburn City Schools students must domicile within the Auburn city limits with their custodial parent, an adult with sole legal and primary physical custody, an adult with joint legal and primary physical custody, or an adult with joint legal and joint physical custody and with a custodial exchange schedule (adhered to) that meets ACS requirements or with their court appointed permanent guardian.

It is the intent and desire of ACS that all students who live within the city limits of Auburn are registered and enrolled in a timely manner.

ACS does not accept for enrollment students who reside outside of the city limits of Auburn via any type of waiver or tuition payment.

A student whose residency is not fixed could be eligible for special residency designations that may allow for other registration options. Contact the Counseling and Social Services Coordinator for guidance and see the *Homeless Student Designation* Section in the *Parent and Student Handbook*.

### **PROOF OF RESIDENCY (POR)**

By requirement of Auburn City Schools, it is the responsibility of the Enrolling Adult (parent/legal custodian or guardian) each and every year to provide and maintain current proofs of residency for their student(s). **The burden of proof in providing current residency documentation is the responsibility of the parent/legal custodian or guardian.** Failure to provide the required proofs may prohibit the returning or new student from being enrolled for the requested school term/year.

The residency documentation is uploaded by the enrolling adult at the time of the student's on-line registration. All uploads must be complete, clear and concise. Submitted documents must be in the name of the Enrolling Adult with the primary residence listed for the address. The proofs (originals and uploaded forms) must be clear, legible, signed if applicable, not altered, dated, show residence address and parent/legal guardian's name. Additional documentation may be required at any time that residency or the residency documentation provided is thought to be in question or not adequate.

All Proof of Residency (POR) documents are subject to review and approval by the school administration and will not be forwarded to the child's enrollment file until that approval is given. Fall enrollment verification is completed over the course of the summer and may not be complete until the new school year begins. Room assignments or schedules may not be assigned until POR documents have been approved.

The Enrolling Adult (parent/legal custodian and guardian) must provide for each student at each school one (1) of the following combinations of residency proofs all in the enrolling adult's name:

#### **Home Ownership:**

- Lee County property tax paid receipt (not the appraisal) for the most current tax year **AND** a current month's utility billing (power/water or gas).
  - From the office of the Lee Co Revenue Commissioner:
    1. They may provide an emailed property tax receipt. Phone 1-855-212-8024
    2. Receipt may also be available at <http://leecountyrevenuecommissioner.com> choose online property search & pay, accept terms, then view/pay property taxes; search by name or address
- Warranty deed (physical and legal address noted, recorded/filed/signed) **AND** current month's utility billing (power/water or gas).
- Recent Home Purchase - Warranty Deed (signed/dated) with Real Estate Sales Validation Form (signed/dated) **AND** utility statement of service or current month's utility billing for owner and property (power/water or gas).
- Current Mortgage Statement specifically indicating the mortgaged property address and specifically identifying the mortgagor (borrower) and the mortgagee (lender) **AND** utility statement of service or current month's utility billing for owner and property (power/water or gas).

### **Rental Property:**

- Current lease/rental agreement \* **AND** Lessee's current month's utility billing or utility statement of service (power/water or gas)
  - \*Lease must be official, signed, notarized if applicable, unaltered with active begin/end dates.
  - \*If lease expires during the school year, a renewed active lease/extension must be provided to each child's school at the time of expiration and renewal.
  - \*Leases on or extended to a month-to-month basis require a *Residency Affidavit* to be filed to include each child.

### **Mobile Home Ownership or Rental**

- Mobile home ownership document **AND** Lot Lease **AND** current month's utility billing or utility statement of service for owner and property (power/water or gas)
- Mobile home rental contract (private owner) **AND** Lot lease or Lot Lessee statement of occupancy (on letterhead, dated, occupants listed) **AND** current month's utility billing or utility statement of service for owner and property (power/water or gas)
- Mobile home park rental contract or Lot Lessee statement of occupancy (on letterhead, dated, occupants listed) **AND** current month's utility billing or utility statement of service for owner and property (power/water or gas)

### **Extended Stay Hotel or Other Temporary Rental Circumstances (ex: VRBO) require a residency affidavit.**

- Lease agreement/receipt for no less than one school week. Receipts must be provided and kept current through-out the life of the student's enrollment. Two secondary proofs will also be required.

### **RESIDENCY AFFIDAVIT**

If the Enrolling Adult (parent/legal custodian or guardian) lives in the city of Auburn and is for any reason **unable to provide the required proofs of residency listed above** and they wish to register a new student(s) or to continue the enrollment of a current ACS student(s), they may complete and submit a *Residency Affidavit* for approval at the ACS Board of Education Residency Office **PRIOR** to registration/enrollment or continued attendance.

Some situations that automatically require a Residency Affidavit:

- lease is expired and/or renting is on a month-to-month basis
- currently living, whether temporarily or permanently, in another person's residence
- currently living, whether temporarily or semi-permanent, in an extended stay hotel or daily rental hotel
- current living arrangement does not allow for the submission of the required proofs

Contact the Board of Education Residency Office for the *Residency Affidavit* form or with questions regarding this procedure. The *Residency Affidavit* is **not** provided online.

### **Proof for Residency Affidavit**

The enrolling parent/legal custodian or guardian must provide the following POR for the affidavit:

1. Primary Documentation: The homeowner's current document proofs held in their name as outlined above for proof of residency.
2. The homeowner will be asked to sign the affidavit confirming the submitted proofs if the homeowner lives in the residence presented and/or if the proofs are not adequate as presented. *Residency Affidavit* signatures can only be notarized by the ACS Residency Office.



3. Secondary Documentation: The Enrolling parent/legal custodian or guardian must submit an additional two (2) current proofs of residency which establishes a commercial connection between their name and current address, this may include commercial mailings, electronic account printed statements, bills, driver's license, car tag receipt, or other approved documents as determined by student services. A waiver of four (4) weeks may be given to new residents for the secondary proofs to be submitted. However, the child's enrollment status will not be considered final until the secondary proofs are received and approved by the Residency Office. Failure to provide both secondary proofs could subject the child's pending affidavit to be voided and the child's enrollment to be rescinded.
4. Extended Stay - Lease agreement/receipt for no less than one school week. Receipts must be provided and kept current throughout the life of the student's enrollment. Two secondary proofs will also be required.

### **CHANGE OF ADDRESS OR CONTACT INFORMATION**

It is the responsibility of the parent/legal custodian or guardian to notify each respective school in which their child attends when there is a change in address of the child, a change in residency status, a change of contact phone numbers and or e-mail addresses previously provided as their child's contact information. This information is to be presented to the school(s) no more than five days after taking occupancy at the new address or the date of this information change.

### **HOME VISIT RESIDENCY CHECK**

If an employee of the Auburn City Board of Education receives one (1) of the following notifications listed below, an unannounced home visit to verify residency will be conducted by the ACS Residency Coordinator and a uniformed police officer as part of the residency confirming process:

- Students entering or continuing their enrollment to Auburn City Schools on a Residency Affidavit;
- Student does not reside with the enrolling adult, custodial parent, adjudicated custodian or adjudicated guardian whichever is applicable at the given enrollment address;
- Custodial/Guardianship documents have not been properly executed;
- Proper Enrolling Adult does not reside every day within the Auburn city limits;
- ❖ If the custodial parent/legal guardian of an enrolled student has been found to live outside of the city limits, and then establishes a 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 residence by the Residency Coordinator

If the parent/legal custodian or guardian fails to cooperate with the Residency Coordinator, 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 residential address (temporary or permanent) to school officials.

***To report residential school enrollment fraud contact (334) 887-1906. All reports will be kept confidential.  
Giving false information to a public official in the performance of his/her duty is a violation of the  
Code of Alabama § 13A-10-109 (a) and is punishable by a fine of \$500.00 and up to (90) days in jail.***

## ATTENDANCE ZONE

Students will be assigned to the school serving the attendance zone in which their Enrolling Adult (parent/legal custodian/ guardian) is domiciled. A student whose Enrolling Adult (parent/legal custodian or guardian) moves from one (1) ACS attendance zone to another ACS attendance zone during the school year will be transferred to the school attendance zone in which the new residence is located.

### Attendance Zone Waiver Requests

The student may be permitted to remain in the attendance zone that serves the former residence until the end of the current semester with the approval of the Superintendent or his/her designee. The Enrolling Adult (parent/legal custodian or guardian) should submit a written *Attendance Zone Waiver* request to the Assistant Superintendent's office in order for this waiver to be considered.

An Enrolling Adult (parent/legal custodian or guardian) who has a student currently enrolled in ACS and has documented plans to move to a new ACS attendance zone during the first or second nine (9) week grading period of the school year may have his/her child enrolled in the school serving the new residence upon approval by the Superintendent or his/her designee. The parent/legal custodian or guardian should submit a written *Attendance Zone Waiver* request to the Assistant Superintendent's office in order for this waiver to be considered.

## HOMELESS STUDENT DESIGNATION

All qualifying students, which may include immigrant and migrant students, receiving a homeless designation based on federal criteria and guidelines, will be registered for enrollment without the requirement of proof of residency (McKinney-Vento Homeless Assistance Act). Parents, legal guardians, and older youth with questions about homeless status and services are encouraged to contact the Counseling and Social Service Coordinator at the ACS Board of Education for information and assistance. Confidential referrals are welcomed and can be made to the Counseling and Social Service Coordinator.

## CUSTODY AND GUARDIANSHIP

### CUSTODIAL/GUARDIANSHIP COURT ADJUDICATED/COURT ORDERED PROCESS

A court order, or judgment, signed by a judge and filed with the clerk of proper jurisdiction, granting the required custody is sufficient to establish and confer the necessary custodial relationship for the purpose of school enrollment.

The enrolling adult of any child whose custodial relationship has been adjudicated/court ordered by a judge's Order must provide custodial documents, which meets ACS custody requirements outlined in the *Custody and Guardianship* section of this handbook. **The adjudicated/court ordered documents are to be submitted during the process of online registration, to each school office prior to the first day of attendance or as requested by the school.** These documents must be on file in the school office. It is the responsibility of the Enrolling Adult to ensure that the most current custodial document is on file in the student's school office.

As a matter of protocol, parents who live in separate residences may be asked to provide custodial documentation for the enrolling parent.

### **Birth Parent Custodial Rights**

A parent who was not granted physical custodial rights to their child at birth by Alabama statute or by case law must be adjudicated/court ordered as a custodial parent by a judge's Order in order to serve as the enrolling parent.

### **Filing Process Must Be Complete**

**The mere filing of a Dependent Complaint, or Custody Affidavit Petition with a court of proper jurisdiction, or any other document seeking custody or guardianship, does not create the necessary custodial relationship required by ACS to establish residence for the purpose of school enrollment.**

### **False Custodial Circumstances**

A child's enrollment, when enrolled under false custodial circumstances, will be subject to review and possible withdrawal from ACS.

## **DEFINITIONS**

Definitions for the following terms used in this handbook:

### **ENROLLING ADULT**

The adult completing the registration process for a child. This adult must meet all custodial and residential requirements as dictated by ACS Policy.

### **LEGAL CUSTODY**

A custodial relationship created by an order of a court of proper jurisdiction, which vests the legal care, custody and control of the minor child in the custodian.

### **PHYSICAL CUSTODY**

A custodial relationship created by an order of a court of proper jurisdiction, which vests the custody, control and physical possession of the minor child in the custodian.

### **LEGAL GUARDIANSHIP**

A person appointed by a court of proper jurisdiction, as guardian of a minor child whose powers and duties are listed in the Code of Alabama § 26-2A-78.

## **ACCEPTED LEGAL CUSTODY/LEGAL GUARDIANSHIP DESIGNATIONS FOR SCHOOL ENROLLMENT**

For purposes of enrollment in ACS the Enrolling Adult must meet one of the following custodial criteria:

1. the biological or adoptive parent of a child that is not subject to any adjudicated/court ordered custodial designation or;
2. the adult adjudicated/court ordered as the sole legal primary physical custodian or;
3. the adult adjudicated/court ordered as the joint legal and primary physical custodian with a custodial exchange schedule adhered to that meets ACS requirements or;
4. the adult adjudicated/court ordered as the joint legal and joint physical custodian with a custodial exchange schedule adhered to that meets ACS requirements or;

5. the adult adjudicated/court ordered as the appointed permanent legal guardian.

All custodial designations must be of a permanent nature. ACS does not recognize temporary custodial arrangements for purposes to allow enrollment.

### **JOINT CUSTODY**

If joint custody has been adjudicated/court ordered, the student will be able to attend ACS provided that:

1. The custodian who wishes to enroll a student lives within the city limits of Auburn and must be adjudicated/court ordered as the primary physical custodian or a joint physical custodian of the student;
2. There is an acceptable and adhered to adjudicated/court ordered visitation schedule required by ACS which allows for either:
  - a. A week on/week off visitation exchange schedule between two adjudicated /court ordered custodians which has the student returning each night to the enrolling adult's home every other week; or
  - b. An adhered to adjudicated/court ordered visitation exchange schedule that directs the student to be in the home of the enrolling adult for a minimum of 50 % of the days/nights during every two consecutive school weeks throughout the school year. (The school week is considered Sunday night through Friday night.);
3. The custodian living in the city limits of Auburn and serving as the Enrolling Adult will be the school's official contact and will be expected to assume responsibility for the student's attendance, behavior, and schoolwork. All written communication will be sent to that designated parental/guardian/custodian.

### **JOINT PHYSICAL CUSTODY GUIDELINES**If joint physical custody has been adjudicated/court ordered and if:

#### **➤ Both custodians are living within the Auburn city limits**

The student will be able to attend ACS provided that:

1. An acceptable and adhered to adjudicated/court ordered visitation exchange schedule is available.
  - a. Visitation exchange schedules accepted by ACS:
    - i. adjudicated/court ordered week on/week off visitation exchange schedule between the two adjudicated/court ordered custodians which has the student returning each night to the Enrolling Adult's home every other week; or
    - ii. an adjudicated/court ordered visitation exchange schedule that directs the student to be in the home of the Enrolling Adult for a minimum of 50% of the days/ nights during every two consecutive school weeks throughout the school year. (The school week is considered Sunday night through Friday night.)
2. Attendance Zone: At the time of registration and enrollment, the student's custodians will jointly select the address to use for the school attendance zone for the complete school year. The custodian whose residence address is chosen will be the Enrolling Adult for all registration purposes and activities. Except in the case of a bona fide change of address for the Enrolling Adult, the student will remain in the school attendance zone for the enrolling parent's address for the totality of the current school year. If the custodians are not able to reach an agreement on an address selection, the student will be enrolled in a school attendance zone picked by the

Assistant Superintendent for the complete school year.

➤ **Only one (1) of the custodians resides within the Auburn city limits**

The student will be eligible to attend Auburn City Schools provided:

1. the court order states that the custodian with whom the child lives in Auburn has primary or has joint physical custody. The custodian living in Auburn is the Enrolling Adult for all registration purposes and activities. The Enrolling Adult will be the school's official contact and will be expected to assume responsibility for the student's attendance, behavior, and schoolwork. All written communication will be sent to the Enrolling Adult.
2. AND an acceptable and adhered to adjudicated/court ordered visitation exchange schedule is available.
  - a. Visitation exchange schedules accepted by ACS:
    - i. adjudicated/court ordered week on/week off visitation exchange schedule between the two adjudicated/court ordered custodians which has the student returning each night to the Enrolling Adult's home every other week or
    - ii. an adjudicated/court ordered visitation exchange schedule that directs the student to be in the home of the Enrolling Adult for a minimum of 50% of the days/nights during every two consecutive school weeks throughout the school year. (The school week is considered Sunday night through Friday night.)

**MILITARY POWER OF ATTORNEY**

In the event a parent/legal guardian receives military activation orders for active deployment, ACS will accept a Military Power of Attorney properly executed by the appropriate military authority or legal authority for the duration of the active deployment. Official records must be presented for documentation.

**FOSTER PARENTS**

Foster parents should contact the ACS Counseling and Social Services Coordinator at the Board of Education for guidance in student enrollment prior to completing the online registration process.

**CUSTODIAL/GUARDIANSHIP DOCUMENTATION NOT ACCEPTED  
FOR SCHOOL ENROLLMENT**

**TEMPORARY CUSTODIAL OR GUARDIANSHIP DESIGNATION**

All custodial or guardianship designations must be of a permanent nature. ACS does not recognize temporary custodial arrangements for registration and enrollment purposes.

**A DELEGATION OF PARENTAL AUTHORITY**

A Delegation of Parental Authority *Code of Ala. § 26-2A-7*, **does not establish residency and or guardianship** for the purpose of school enrollment. This is sometimes referred to as a "notarized power of attorney."

**CONSERVATORSHIP OF THE ESTATE**

Conservatorship of an estate awarding guardianship of a child will not be used to determine school enrollment or the school attendance zone assignment. Guardianship of and enrollment of the child shall only be accepted when all residential and guardianship requirements as described above are met.

# **ATTENDANCE**

## **MANDATORY ATTENDANCE LEGISLATION**

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

## **ARRIVALS / DISMISSALS**

Students are to arrive on time for the beginning of the school day and leave 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 each school's handbook for the designated time and protocol for each school.

## **TARDINESS**

Tardies are considered excused for the same reason(s) as excused student absences. Refer to each school's handbook for tardy information. The principal or his/her designee may impose disciplinary measures for excessive tardies. Communication will be made to parents/guardians by the school or the Attendance Officer if the number of tardies becomes excessive. Excessive tardies may result in a home visit by the ACS Attendance Supervisor.

## **CHECK-INS / CHECK-OUTS**

Necessary check-ins or checkouts must be processed by the parent through the school's office by procedures outlined in each school's handbook. The Board encourages those appointments not of a critical nature be scheduled for times and days when school is not in session. Check-ins/outs are considered excused for the same reasons as excused absences. An unexcused check-in/out will be considered a tardy. Excessive check-ins and /or checkouts may result in a home visit by the ACS Attendance Supervisor.

## **ABSENCES**

### **ABSENCE MONITORING BY PARENTS**

Parents of students in grades 3-12 can routinely monitor absences by accessing their student's information on the Parent Portal at (<http://auburncs.powerschool.com/public>). If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

### **EXCUSED ABSENCES**

State law allows for absences to be excused for 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 prior approval from the student's principal (the Superintendent's designee)

## **UNEXCUSED ABSENCES**

Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with five (5) unexcused absences during the school year may be referred to Early Warning Intervention with the Attendance Supervisor.

In addition, absences are unexcused if the student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.

## **WRITTEN EXCUSE**

The parent/legal custodian or guardian must provide a written explanation (excuse) to the school principal for each full day student absence within three (3) days of the student's return to school.

For a student's consecutive days of absence, a parent/legal custodian or guardian may submit one written excuse. The number of days absent covered in that written excuse will be counted as individual written excuses toward the allowed maximum five (5) parent written excuses per semester.

The written excuse for full day student absence(s) must include the following:

1. Written statement from the parent or doctor stating the reason for the absence
2. The date of absence(s)
3. The parent's signature

Parents of students in grades K-9 may submit up to five (5) parent written excuses per semester and may be required to submit an excuse for late check-ins and early checkouts. After five (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Parents of students in grades 10-12 may submit up to five (5) parent written excuses per semester, which includes check-ins/outs that constitute an absence in the class. A student is considered absent from a class if thirty minutes or more is missed. After five (5) parent submitted excuses have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Parents are encouraged to provide medical documentation to the school principal **at the beginning of the school year** if their child has been diagnosed by a physician with a chronic medical condition that impedes regular school attendance.

**Refer to your student's school's handbook for additional guidelines for submitting excuses.** If a student fails to attend school without submitting a timely parent, medical or legal excuse, the student and parents/guardians are subject to court intervention.

## **PERSONAL TRIPS AND ACTIVITIES**

Students are expected to schedule out-of-town trips and other activities during preset vacation periods and holidays on the ACS academic calendar. Advance notice of personal trips/activities during the school day should be provided to the student's teacher or principal. Personal trips are not excused absences.

## **COLLEGE VISITS**

Students in grades 10-12 are allowed four (4) excused absences for college visits. Any exceptions to this policy must be cleared with the principal two (2) weeks prior to the trip. Students may be required to attend school after hours to make up for school time missed due to college visits.

## **ABSENCES AND ACADEMIC CREDIT**

According to Auburn City Schools Board policy, a student who has more than ten (10) unexcused absences per year (in grades K-7), or more than five (5) unexcused absences per semester (in grades 8-12) may be retained.

### **Waiver**

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 or his/her designee.

### **Missed Academic Work and Make up Opportunity**

Written excuses for absences must be submitted by parents/guardians within three (3) school days (including the return date) of the absence. If not, the absence will be coded as unexcused and zeros may be given for the missed work. Appeals of this procedure will be reviewed by the principal. After five (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 five (5) school days in a semester upon returning to make up any missed work. At the teacher's discretion, they may or may not be given the same work done by the students who were in class.

Students with **unexcused absences** may be allowed to make up some or all missed work at the discretion of the school administration. The student may or may not be given the same work done by the students who were in class.

A student who misses thirty 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.

## **STUDENT WITHDRAWAL DUE TO ABSENCES**

The Code of Alabama § 16-28-40 defines withdrawals as "more than ten (10) consecutive days or fifteen (15) days of total unexcused absences during a single semester." A student meeting these criteria (without acceptable parent, doctor, or legal excuses) is subject to withdrawal from school.

For students seventeen (17) years of age or older who are withdrawn from school due to attendance issues, the Attendance Officer notifies the Department of Public Safety of the withdrawal. 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 nineteen (19) who has obtained the withdrawn status.

## **TRUANCY**

### **TRUANCY DEFINITION**

Parent/legal guardian or other persons having charge of any student officially enrolled in Alabama public schools (K-12) must provide the school, within three (3) 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 School Attendance Manual*.

### **TRUANCY INTERVENTION PROCESS**

#### **STEP ONE - Third truancy/unexcused absence (warning)**

Upon the third unexcused absence, the parent(s)/legal guardian(s) shall be notified in writing by the school principal or his/her designee that the student was truant and the date of the truancy.



**STEP TWO – Upon the fifth unexcused absence**

Upon the fifth unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter from the school principal or his/her designee of the student's truancy status.

**STEP THREE – After the fifth unexcused absence**

After the fifth unexcused absence, the parent(s)/legal guardian(s) are subject to participation in the Early Warning Intervention with the Attendance Supervisor. The parents/guardians and student are informed of the Alabama State Compulsory Attendance Laws and consequences of further unexcused absences.

**STEP FOUR – Upon the seventh unexcused absence**

Seven (7) unexcused absences within a school year constitute a student being truant. Upon the seventh unexcused absence, a referral will be made by the attendance supervisor to the Lee County District Attorney's office to seek assistance from Helping Families Initiative (HFI). Helping Families Initiative will contact the parent/guardian to provide assistance/interventions from community agencies and area partners to improve student attendance.

**STEP FIVE -Nonparticipation with HFI or continued unexcused absences**

If the parent refuses HFI services and/or the student continues to incur unexcused absences, a truancy petition will be filed with the Lee County Family Court.

- Any student ordered to court with a truancy petition could be adjudicated to CHINS (Children in Need of Supervision, (ages 13-18)) or dependent (ages 5-12) by a family court judge. A judge can order additional supervision and services through juvenile probation, Integrea (formerly 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 (1) year or fined up to \$500.00 or both.

# **BEHAVIOR AND DISCIPLINE**

## **DRESS CODE**

Auburn City Schools is a working and learning environment. All ACS students are encouraged to observe a standard of grooming and dress consistent with the importance of the school's mission of education. The Board and Administration recognize and appreciate the role of parents/guardians in assisting their children in making appropriate choices regarding their clothing while attending school within the boundaries provided by this dress code. Please refer to the ACS dress code diagrams and detailed description below.

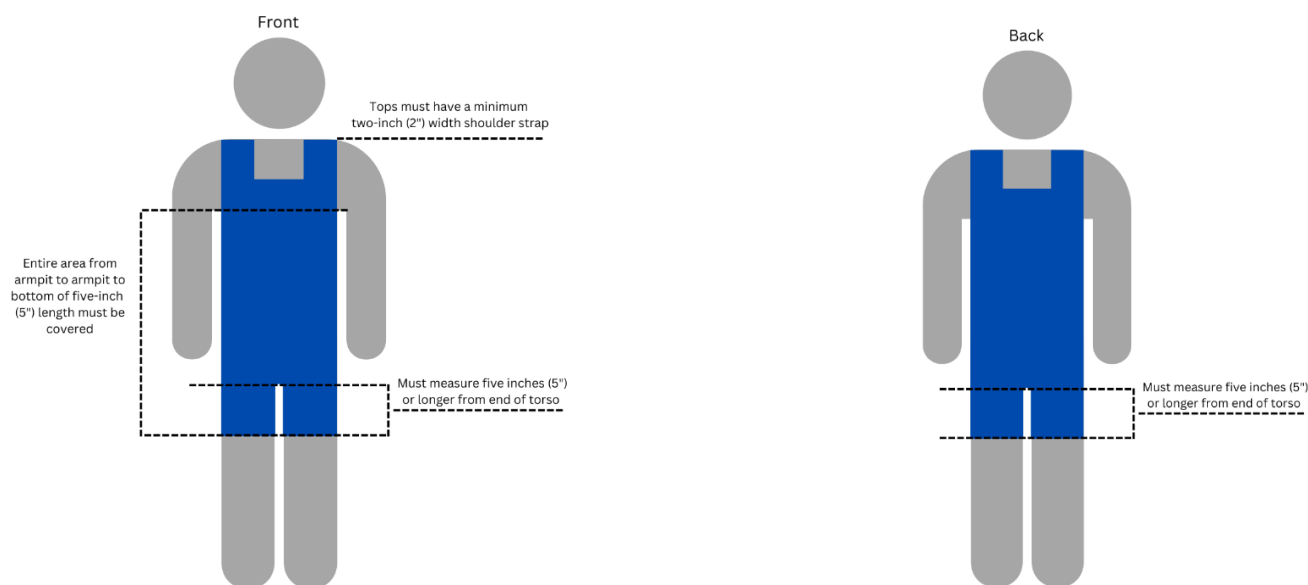
The school principal or their designee will have the final decision in determining whether apparel meets the dress code requirements. Elementary School Administrators (grades K-5) will have the authority to allow for variances that are age appropriate to students.

While it is understood that specialized courses may require specific attire, such as uniforms or safety gear, 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. If violations become chronic, additional consequences may include progressive measures of discipline.

Guidelines:

1. Clothing should fit properly and be the correct size for the student.
2. Any article of clothing, apparel, or personal accessory (including hair style) depicting violence, drugs, alcohol, firearms, weapons, tobacco, mutilation, sexual reference, gang affiliation, illegal behavior, language or symbols that could be considered suggestive, offensive, or obscene will not be permitted.
3. Undergarments must be worn as intended and in compliance with other provisions of the dress code; undergarments should not be visible.
4. Transparent garments must be worn with opaque apparel underneath to maintain required coverage (this includes see-through fabric, rips, holes, and tears.)
5. Jewelry and accessories that interfere with the safe learning environment are not permitted (heavy metal chains, spikes, etc.)
6. Sunglasses, hats, hoods, or head covering (including bandanas, scarves, wraps, etc.) are not to be worn in school buildings except as related to medical needs, religious practices, or as a component of a school uniform (CTE, band, athletics.)
7. Pajamas should not be worn in school. (This includes sleep pants and onesies.)
8. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, shoes with wheels are not permitted.
9. Shirts/Tops:
  - a. must have sleeves with a minimum of two-inch width (2") on shoulder
  - b. must not be low cut, off the shoulder, or racer back
  - c. must overlap with pants/bottoms to conceal abdomen/waist - including during activity
  - d. crop tops, exposed midriff, or bare sides are not permitted
10. Pants/Shorts/Skirts/Skorts/Dresses:
  - a. must be worn at the waist level and fit properly
  - b. garment must cover upper thigh and measure five inches (5") or longer from end of torso in front and in back; length is measured when standing
  - c. apparel must be appropriate for student participation in all school activities
  - d. rips or tears must be below 5" from end of torso unless concealed by material beneath holes

Diagrams: These visual aids are provided as a simple reference for understanding the dress code. The basic tenets of the dress code include coverage of opaque material over the areas of the body shaded below.



## **BUS TRANSPORTATION CODE OF STUDENT CONDUCT**

The Auburn City 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. At such time as it becomes necessary to deny a student the privilege of riding ACS buses, it becomes the parents sole responsibility to transport the student to and from school in a timely manner.

Parents/Guardians are urged to contact the school principal with any transportation concerns or problems.

### **BEHAVIOR EXPECTATIONS AND RULES**

ACS School officials will 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 conduct rules and regulations adopted by individual schools and the 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 (parent/legal guardian may be held financially responsible for repairs or replacement);
14. Ride to and from school on the bus assigned unless approved by the principal.

**ADMINISTRATIVE RESPONSES TO DISCIPLINE REFERRALS FOR VIOLATION OF BUS EXPECTATIONS AND RULES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

<b>First Offense:</b>	Suspended from riding the bus for one (1) week;
<b>Second Offense:</b>	Suspended from riding the bus for one (1) month;
<b>Third Offense:</b>	Suspended from riding the bus for the remainder of the school year.

## **CODE OF STUDENT CONDUCT**

It is the belief of the Auburn City Board of Education 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 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 *Code of Student Conduct* (CSC).

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.

\*Wherever the “principal” is referred to in this *Code of Student Conduct*, it shall be understood “his/her designee” also applies. Whenever the “Superintendent” is referred to in this *Code of Student Conduct*, it shall be understood “his/her designee” may also apply.

### **SCHOOLS’ CODE OF STUDENT CONDUCT**

Each school has a code of student conduct that specifically defines additional behavior expectations for students at their school. The school plans are consistent with ACS Policy, the *ACS PARENT AND STUDENT HANDBOOK*, and the *Code of Student Conduct’s* definitions of student violations and administrative responses and the *Code of Alabama*.

### **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 school principal, the school assistant principal, the Superintendent’s designee, and/or the Board of Education based on the severity of the act and the judgment of the administrator.

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.

The following types of violations are examples and are not intended to be all-inclusive:

**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.

**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 physical/verbal altercation
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

**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/bullying
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. Stealing, larceny, or grand theft
21. Selling or attempting to sell stolen property
22. Trespassing with intent to commit an offense when school premises are closed
23. Willful and malicious vandalism or damage of property
24. Other criminal acts
25. Unjustified activation of a fire alarm system or fire extinguisher
26. Violating the security of any electronic resource or undermining its integrity

27. Preparing, possessing, or igniting explosives, fireworks, firecrackers, or smoke bombs
28. Continued disruption of the educational environment
29. Gang-related activities
30. Participation in a non-school sanctioned group that is deemed disruptive to the school environment
31. Intimidation, harassment, bullying, threats, hazing or extortion by two (2) or more students acting as a group
32. Intimidation, harassment/bullying, 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)
33. Improper use of computer, (i.e., changing grades, threats, intimidation, harassment/bullying, criminal acts, etc.)
34. Using any electronic resource to transmit material, information, or software in violation of any law including material which may be harmful to minors
35. Improper internet, e-mail or electronic resource usage (i.e., pornography)
36. Violation of the "Acceptable Use" policy regarding technology
37. Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

## **DISCIPLINE ASSIGNMENTS AND AUTHORIZED AGENT(S)**

### **Authorized Assignments and Agents**

Principals may assign a disciplinary action of:

- up to ten (10) days of Out-of-school suspension and/or
- up to ten (10) days of In-school suspension (ISS).

The Superintendent or his/her designee may assign:

- a placement in an alternative school or
- an alternative placement.

The ACS Board of Education:

Any disciplinary action including expulsion.

### **Administrative Responses to Violations**

<b>Administrative Response to Violations</b> <i>(include but are not limited to)</i>	<b>Violations</b>		
	<b>Type I</b>	<b>Type II</b>	<b>Type III</b>
Time-Out	√		
Student Conference with School Personnel	√	√	
Contact parent/legal guardian	√	√	√
Counseling	√	√	√
Detention	√	√	
Work Assignments Before and/or After School	√	√	
In-School Suspension (ISS)	√	√	√
Suspension	√	√	√
Suspension from Riding All Buses	√	√	√
Contact Juvenile Authorities	√	√	√
Alternative School		√	√
Alternative Placement		√	√

Involve Law Enforcement Officials		√	√
Restitution		√	√
Indefinite Suspension			√
Expulsion from School			√
Repeated Type I Offenses Will Be Treated As Type II Offenses	√		
Repeated Type II Offenses Will Be Treated As Type III Offenses		√	

### **Expulsion:**

The Board will consider and come to a decision on all Superintendent recommendations for student expulsion as further set forth in this document and as dictated by the Code of Alabama.

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 and/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. Transportation to and from school settings is not provided for students who are placed in alternative schools.***

### **Seclusion and Restraint**

In keeping with the district's 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 *Code of Student Conduct* for all students. These interventions will only be used in an emergency when a student's behavior poses a threat of imminent danger to the student or others. Auburn City Schools allows trained school personnel to administer appropriate physical restraint as part of a comprehensive Behavioral Intervention Plan for all students.

### **Discipline of Incidences Involving Drugs, Alcohol, or Weapons**

In compliance with *Code of Alabama* § 16-1-24.1, 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 threatened 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.

### **Discipline of Incidences Involving Firearms**

In compliance with Code of Alabama § 16-1-24.3 and ACS Policy 4.02.1 *Prohibition on the Possession of Firearms* a student who has been determined to have brought to school or to have in their possession a firearm in a school building, on school grounds, on school buses, or at other school sponsored functions will be expelled for a period of one year. For the purpose of this section, the term “firearm” has the same meaning as defined in *Title 18 U.S.C. § 921*.

The expulsion requirement may be modified in writing by the ACS Board of Education upon the recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes in any public school in the state during the expulsion period. Students who are expelled from schools for firearm possession may be permitted to attend alternative schools designed to provide education services as approved by the Board. Discipline of students with disabilities who violate the ACS firearm possession policies shall be determined on a case-by-case basis in accordance with federal and state law.

Parents of students who violate this policy and law enforcement officials will be notified by the school principal of violations.

## **ACS DISCIPLINE DUE PROCESS AND APPEALS PROCEDURE**

### **DUE PROCESS**

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:

- the student must be informed of the charges and evidence;
- the student must be provided with an opportunity to present his or her side of the case.

### **DISCIPLINE APPEALS PROCEDURE**

The parent/legal guardian/student will be provided with an opportunity to appeal a discipline assignment to the appropriate ACS system designee.

1. Discipline Assignments which last no longer than five days may only be appealed to the principal of the school. There is no further appeal.
2. Discipline assignments which last longer than five days may be appealed beginning with the principal of the school following the full discipline appeals process indicated below.

The following conditions are applicable to any disciplinary appeals action:

1. At each level of appeal, the parent/legal guardian/student must provide written notice (email not accepted) stating the verifiable reason(s) for the appeal and a proposed solution.
2. The initial disciplinary action will not be stayed or delayed while the appeal is pending.
3. No issue or evidence may be presented on appeal that was not presented at the time of the initial disciplinary decision, unless it could have been discovered, through reasonable inquiry, at that time.
4. At each level of appeal, the judgement of the person/body hearing the appeal can be substituted for the underlying decision. For example, the appellate decision may affirm the initial disciplinary action without change, enter a more severe sanction, including expulsion, or enter a less severe sanction.

A Discipline appeal will be examined and judged on the following criteria:

1. Are the facts of the violation in question;
2. Does the discipline assignment fall within the allowable administrative responses to the violation;
3. Is the discipline assignment excessive by a reasonable standard;
4. Is this discipline assignment uniformly assigned;
5. The presence of valid and reasonable circumstances which would negate the benefit of this discipline assignment and learning opportunity to ACS and the student.

Parents/legal guardians/students who wish to appeal a disciplinary decision may do so by:

**STEP ONE: Appeal to Principal**

The notice of appeal and supporting information must be received in writing (no email) within seven (7) days after notification of the infraction and subsequent disposition.

**STEP TWO: Appeal to Assistant Superintendent**

If the appeal is not resolved at the school level, and the discipline assignment is longer than five days, the parent/legal guardian/student must notify the Assistant Superintendent in writing (no email) within seven (7) days of the appeal decision. The principal will forward all information considered in the decision to the Assistant Superintendent. The Assistant Superintendent will review all written information and may modify, overrule, or support the administrative decision.

**STEP THREE: Appeal to the Superintendent**

If the Assistant Superintendent affirms, modifies, or overrules the appeal and the decision is not acceptable to the parent/legal guardian/student, they may appeal to the Superintendent in writing (no email) for consideration within seven (7) days of the Assistant Superintendent's response. The Superintendent will review all written information and may modify, overrule, or support the administrative decision.

**STEP FOUR: Appeal to the Board of Education**

If the Superintendent affirms, modifies, or overrules the appeal and the decision is not acceptable to the parent/legal guardian/student, they may appeal to the Auburn City Board of Education by submitting a written appeal (no email) request within seven (7) days of the Superintendent's response.

**STEP FIVE: Board of Education Response**

During an executive session of the Auburn City Board of Education, the parent/legal guardian/student 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 Board of Education is final in the due process procedure.

## **DISCIPLINE REVIEW COMMITTEE**

The Superintendent may appoint a committee to review proposed disciplinary action(s) recommended by school administration that exceeds a ten (10) day assignment, which would constitute an alternative placement. The Discipline Review Committee (DRC), appointed by the Superintendent, shall be composed of a minimum of three (3) persons (Central Office Administrators, and School Administrators).

This DRC will review disciplinary cases in which a principal recommends suspension and/or or alternative placement of more than ten (10) school days. The DRC will examine all evidence involved in the case presented by school administration. Within seven (7) school days of notifying the Director of Student Services, the DRC will meet and a determination will be made in terms of whether the accused has violated the ACS *Code of Student 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/legal guardian will be notified by the school administration.

### **Discipline Review Committee Process**

#### **STEP ONE: Principal's Response**

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.

#### **STEP TWO: Director of Student Services and Discipline Review Committee Response**

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.

#### **STEP THREE: Discipline Review Committee Response**

The school administrator will notify the parents/guardians following the Discipline Review Committee hearing to convey the disposition, placement of the student, and to answer any relevant questions the parent may have.

#### **STEP FOUR: Appeal of Discipline Review Committee**

An appeal of the committee decision may be made following all appeal procedures as set forth in this document.

### **Discipline Review Committee Appeal Procedure**

Parents/legal guardians/students who wish to appeal a Discipline Review Committee decision may do so by:

#### **STEP ONE: Appeal to Assistant Superintendent**

The parent/legal guardian/student must notify the Assistant Superintendent in writing (no email) within seven (7) days of the appeal decision. The Discipline Review Committee will forward all information considered in the decision to the Assistant Superintendent. The Assistant Superintendent will review all written information and may modify, overrule, or support the Discipline Review Committee decision.

#### **STEP TWO: Appeal to the Superintendent**

If the Assistant Superintendent affirms, modifies, or overrules the appeal and the decision is not acceptable to the parent/legal guardian/student, they may appeal to the Superintendent in writing (no email) for consideration within seven (7) days of the Assistant Superintendent's response. The Superintendent will review all written information and may modify, overrule, or support the administrative decision.

#### **STEP THREE: Appeal to the Board of Education**

If the Superintendent affirms, modifies, or overrules the appeal and the decision is not acceptable to the parent/legal guardian/student, they may appeal to the Auburn City Board of Education by submitting a written appeal (no email) request within seven (7) days of the Superintendent's response.

#### **STEP FOUR: Board of Education Response**

During an executive session of the Auburn City Board of Education, the parent/legal guardian/student and the Discipline Review Committee will be given the opportunity to present any matter relative to their position. The decision of the members of the Auburn City Board of Education is final in the due process procedure.

## **HARASSMENT AND BULLYING**

No student shall engage in nor be subjected to harassment/bullying, 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 that is based on the following personal characteristics of the student: Race, sex, religion, national origin and/or disability.

- "Bullying" means a continuous pattern of intentional behavior(s) that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic as listed above in this policy.

- 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/bullying, violence, or threat of violence.
- 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/bullying, violence, or threats of violence.
- Reference - ACS Policy Student § 6.23 Jamari Terrell Williams Student Bullying Prevention Act and [Ala Code §16-28B-1, et seq. (1975)]
- Complaint Procedure: Any student, or parent/legal, guardian of the student who is the object of harassment/bullying may file a complaint outlining the details of the harassment/bullying, 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. The *Harassment/Bullying Investigation Forms* are available on the ACS website, from your student's school principal, the Assistant Superintendent of Curriculum or the Executive Director of Human Resources.

## **NOTIFICATION OF LEGAL STATUTES AND LIABILITIES**

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property, school sponsored activities and/or against school employees. Statutes involving mandatory actions or reporting are also included.

### **AUBURN POLICE DEPARTMENT INVOLVEMENT**

It is the policy of the Auburn City Board of Education to have the Auburn Police Department 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 Police Department.

### **ATTENDANCE AND CONDUCT (Act 94-782), (Act 99-705) (Code of Ala. § 16-28-12)**

Each parent/legal 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 and 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 any time prior to the current compulsory attendance age."

### **DROP-OUT/DRIVER'S LICENSE**

#### **(Act 94-820 which amended Act 93-368 as codified in Code of Ala. § 16-28-40)**

The Department of Public Safety shall deny a driver's license or learner's permit to any person under nineteen (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.

**DRIVER'S LICENSE/ PISTOL POSSESSION (Act 94-820) (Code of Ala. § 16-28-40)**

Any person over the age of fourteen (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 fourteen (14) possesses a driver's license on the date of conviction, the driver's license will be suspended for (180) days.

**Section 1:**

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

**DRUG DEALING (Act 94-783) (Code of Ala. § 6-5-72)**

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) (Code of Ala. § 16-1-24.1)**

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 five (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.

**MANDATORY REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT (Code of Ala. § 26-14-3(f))**

According to Alabama laws, all....nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of eighteen (18) is known or suspected to be a victim of child abuse or neglect.

**OBSTRUCTING GOVERNMENTAL OPERATIONS (§Code of Ala.13A-10-2)**

A person commits the crime of obstructing governmental operations if, by means of intimidation, physical force, 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.

**UNSAFE SCHOOL OPTION (Code of Ala. § 290-3-1-.02(E))**

If a school is determined to be persistently dangerous by ALSDE criteria or if a student has become the victim of a violent criminal offense and meets specific criteria as outlined in ACS policy, parents have the right to pursue system transfer possibilities under the Alabama Unsafe School Option (ACS Policy General Administration Section 4.02.8).

**SEXUAL HARASSMENT (ACS Policies Personnel § 5.14 and Student § 6.10)**

Sexual Harassment/bullying in any form that is directed toward students and employees is prohibited. Persons who violate this policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations.

Complaint Procedure: Any student or employee who feels they have experienced sexual harassment/bullying in ACS may file a complaint with the Assistant Superintendent of Curriculum, the Executive Director of Human Resources and/or the Title IX Coordinator.

These system contacts will provide guidance on the procedure and forms available to the party who feels they have been sexually harassed or sexually bullied.

**TEACHER ASSAULT (Act 94-794) (Code of Ala. § 13A-6-21)**

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/her duty.

**THEFT OF LOST PROPERTY (Code of Ala. §13A-8-6)**

Definition: A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature of the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

**CRIMINAL TRESPASS BY MOTOR VEHICLE (Code of Ala. § 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.

**VANDALISM (Act 94-819) (Code of Ala. § 16-5-380)**

The parent/legal guardian, or other person having control of any minor under the age of eighteen (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 the intentional, willful, or malicious act of the minor.

**WEAPONS IN SCHOOLS (Act 94-817) (Code of Ala. § 13A-11-72)**

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).*

#### **FIREARMS IN SCHOOLS (ACTS 1995, NO 95-756, 1768 §1-4) (CODE OF ALA. §16-1-24.3)**

Students who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions shall receive a required expulsion for a period of one year. The local Board and Superintendent may modify the expulsion requirement for a student on a case-by-case basis. Students who are expelled for violation of this section shall not be allowed to attend regular school classes in any public school in the state during the expulsion period. Students who are expelled from school for firearm possession may be permitted to attend alternative schools designed to provide education services. Discipline of students with disabilities who violate the firearm possession policies of city boards of education shall be determined on a case-by-case basis in accordance with the requirements of the *IDEA* and *Section 504 Rehabilitation Act*. For the purposes of this section, the term “firearm” has the same meaning as defined in *Title 18 §921 U.S.C.* When there are violations of the prohibition on firearms being brought to school by students, the school principal shall notify the appropriate law enforcement officials. Law enforcement authorities shall refer the violators to the appropriate authority in the judicial system when the action is feasible. The school principal shall notify the parents of students who violate the firearm-free school environment.

## **TECHNOLOGY USE AND GUIDELINES**

#### **CELL PHONES AND DIGITAL DEVICES DURING TESTING**

**Students shall not possess any digital device within the testing room when participating in Alabama Comprehensive Assessment Program (ACAP) testing.** The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test. The ONLY exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student. If students are in possession of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to ACS policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by ACS in accordance with the ACS’ disciplinary policy.

#### **PRIVACY NOTICE AND NOTIFICATION OF TECHNOLOGY**

The District’s computer technology, network, and Internet System are 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 guideline 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 (1) 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 *Digital Crime Act (2012)*.

### **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.

### **AUDIO AND/OR VIDEO RECORDING DEVICES PROCEDURES**

Recordings may not be used to capture confidential student information protected by the Family Educational Rights and Privacy Act ("FERPA") and copyrighted materials protected under federal law.

These procedures regulate the use of any device that records audio or video in the school environment, particularly the classroom. All students and visitors must adhere to the following:

1. Students may possess instructional technology devices that record audio and/or video and utilize them as instructional tools in the classroom only with the consent and under the direction of the school administration and teacher, as it pertains to the curricular unit, lesson or assignment.
2. Except in the circumstances of an observation with prior written authorization by the Principal pursuant to the district's Formal Classroom Observation Procedures, all active recordings must be disclosed prior to recording to all parties present during recording. Parents/guardians are permitted to make an audio recording of an Individualized Education Program (IEP) meeting in accordance with this procedure, as long as the intent to record the meeting is disclosed prior to the meeting in order to allow the District the opportunity to record the meeting as well.
3. Hidden recording devices are not permissible.
4. All recording devices must be powered off when not in use.
5. Publication of recording without prior written notice to and consent from the Principal is prohibited.
6. Recording of private conversations without agreement by all parties is strictly prohibited.
7. All recordings must be in compliance with state and/or federal recording and/or wiretapping laws. All copyright and intellectual property laws and restrictions apply.
8. If a meeting (including an IEP meeting) is being audio recorded, the school will not keep a written conference record of the meeting as a more detailed documentation is being developed through the use of audio recording.

### **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. Students and their parents/guardians in return for the privilege of using the computing resources, software, and communication infrastructure of ACS must agree to this policy. 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 in both 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 in-service training (or receive special instructions) regarding procedures, ethics and security involving using the Internet.

*\*For additional information on the use of school laptops and iPads at Auburn Jr. High and Auburn High School, refer to the "Student/Parent iPad Agreement" provided at the school.*

### **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. E-mail 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 Auburn City Board of Education or any entity designated by the 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/bullying, 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.
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**

- Be polite. Do not use abusive or otherwise inappropriate language in your communications.
- Do not reveal physical addresses of students or colleagues unless approved by those individuals. E-mail addresses are frequently shared and may be used.
- Do not use the network in such a way that you would disrupt the use of the network by others.
- 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 display of and /or use of wireless communication devices or any use of other electronic communications devices used by the students for non-instructional purposes is prohibited on any ACS campus during regular school day instructional hours - which is intended to mean from the beginning to the end of the school day or activity.

If a violation occurs, the device will be confiscated and consequences will be imposed accordingly, as indicated by the school administrator. The following disciplinary action will be taken:

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

The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device in or out of our possession.

The principal or their designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Use of electronic equipment, such as wireless laptops or iPads, distributed by the school system for instructional purposes is allowed.

School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the *Code of Student Conduct* or of other school rules, provided that the nature and extent of such examination shall be reasonably related to the suspected violation.

# **GENERAL INFORMATION**

## **ATHLETIC PROGRAM**

### **Participation**

Students in grades 7-12 are eligible to participate in the Auburn City Schools Athletic Program providing that they meet the Alabama High School Athletic Association Academic and Eligibility Rules. Contact the ACS Athletic Office (334-887-0050) for information regarding participation in ACS sports activities.

### **Medical Conditions**

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 the medication(s) authorized by the school nurse. The parent/legal 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.

### **Information**

Information concerning ACS athletics can be located at <https://auburnhightigers.org/> . Any additional questions regarding the athletic program should be directed to the ACS Athletic office 334-887-0050.

## **CHECKS RETURNED FOR INSUFFICIENT FUNDS**

Auburn City Schools may use a check recovery service to collect returned checks. By making payment by check 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 issuer's 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. Auburn City Schools will not accept checks from an individual who has on two (2) separate occasions presented to a school(s) for payment a check that returns to ACS due to insufficient funds.

## **CHILD NUTRITION PROGRAM**

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 Board of Education to operate in compliance with federal, state, and local regulations pertaining to the National School Lunch and Breakfast Program.

All school locations offer a school breakfast and lunch meal for enrolled students as part of the National School Breakfast and Lunch Program.

Meal prices are subject to increases and are made available as soon as revised.

<u>BREAKFAST PRICES</u> REV. 6.10.24		<u>LUNCH PRICES</u>	
Elementary schools	\$2.00	Elementary schools	\$2.75
Secondary schools	\$2.00	Secondary schools	\$3.00
Reduced price breakfast	\$0.30	Reduced price lunch	\$0.40
Visiting adults	\$4.00	Visiting adults	\$5.00
ACS employee	\$3.25	ACS employee	\$4.00

### **CHILD NUTRITION PROGRAM PAYMENT**

It is the responsibility of the parent/legal guardians to pay for student meal purchases in advance or on a daily basis. (Code of Federal Regulations NSLP 7 CRF 210, Revised 01-01-9) Parents may access and deposit funds in each student's meal account online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

### **A – LA – CARTE ITEMS**

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 for a-la-carte items.

### **INSUFFICIENT FUNDS IN STUDENT'S MEAL ACCOUNT**

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.

Students in grades K-9 will not be denied a meal. These students will be allowed to charge for up to two (2) lunches and two (2) breakfast meals. When this limit is reached, students will be given an alternative meal until charges are paid in full.

Students in grades 10-12 will not be allowed to charge meals and will not have access to an alternative meal.

### **FREE AND REDUCED LUNCH OPTIONS**

Students may qualify for free or reduced-price meals (breakfast and lunch) if the income level of the household and the number of members living in the household meet national school lunch and breakfast federal guidelines.

Families may complete a *Free and Reduced Price School Meals* application during registration and/or at any time during the school year. Applications are available at the schools or can be accessed online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

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

## **CLASSROOM OBSERVATIONS BY AUTHORIZED AGENTS**

Education is a shared responsibility between parents/guardians and school personnel. At times, parent/or other authorized outside providers (such as doctors, psychologists, and other educational evaluators with parent approval) may wish to formally observe a specific student in a classroom. As assigned by the Superintendent, each Principal shall be responsible for and have authority over the actions of students, professional support staff, visitors, and persons hired to perform special tasks. To ensure a successful observation, the following procedures will be followed:

1. Parent/legal custodians must contact the building Principal to arrange a mutually agreed upon date and time for the requested classroom observation.
2. All observation sessions will be scheduled in advance and at least 48 hours in advance prior to the requested time of the classroom observation. Observations will be limited to no more than one time per month for no more than 60 minutes per visit in order to avoid distraction or disruption to the instructional schedule. Only in exceptional circumstances involving an evaluation, upcoming IEP or other educational Team meetings or crisis intervention, in the event that additional or longer observation times are needed, a parent/legal custodian or provider may request additional days or times for observation. The Principal is directed to use his or her discretion and authority to either approve or decline such requests.
3. In the case of a request for a classroom observation by an authorized outside provider, the parent/legal custodian must provide to the Principal at the time of the request a signed FERPA release and written consent that describes the reason for the observation.
4. To protect the learning environment, the parent/legal custodian or authorized outside provider will be the only visitor in the classroom during the observation, and they will be allowed to observe from a designated location that minimizes disruption and distraction.
5. Observers are not permitted to use any electronic equipment, such as cell phones, while observing in the classroom. Audio and/or video recording of the observation is prohibited unless expressly approved in writing by the Principal prior to the observation. Even with prior written approval of the Principal, all recordings are subject to the District's Use of Audio and/or Video Recording Device Procedures.
6. During the observation, the Principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
7. Observers should not disrupt the learning environment by engaging any student or the teacher in conversation. A follow-up teacher conference may be scheduled as needed to answer questions or concerns.
8. The Principal has the authority to decline any request for classroom observation if it is determined that such an observation would cause undue disruption to the educational process. The Principal has the authority to prohibit the entry of a person to a school or to expel any person from school property if there is reason to believe that the presence of the person would disrupt the orderly and efficient operation of the school. If such an individual refuses to leave school grounds or creates a disturbance, the Principal has the authority to issue a trespass warning and thereafter request assistance from appropriate local law enforcement for the removal of the individual.
9. Parents/legal custodians who disagree with any decision by the Principal under these procedures may appeal the decision in writing to the Superintendent. The decision of the Superintendent shall be final.

These procedures apply to formal classroom observation and do not include times when parents/legal custodians are invited to a classroom for a special event or presentation, to serve as a volunteer with a teacher, or to have lunch with their student.

For security reasons, all visitors are required to adhere to all school sign in procedures at the school office, which includes signing in, providing identification in order to receive a visitor's badge, and to indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors must adhere to all signing out procedures when leaving the building.

## ACS SCHOOL COMMUNICATION SYSTEMS/ALERTS TO PARENTS

### **GENERAL SYSTEM COMMUNICATIONS**

Auburn City Schools may use the ACS web page ([www.auburnschools.org](http://www.auburnschools.org)), Facebook and/or the notification telephone system to alert parents, students, and staff of information that may include:

- General announcements
- School closings
- School emergencies (i.e. fire, etc.)
- Meetings, field trips, and/or other upcoming school related events

### **Keep Your School Contact Information Current Through Your School Office**

Do not miss important notifications sent by your child's school through their notification systems and protocols. It is your responsibility, and to your benefit, to keep the school informed of your student's current contact information.

## **EMERGENCY, CRISIS AND WEATHER COMMUNICATION**

Auburn City Board of Education and/or schools will notify the media to broadcast or televise details of any actual crisis situation. As information on an actual, verifiable emergency, crisis and/or weather concern becomes available, details will be posted online at [www.auburnschools.org](http://www.auburnschools.org), ACS Facebook, various social media outlets, electronic broadcast, and/or televised.

During an emergency situation schools and administrative offices will be actively and responsibly engaged in activities to maximize our students' safety and as such may not be available to answer phone calls being received. Parents are encouraged to look for information from authorized sources for accurate and timely information. ACS assumes no responsibility for false, misleading and inaccurate information disseminated by misinformed and unauthorized social media commentators.

## **EXTRACURRICULAR AND SCHOOL RELATED ACTIVITIES**

### **PARTICIPATION**

#### **Extracurricular or School Related Activities**

Auburn City Schools' students are subject to the *Code of Student Conduct* guidelines while participating in 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.

#### **Competitive Academic or Extracurricular Activities Random Drug Testing**

Any student participating in competitive extracurricular or school related activities will be subject to random drug screenings according to Auburn City Schools Policy § 6.04.4.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 1974**

FERPA affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records and personally identifiable information. These rights are:

1. To inspect and review information contained in their education records, to challenge the contents of the education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in the files if the decisions of the hearing panels are not acceptable to the challenging party.
2. To consent before students are required to submit to a survey that concerns one (1) or more of the eight (8) 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.
3. To 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.
4. To 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.

### **DIRECTORY INFORMATION DISCLOSURE AND PARENTAL RIGHTS**

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. Under the guidance of FERPA, ACS considers these items to be directory information: student ID number, name, gender, address, telephone number, student school-filtered email address, custodial parent/guardian’s name and phone number, school, homeroom, photograph or video, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of athletic team members, degrees, honors and awards received, and the most recent educational agency or institution attended.

#### **Directory Information Opt-Out**

Parents may exercise the right to withhold consent to all public disclosures of directory information of their student on an annual basis. This opt-out option is done with the understanding that the student will not be listed in any school publication, honor roll, or other recognition lists, graduation program, sports activity sheets, etc. Parents who wish to apply this opt-out option for enrolled students must submit a written opt-out statement to the principal by August 1 of each year. Parents of students enrolled after the start of a new school year must submit a written opt-out notice to the principal no later than the first day of the student’s attendance.

### **STUDENT PICTURE/VIDEO USE OPT-OUT**

Students may be photographed and/or placed in student video(s) approved by ACS. These pictures and video may be approved for media reporting and/or public relations purposes. Authorized pictures and video images taken during all school-related events are covered under this policy.

Parents who wish to opt-out of having their enrolled students photographed or videoed at school related events and used for ACS approved reporting and/or public relations purposes, must submit a written opt-out statement to the principal by August 1 of each year. Parents of students enrolled after the start of a new school year must submit a written opt-out statement to the principal no later than the first day of the student’s attendance.

### **MILITARY RECRUITERS' DISCLOSURE INFORMATION/OPT-OUT**

- The *Elementary and Secondary Education Act of 1965* (ESEA) and the *Every Student Succeeds Act* (ESSA) of 2015 gives military recruiters the same access to secondary school students as they provide to post-secondary institutions or to prospective employers.
- *ESSA and ESEA* 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.

### **TEACHER QUALIFICATIONS NOTIFICATION**

Federal law now requires school systems that receive federal funding to notify the parents of each student of their parental right to request information regarding the professional qualifications of any teacher or paraprofessional 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 the address below and you may expect a reply within 10 working days.

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

## **FORMS**

Forms noted in the *ACS Parent and Student Handbook* and other forms used in our system and schools may be located on the ACS website ([www.auburnschools.org](http://www.auburnschools.org)), individual school websites, at the Board of Education office, and individual school offices. Examples of forms found on the website: ALSDE School Medication Prescriber/Parent Authorization, Health Assessment Record, Parental Consent Health Hero, ACS Parent and Student Handbook Acknowledgement.



# GRIEVANCE PROCEDURES

## GENERAL GRIEVANCE PROCEDURES

### ***What to do if a concern or problem arises...***

Parents and students are encouraged to initiate and participate in dialogue with the appropriate school staff or administrator at any time a concern arises in order to reach a solution or an understanding of the issue.

In the event that a parent or student is involved in a situation that has not been resolved to their understanding, the parent/student must first address their concerns with their school administrator in order to facilitate a solution early and quickly.

All ACS staff and administrators will first seek to address and resolve all issues at the closest administrative level to the concern. If desired, the student and/or parent may contact the school principal's office to arrange for guidance on the best way to address their concern. If a meeting is warranted, a meeting request should be made through the principal's office. The principal or their designee will facilitate the discussion.

If the parent/student, due to reasonable personal reasons cannot discuss the issue(s) with their school administrator, they may contact the Assistant Superintendent for help in reaching a resolution or clarification of the situation. The

Assistant Superintendent will facilitate the discussion between the school administrator(s), the appropriate system administrator(s) and the parent/student.

## FORMAL GRIEVANCE PROCEDURE

A formal grievance process regarding complaints, grievances and requests for corrective action may be brought to the attention of ACS system administrators by or on behalf of students with respect to particular matters, issues and concerns ONLY after reasonable efforts to resolve the matter at the school and school administrative levels have been exhausted.

If after exploring resolution with the school principal the situation has not been resolved and the parent/student wishes to present their concerns in a manner to request a formal review and response, the following procedure is to be followed for all areas of concern **except** these listed below:

- **Discipline Issues** and discipline concerns are to be addressed through the *Discipline Due Process and Appeals Procedure* specified in the Code of Student Conduct. (located in the *ACS Parent and Student Handbook*)
- **Academic issues** for current students (course grade, course placement, grade retention and grade promotion) are to be addressed through the *Academic Appeals Procedure* specified in the Pupil Progression Plan. (located in the *ACS Parent and Student Handbook*)
- **Harassment and Bullying** issues and concerns are to be addressed through the *Student Bullying Prevention Act* procedures as described in the *ACS Parent and Student handbook*.
- **Sexual harassment/bullying** issues are to be addressed through the Sexual Harassment/bullying reporting procedure describe in the SEXUAL HARASSMENT SECTION in the *ACS Parent and Student Handbook*.

If applicable, the reporting party will be directed to the appropriate procedure by the Assistant Superintendent of Curriculum or the ACS Coordinators of Title VII and Title IX.

**Step One:**

Within three (3) days of receiving the school principal's final decision, the parent/student should submit a *Parent and Student Grievance and Complaint Form* to the Assistant Superintendent of Curriculum or the Executive Director of Human Resources to initiate the review process. Contact the Assistant Superintendent's office for the *Parent and Student Grievance and Complaint Form*.

**Step Two:**

The administrator and staff designated by the Superintendent will investigate the complaint using various procedures, and investigating techniques, including but not limited to interviews, phone contact, data reviews, and witness reports. After the review, the administrator will report back to the Superintendent and/or their designee with the suggested action to be taken by ACS. To the extent possible, the reporting parent/student will be informed of the remedial action being suggested and/or taken.

*A verbal or written response will be provided to the parent/student within ten (10) school days of the receipt of the grievance form by the ACS designated administrator. If a parent/student wishes to move to the next step of the process, written notice must be given within three (3) days of receiving a response for the current step.*

**Step Three:**

If the issue is still unresolved after the suggested resolution by the district administrator assigned to review grievances, the parent/student may present in written form (no email), subject to the limitations set forth in ACS Policy Section 4.07, their unresolved concern(s) to the ACS Superintendent.

**Step Four**

If the issue is still unresolved after the resolution suggested by the Superintendent, the parent/student may present in written form (no email), subject to the limitations set forth in ACS Policy Section 4.07, their unresolved concern(s) to the ACS Board of Education. Administrative judgments may be set aside by the Board upon a showing that the action or decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student's legal rights. The decision of the Auburn City Board of Education is final in the grievance process.

**Related Policy**

The ACS Policy Manual is located on the ACS website.

ACS policies addressing Grievances and Reporting of Concerns by Students or Parents:

Policy Section 4.07	Complaints and Grievances
Policy Section 6.07	Equal Educational Opportunity
Policy Section 4.06	Title IX
Policy Section 6.10	Student Sexual Harassment (Title IX)
Policy Section 6.23	Jamari Terrell Williams Student Bullying Prevention Act

## HEALTH PROGRAM

The School Health Program of Auburn City Schools exists in order to foster academic achievement of all students in a safe, healthy, and nourishing environment. The program serves to:

- Promote health and wellness
- Prevent disease, disorders, and injury
- Manage and support students with chronic health care needs
- Promote positive health and safety behaviors

### **PROGRAM SERVICES**

Auburn City Schools provides school health services in compliance with state and federal mandates. Health services offered in the school setting include:

- Monitoring students' immunization status and ensuring compliance with immunization law
- Monitoring for the presence of communicable, and/or infectious diseases, and illnesses
- Routine management and specialized procedures for students diagnosed with a chronic condition
- Medication administration for students diagnosed with a chronic or emergency condition
- Case management (medical and resource referrals)
- Emergency response
- Health screenings (vision, hearing, and scoliosis)
- Health and wellness promotion (flu vaccination clinic, health education, contracted mental health services, immunization clinics)

### **HEALTH PROGRAM GUIDELINES AND PROTOCOLS**

All parents and guardians are responsible for following guidelines and protocols established for the Health Program of Auburn City Schools. The guidelines and protocols indicated below are in place to ensure the health and safety of all students. Complete guidelines may be obtained from the school nurse or reviewed on the ACS Health Services website.

- Initial enrollment and annual registration requirements
- Immunization guidelines
- Sick day and acute illness guidelines
- Medication guidelines
- Guidelines for management of chronic medical conditions
- Medical emergencies
- Health screenings (i.e. vision, hearing, scoliosis)
- Flu clinic guidelines and flu and immunization guidelines
- Food allergy and anaphylaxis guidelines
- Head lice guidelines

### **HEALTH PROGRAM ENROLLMENT AND REGISTRATION RESPONSIBILITIES OF PARENTS AND GUARDIANS**

#### **Initial Enrollment and Annual Registration Requirements**

- **Health Assessment Record:**

You must sign and complete a *State of Alabama Health Assessment Record (HAR)* for each child at the time of initial enrollment *and* every consecutive year enrolled as part of the annual online registration process.

- **Immunization Documentation:**

You must submit one (1) of the following immunization forms to the school nurse or school registrar in order to enroll your child in school. You must also submit one (1) of the following any time additional immunizations are given as required for school entry (i.e. Tdap when 11 years old and entering 6<sup>th</sup> grade). \*In the event of a real or

threatened disease outbreak, students who have not been vaccinated may be excluded from school per CDC guidelines. Students who do not have one (1) of the required documents will not be allowed to enroll or register.

- ✓ A valid *and up to date* Alabama *Certificate of Immunization*
- ✓ A valid Alabama Department of Public Health *Certificate of Religious Exemption*
- ✓ A valid Alabama *Certificate of Medical Exemption*

## **IMMUNIZATIONS**

### **Required Immunizations for School Attendance:**

<b>Name of Immunization</b>	<b>Number of Doses</b>
Diphtheria/tetanus/pertussis	<ul style="list-style-type: none"> <li>• Five (5) Doses (Four (4) if the 4<sup>th</sup> dose was given after the 4<sup>th</sup> birthday)</li> <li>• A Tdap booster vaccine at eleven (11) or twelve (12) years old before beginning 6<sup>th</sup> grade</li> <li>• If a Tdap booster was not given before entering 6<sup>th</sup> grade and has not been given since eleven (11) years of age, one (1) booster is required to enroll or register in any grade above 6<sup>th</sup> grade</li> </ul>
Polio	Four (4) doses (three (3) doses if the 3 <sup>rd</sup> was given on or after the 4 <sup>th</sup> birthday)
Measles/mumps/rubella	Two (2) doses
Hib	Four (4) doses up to five (5) yrs. of age
PCV	Four (4) doses (Refer to catch-up schedule for children who have fallen behind on immunizations.)
Varicella	Two (2) doses separated by at least twenty-eight days for persons who are thirteen (13) years old or older when beginning the vaccination series)

### **Recommended Immunizations**

- **Flu:** Yearly vaccination against the influenza virus is recommended for all school-age children, unless contraindicated.
- **HPV 3 Dose Series:** Boys and girls between the ages nine (9) and twenty-six (26). Although most HPV (Human Papillomavirus) infections cause no symptoms and are self-limited, persistent HPV infection can cause certain cancers in males and females.
- **Meningococcal (MCV4)** - Eleven (11) – twelve (12) year olds and unvaccinated adolescents. Meningococcal disease is serious and is the leading cause of bacterial meningitis in children two (2) – eighteen (18) years old.
- **Hepatitis B-** three (3) dose vaccine series.

## **STUDENT ILLNESSES AND CONDITIONS**

### **Sick Day and Acute Illness Guidelines**

School nurses monitor for symptoms of communicable, and/or infectious health conditions. When symptoms exist, your child may not attend school. If symptoms occur in school, you will be contacted and you must pick your child up from school. Please ensure your contact information is correct and updated as needed. If your child is diagnosed with an infectious illness or has symptoms of an infectious condition at home, you must keep your child home from school. \* The following guidelines must be adhered to:

- **Persistent Fever:** Oral temperature of 100.0 degrees or higher  
Cannot attend school until fever free twenty-four (24) hours without fever-reducing medication.
- **Vomiting:** Cannot attend school if the following exist:
  - One (1) episode of vomiting + the presence of another symptom (fever, diarrhea, etc.); *or*
  - Two (2) or more episodes of vomiting within a twenty-four-hour (24) period, even if no other symptoms exist.
- **Diarrhea:** Cannot attend school if the following exist:
  - One (1) episode of diarrhea + the presence of another symptom (vomiting, fever, etc.); *or*

- Three (3) or more episodes of diarrhea in a twenty-four-hour (24) period, even if no other symptoms exist.
- “Pink Eye”: Should remain home for twenty-four (24) hours after the first dose of prescribed medication is administered.
- Chicken Pox: Cannot attend school until all blisters have formed scabs.
- Strep Throat: Cannot attend school until twenty-four (24) hours after prescribed medical treatment is administered and fever free.
- “Flu” or Flu-like symptoms: Cannot attend until fever free twenty-four (24) hours without fever-reducing medication. You should inform the school nurse if your child has a confirmed diagnosis.
- Impetigo: Cannot attend school until twenty-four (24) hours after prescribed medical treatment has started.
- Ringworm: Cannot attend school until medical treatment has started.
- MRSA: “Staph infection”: Cannot attend school until prescribed medical treatment is started, fever is absent, and the affected area is covered and without copious amounts of drainage present.

*\* You must submit proof of treatment or a statement of clearance from the health department or medical provider if proof is requested by the school nurse.*

## **FOOD ALLERGIES AND ANAPHYLAXIS**

### **What is Anaphylaxis?**

Anaphylaxis is a life-threatening allergic reaction, which occurs very quickly after exposure to an allergen. Strict avoidance of the allergen is key.

### **Common Foods**

The foods that most commonly cause anaphylaxis include:

Peanuts (the main cause of allergies in children)	Fish
Tree nuts (such as walnuts, pecans and cashews)	Dairy
Eggs	Wheat
Soy	Shellfish

### **Guidelines for Auburn City Schools (ACS) Food Allergy and Anaphylaxis**

The Anaphylaxis Preparedness Program focuses on providing a safe and healthy environment for all students to learn. School personnel are provided food allergy anaphylaxis education and training. Students receive food allergy anaphylaxis awareness education. (See **Anaphylaxis Parent Information** on the ACS website under **Health Services**)

### **Responsibilities of Parents/Guardians**

- Certain food items or ingredients may be dangerous for an individual to eat. Please tell your child not to share any food item with another student or accept and 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.
- Teach your child to wash their hands with soap and water before and after eating.
- Do not send in any food items to be shared during classroom parties or celebrations without speaking with your child’s teacher and principal. It is important to adhere to the school’s guidelines for sending food items from home. All food items should be pre-packaged with the ingredient label intact.
- If your child is diagnosed with a food allergy or anaphylaxis, you must notify the school nurse before the beginning of the school year to develop an Individual Healthcare Plan (IHP) for your child. If your child requires any food substitutions or accommodations, you must have your child’s medical provider complete and sign the Medical Statement for Students Requiring Special Meals and Accommodations (located on the ACS Health Services or CNP webpage). Completed forms are to be submitted directly to the school nurse.

## **HEAD LICE**

Lice are transmitted by direct head-to-head contact when heads touch. Symptoms may not exist until two (2) months after transmission. Prevention begins at home. Parents should know how to prevent, identify, and treat lice.

### **What are head lice?**

Head lice are tiny, wingless insects that live close to the scalp, often behind the ears or at the nape of the neck. Lice are the size of a sesame seed and appear tan to grayish white. Lice do not live more than twenty-four hours away from the scalp. The eggs, or nits, are tiny, “teardrops” that attach to the hair shaft. Viable nits are yellowish or white and are not removed easily. Nits cannot hatch or survive away from the scalp.

### **Who gets head lice?**

Anyone can get head lice if his/her head has direct contact with an infected person’s head. Lice are not related to cleanliness or socio-economic status. Lice do not affect health or cause disease. Lice do not fly or jump! A person cannot get lice by being in the same room or near someone who is infested.

### **How can I prevent head lice in my child?**

Teach your child not to place his or her head directly against someone else’s head. Check your child’s scalp for head lice *every week*. Instruct your child **not** to share any personal items including hats, scarves, brushes and combs.

### **What do I do if my child gets head lice?**

- Contact your medical provider for treatment. Multiple treatment options are available. A second treatment may be needed. Resistance to some treatments is possible. Frequent and repeated treatment may be harmful. Household members should not be treated unless they 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 forty-eight hours when unable to be washed. It is important to continue to check all household members weekly for three (3) weeks after initial treatment.
- Contact the school nurse so that she can check your child and ensure treatment has been effective.

The school nurse will notify you if your child is found to have live lice. Your child may return to school with parent/guardian attestation of treatment (statement including type of treatment provided and date treatment was completed). The school nurse will check your child when he or she returns to school.

### **Who can be screened in school?**

Mass screenings are not conducted at school. A child may be checked for lice upon request or when referred to the School Nurse. (See **HEAD LICE (PEDICULOSIS) GUIDELINES** on ACS Webpage under **Health Services**)

## **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 two (2) – eighteen (18) years of age in U.S.
- Meningococcal disease can be very serious, even life threatening in forty-eight hours or less.

### **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

Increased sensitivity to light  
Rash  
Confusion  
Vomiting

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.

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 [www.voicesofmeningitis.org](http://www.voicesofmeningitis.org) and type meningococcal disease in SEARCH box.

Meningococcal Vaccine

Who should get meningococcal vaccine?

- Adolescents eleven (11) through eighteen (18) years of age are routinely recommended for two (2) doses of meningococcal conjugate vaccine (MCV4).
- Preteens should get the first dose of MCV4 at their eleven (11) – twelve (12) years of age check-up and a booster dose of MCV4 is recommended at sixteen (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.

## **MEDICATION GUIDELINES**

Medications taken one (1) to three (3) times a day should be given at home to prevent unnecessary disruption of learning. Medication administration at school is intended for students diagnosed with a chronic medical condition requiring medication at school to attend school. If you would like your child to have medication not required at school for a diagnosed chronic condition, you may:

- Give the medication at home
- Bring and administer the medication to your child at school
- Deliver the medication and adhere to medication guidelines

**General Policy Definitions**

Medication- Any medicinal preparation (i.e. prescription, over the counter (OTC), alternative medications)

Alternative Medication- Unregulated substance intended as medication or treatment

Medical Provider- Anyone legally authorized to prescribe a medication

**Notification and Authorization**

- You must notify the school nurse if your child needs medication.
- You must authorize and submit all medical orders and medication documentation to the school nurse either in person, via email or by fax. It is the parent's responsibility to confirm the school's receipt of email or fax items.
- All medication is administered per guidelines. If you have any questions, contact the school nurse.
- A School Medication Prescriber/Parent Authorization (PPA) form is required for each medication.
- Medication and supplements require written authorization of both the parent/guardian and the medical provider,
- A single, age-appropriate, over-the-counter medication taken for 10 consecutive school calendar days. Written authorization of parent/guardian is required on a PPA. A separate PPA is required for any additional doses to be provided, with a medical provider authorization and signature following the 10 day period.
- You must give the first dose of a new medication at home. (Exception: in the case of the need for emergency drugs such as Diastat or EpiPen or Glucagon).
- You must give controlled substance medication for acute conditions or complaints, like pain, at home.

### **Supply and Delivery of Medications**

- You must provide/deliver all medication/supplies to the nurse. Students cannot deliver medication.
- You must submit a separate medical order for each medication when medication is delivered.
- Up to a thirty-school day supply of medication can be accepted.
- Consult with school nurse if you have questions about the medication policy.

### **Medication Containers and Labels**

Prescription Medication- Must be in original container with pharmacy label intact. Unlabeled devices (i.e. inhalers, EpiPens, etc.) must be in box with pharmacy label attached or pharmacist can label the device for school setting.

Over-the-Counter Medication- Must be in original, unopened/sealed container with label and child's name

### **Self-Administer and/or Self-Carry Medication**

- Only emergency medication (i.e. asthma inhalers, epinephrine devices, Glucagon, and insulin) can be carried by a student after parents/guardians deliver and verify documentation with the nurse.
- The school nurse is responsible for final authorization to self-administer and/or self-carry.

### **Field Trips and Off Campus Sporting or Activity Events (including overnight Field Trips)**

- Only emergency or medication identified on a School Medication Prescriber Parent Authorization (PPA) may be administered.
- Medications required but not given during school hours must be submitted with PPA signed by Parent/Guardian and the Medical Provider directly to school nurse two (2) weeks prior to the trip.
- Overnight Field Trip forms and requirements may be found on the Health Services website.

### **Expired, Discontinued, and Unused Medications**

- You must pick up expired or discontinued medication within five (5) days of the specified date.
- You must pick up unused medication by the end of the last school day. Unclaimed medications will be destroyed unless other arrangements have been made.

## **CHRONIC MEDICAL CONDITIONS AND SPECIALIZED HEALTH SERVICES**

A chronic medical condition may include but is not limited to a diagnosis for diabetes, seizures, anaphylaxis, asthma, cystic fibrosis, hemophilia, or cerebral palsy.

### **Chronic Medical Condition Management**

If your child has a diagnosis of a chronic medical condition like diabetes, asthma, or seizures, and will require specialized services at school, contact your school nurse to schedule a meeting to develop an Individual Health Care Plan.

Specialized Service's Needs - If specialized services are to be administered in the school setting, you must notify the school nurse of your child's condition and health care needs.

Protocol for Notifying the school nurse for a diagnosed chronic medical condition requiring specialized health services at school

- Notify the school nurse before the first day of school
- Schedule a conference with the school nurse to develop your child's plan of care
- Submit all medical orders and documents, medications, equipment, and supplies to the school nurse
- Sign your child's Individual Health Care Plan
- Provide and maintain up-to-date emergency contact information
- Notify the school nurse at least two (2) weeks in advance if your child will:



- Ride the school bus to or from school
- Participate in a school's after school program
- Play a school sport or participate in another extracurricular activity
- Attend a field trip, including overnight or extended hour trips
- Attend a summer school program

## **MEDICAL EMERGENCIES AND INJURIES**

You must provide active contact information at the beginning of every school year and at any time contact information changes. Accurate contact information must be maintained in the event your child becomes ill with a potentially infectious condition, is injured, or experiences an emergency at school. In the event of a life-threatening emergency, Emergency Medical Services (EMS: 911) will be called for your child. School staff is not responsible for making the decision to transport your child by ambulance. EMS personnel will advise you and decide if your child needs EMS transport by ambulance. If you cannot be reached at contact numbers provided to the school, EMS will make the final decision regarding transporting your child by ambulance. You will be responsible for all EMS transport and treatment costs. Auburn City Schools will not be financially responsible for EMS treatment or transport costs.

## **HEALTH SCREENINGS (VISION, HEARING AND SCOLIOSIS)**

Vision, hearing, and scoliosis screenings are conducted every school year for students as indicated. If your child is found to have abnormal screening results, you:

- Will be notified of abnormal results;
- Will receive a written referral to have your child evaluated by a specialist/medical provider;
- Should submit the specialist/medical provider's written evaluation findings directly to the school nurse.

### **Vision and Hearing Screenings Schedule:**

#### **Vision Screenings**

All New students and Referrals

Kindergarten students, 2<sup>nd</sup> Grade and 4<sup>th</sup> Grade are screened by Vision Research

All First Graders

#### **Hearing Screenings**

All New students and Referrals

All First Graders

#### **Scoliosis Screenings**

Scoliosis screenings are conducted every school year students in grades 5 through 9.

A parent letter will be sent home with each student for the parent to consent or not consent for scoliosis screening and must be provided directly to the school nurse.

Letters not returned will result in student not being screened.

## **HEALTH AND WELLNESS PROMOTION**

### **Flu Vaccination Clinic**

Every year, flu vaccinations are offered to students. If you would like to have your child vaccinated, you must complete the *Health Hero Flu Vaccination Consent* form (students without insurance & non-PEEHIP insurance coverage students) or the *Alabama Department of Public Health Influenza Vaccine Administration* form (PEEHIP covered students) and submit directly to the school nurse prior to the day of the scheduled clinic. Flu vaccination consent forms can be obtained from your school nurse.

### **Immunization Vaccination Clinic**

Every year, Immunization vaccination clinics are held for students in the 5<sup>th</sup> through 12<sup>th</sup> grades; offering the Tdap (at age 11-12 years or older), HPV and MCV vaccines. If you would like to have your child vaccinated, you must complete the Vaccination Consent form and submit directly to the school nurse prior to the day of the scheduled clinic. Vaccination consent forms can be obtained from your school nurse.

### **Wellness Services**

Auburn City Schools acknowledges that student wellness is important to the learning process in the classroom. School counselors and school social workers provide supportive services to help students reach their educational potential. Auburn City School contracts with Integrea (formerly East Alabama Mental Health) to provide free, school based mental health services for students on their school campus. For additional information, please contact the school counselor.

## **POWERSCHOOL**

ACS utilizes the **PowerSchool** software program to allow parents to have access to a variety of their student's information. Depending on how your child's school uses the program, parents may access the *PowerSchool Home/Parent Portal* to view the student's demographics, attendance, fees, assignments, scores, grades, schedule, reports, and alerts. PowerSchool offers accessibility for K-2 for demographic information attendance only. For Grades 3-12 PowerSchool offers accessibility to a variety of information listed above.

Access to the *PowerSchool* link can be found on our website, [www.auburnschools.org](http://www.auburnschools.org) by selecting the Parent Portal link from the blue navigation toolbar at the top of the screen. To obtain login information to access your child's information, contact your child's school for your *Parent Portal Access Letter*.

## **PROJECT ID INDEPENDENT DECISION PROGRAM**

### **PROJECT ID PROGRAM DETAILS**

The Independent Decision (ID) Program is approved by the Auburn City 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 7<sup>th</sup> through 12<sup>th</sup> 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 personal 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 and privileges.

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 any time.

Refer to the ACS website for more information on the ID Drug Program procedures, forms, testing and result processes. If you have questions, please call the Project ID Coordinator at the Board of Education Office.

### **PARKING PRIVILEGES AT AUBURN HIGH SCHOOL/ PROJECT ID**

To obtain a parking permit at Auburn High School, a student must be a member of the ID Program. This is just one (1) of the requirements a student must meet to have the privilege of parking a car on campus during the school day. Additional requirements for parking permits are found in the AHS Student Handbook on the AHS webpage.

If a student with AHS parking privileges has a positive drug test, the AHS parking privileges will be revoked until such time as the student completes the process to return to a Project ID participant in good standing. ACS policy does require the AHS administrator in charge of parking permits to be notified of a positive drug test result.

## **SCHOOL SAFETY PLANS**

Each school has a safety plan addressing safety procedures and responsibilities for incidents such as but not limited to intruders, weather, locked doors, evacuations, and fire. For questions related to these procedures, review the school handbook and/or contact the school principal.

## **TRANSCRIPTS AND STUDENT RECORD REQUESTS**

Transcripts created from the ACS data base (currently PowerSchool) are the only official statement provided by ACS to verify a student's academic history.

A current or former student, parent or legal guardian may make a written request for an:

- official transcript to be sent by mail from an ACS school to another education institution.
- unofficial transcript to be given directly to a requesting student/parent or legal guardian. This transcript will not bear the school seal or a notary stamp.
- education verification to be sent to an employment verification company.

Requests for transcripts should be made to the school the student last attended. Requests will be handled in a timely manner as determined by the school. A cost may be assessed to complete this request.

Any other education history documentation (Letters of enrollment, statement of attendance, duplicate diploma) can be requested of the student's current or last attended ACS school. If the information is retrievable, these items may be provided. These items will not constitute an official record and may not be issued with a school seal or notary stamp.

### **AHS TRANSCRIPT**

Transcript requests for former ACS secondary students may be made at [www.needmytranscript.com](http://www.needmytranscript.com) or on the AHS webpage counseling department /registrar department link. A processing fee is charged. For questions regarding this procedure, contact the Auburn High School Counseling Office Secretary.

## **TRANSPORTATION SERVICES**

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 reside more than two (2) miles from their school site.

Parents of elementary and middle school students should provide **written** notification to the school indicating any changes in transportation for their student.

Refer to each school's handbook for the guidelines and protocol for all transportation methods and activities for students.

### **Where's the Bus App**

ACS utilizes the "Where's the Bus" App to communicate information for bus riders' parents to know their assigned bus's location. Using the free app "Where's the Bus", parents and guardians can see live updates, tracking, and the estimated time of arrival for buses.

The school system's objective is to make this application the single communication mode between parents and the transportation department. Once downloaded, be sure to turn on notifications for this app.

To create an account or view updates on a web browser or computer, go to <https://wherethebus.com> or download the "Where's the Bus" app for your device.

### **RESPONSE TO A WEATHER WARNING AND WATCH**

#### **Weather Watch**

Buses do run during a **weather watch** issued by the National Weather Service.

#### **Weather Warning**

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 not pick up students at bus stops during a weather warning.

## **PUPIL PROGRESSION PLAN**

The *Pupil Progression Plan* is included in 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 K-12. This program includes objectives that all students should master 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.

### **GRADING GUIDELINES**

Students must satisfactorily complete each content objective (refer to the Alabama State Courses of Study link <https://alex.state.al.us/browseStand.php>) . Satisfactory level shall be no less than 60%.

- 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 (4) quarterly numerical averages.
- In grades 9-12 the yearly average includes the quarterly and term grades. The grade scale is outlined below.

**Grading** - For grading procedures, grading periods, and report card dates refer to the handbook for your child's school.

**Grades K-2** Student progress will be reported using a standards-based checklist.

### **Grades 3 – 12 Grading Scale**

A	Excellent	= 90 – 100%
B	Above Average	= 80 – 89%
C	Average	= 70 – 79%
D	Below Average	= 60 – 69%
F	Failing	= 59% and below

**PowerSchool Parent Portal** - This website allows parents/guardians to view Grades, Attendance and Discipline for students in grades 3-12 and for demographic information only for students in grades K-2. Access to the PowerSchool Parent Portal can be found on the ACS website [www.auburnschools.org](http://www.auburnschools.org) by selecting the Parent Portal link from the navigation toolbar at the top of the screen.

### **ENGLISH LANGUAGE LEARNERS, MIGRANTS AND IMMIGRANTS GRADING CRITERIA**

An ACS student for which English is not the first home language will be required to meet the standards established by Auburn City Schools and the Alabama State 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/legal guardian, will collaborate with an English as a Second Language (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.

### **SPECIAL EDUCATION GRADING CRITERIA**

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.

## **ACADEMIC APPEALS PROCEDURE**

- 1. Parents/guardians may appeal anyone (1) of the three (3) areas below:**
  - a. a teacher's decision relative to a grade for a course/subject
  - b. a placement decision by the principal for a specific course (i.e., accelerated or advanced level English)
  - c. a principal's decision related to promotion designation either to deny promotion to the next grade level (i.e., 3rd to 4th grade) or to compel promotion to the next grade level.
- 2. Appeal to principal**
  - The written notice of appeal and supporting information must be received within seven (7) days after the receipt of the report card, course placement, or notice of retention in the same grade level or promotion to the next grade level.

### **3. Appeal to the Assistant Superintendent**

- If the appeal is not resolved at the school level, the parent must notify the Assistant Superintendent in writing within seven (7) days of the appeal decision. The principal will forward all information considered in the decision to the Assistant Superintendent.
- Assistant Superintendent will set a date for the Review Committee to hear the appeal and will provide notification of the date to the parents/ guardians and principal, within seven (7) days of the hearing date.

### **4. Review Committee Convened**

- The Assistant Superintendent will convene and chair the Review Committee, which will be made up of two (2) teachers and one (1) principal from the elementary or secondary level depending on the level of the appeal.
  - a) Teachers eligible to serve on the Review Committee will meet the following criteria:
    - i. must be tenured with Auburn City Schools
    - ii. must be certified in the area in which he/she is teaching
    - iii. must have consistently high-performance evaluations as assessed by the principal
  - b) 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 seven (7) days of the Review Committee hearing.

### **5. Appeal to the Superintendent**

- If the parents/guardians do not accept the decision of the Review Committee, a written statement (no email) must be made to the Superintendent within seven (7) days of receipt of the decision.
- The Superintendent will review all written information of the Review Committee members and may modify, overrule, or support the administrative decision.

### **6. Appeal to the Board of Education**

- 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 (no email) to the Superintendent's office within seven (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 Board of Education is final in the due process procedure.

## **PROMOTION REQUIREMENTS**

### **PROMOTION REQUIREMENTS FOR K – GRADE 2**

#### ***Kindergarten***

1. Satisfactory completion of the Kindergarten Checklist (satisfactory level shall be no less than 80%).

#### ***First Grade***

1. Satisfactory completion of the First Grade Checklist (satisfactory level shall be no less than 60%).

#### ***Second Grade***

1. Satisfactory completion of the Second Grade Checklist (satisfactory level shall be no less than 60%).

#### **Summer School**

Students, who are retained because of unexcused absences in excess of ten (10) days per year and are referred to summer school and who 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.

### **PROMOTION REQUIREMENTS FOR GRADES 3 - 5**

#### ***Grades Three through Five***

1. Satisfactory completion of the grade level Reading/Language Arts and Mathematics objectives (satisfactory shall be not less than 60%; refer to the State Course of Study).
2. Satisfactory completion of one (1) of the following courses (satisfactory level of no less than 60%):  
Science or Social Studies.

#### **Summer School**

Students, who are retained because of unexcused absences in excess of ten (10) days per year and are referred to summer school and who 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.

### **PROMOTION REQUIREMENTS FOR GRADES 6 - 7**

#### **General**

Students will be assigned to the next grade level upon satisfactory completion of three (3) of the following four (4) courses: Language Arts, Math, Science, and/or Social Studies. Satisfactory level shall be at no less than 60%.

Students who fail academic courses may be referred to summer school. Only one (1) 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.

### **Summer School**

Students who have been retained because of poor academic performance and are recommended for and attend summer school may be eligible for promotion if promotion criteria are achieved in summer school.

Students, who are retained because of unexcused absences in excess of ten (10) days per year and are referred to summer school and who 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.

## **PROMOTION REQUIREMENTS FOR GRADE 8**

### **General**

Students will be promoted to 9<sup>th</sup> grade upon satisfactory completion of three (3) of the following four (4) core academic courses: Language Arts, Math, Science, and/or Social Studies. Satisfactory level shall be at no less than 60%.

### **Summer School**

Students who fail two (2) academic courses will be required to attend summer school to retake one (1) of the failed courses. Successful completion of the course will allow the student to be promoted to 9th grade.

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

## **PROMOTION REQUIREMENTS FOR GRADE 9**

### **General**

A student will be promoted to the 10<sup>th</sup> grade if they have earned a minimum of four (4) Carnegie credits of which three (3) must be in the areas of English, Math, Science, and/or Social Studies.

### **Stipulations:**

1. All students must meet the requirements above unless they are seventeen (17) years old prior to the first day of school.
  - a. A ninth grader who is seventeen (17) years old at the end of the 8<sup>th</sup> grade or will be seventeen (17) years old prior to the first day of the next school year will be promoted to the 10<sup>th</sup> grade regardless of the above requirements.
2. Transition plans for students who do not meet the promotion requirements to the 10<sup>th</sup> grade will be determined by school administrative teams in communication with the Superintendent or their designee.

### **Summer School**

Students who fail academic courses may be referred to summer school. Two (2) units of academic credit may be completed in a summer school session. If one (1) of the failed courses is taken and passed in summer school, a student can be promoted if they have passed the minimum of five (5) courses for the academic year.

## **PROMOTION REQUIREMENTS FOR GRADES 10 – 12**

### **General**

Promotion is based upon satisfactory completion of the core curriculum and selected electives. Satisfactory shall be not less than 60% consisting of the 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 eight (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 their one (1) and only high school diploma.

### **Summer School**

Students who fail academic courses may be referred to summer school. Up to two (2) units of academic credit may be completed in a summer school session.

## **GRADUATION REQUIREMENTS FOR AUBURN HIGH SCHOOL**

### **General**

The Auburn City Board of Education has adopted graduation requirements that are consistent with the Alabama State Board of Education (ALSDE). It is expected that all AHS students will graduate by earning a minimum of (26) Carnegie Units. Specific credit requirements for graduation are communicated annually to students and parents by school counselors at Auburn Junior High School and Auburn High School.

Except in cases of a bona fide change of residence or other circumstances equally valid for making an exception, a student is not to be graduated from AHS unless they have been in continuous attendance therein during the four semesters immediately preceding the date of graduation.

### **Special Education**

Students with disabilities identified through an IEP have three (3) pathways for earning the Alabama High School Diploma: General Education Pathway, Essentials/Life Skills Pathway, and Alternate Achievement Standards (AAS) Pathway. The IEP team, including the parents, will determine which pathway is appropriate for the student.

The requirements for the General Education Diploma Pathway are those listed in the ***Auburn High School Diploma Requirements*** later in this section.

The requirements for the Essential Skills Diploma Pathway include a specific set of 26 courses including Transition and Cooperative Career/Technical Education courses.

The standards for the Alternate Achievement Standards Diploma are aligned to the general education standards and reflect a reduction of the depth and breadth of these standards.

### **Transfer from Home School/Non-accredited settings**

All transfer students, including students from non-accredited educational settings (ex: home school), must meet all requirements for graduation. Students residing within the ACS attendance zone and transferring from a non-accredited school/academic setting must attend AHS for four consecutive semesters immediately preceding the date of graduation.

### **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 they must complete a *Request for Credit Advancement* form signed by the parent/legal guardian, and high school counselor. End-of-Course Assessments are administered twice annually—at the end of the first semester and the end of the second semester.

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 student's overall grade point average.

### **Auburn High School Diploma Requirements**

Twenty-six (26) Carnegie Units are required to earn an **Auburn High School Diploma** as defined in the chart below. Specific requirements within these course groupings can be found in the Curriculum Guides of Auburn High School and Auburn Junior High School.

English	4 Carnegie Units
Mathematics	4 Carnegie Units
Science	4 Carnegie Units
Social Studies	4 Carnegie Units
Beginning Kinesiology	1 Carnegie Unit
Health Education	.5 Carnegie Unit
Career Preparedness	1 Carnegie Unit
Fine Arts, Career/Technical and/or World Language Electives	3 Carnegie Units
Electives	4.5 Carnegie Units
<b>TOTAL</b>	<b>26 Carnegie Units</b>

The **International Baccalaureate Diploma** requires a specific set of courses within the general course grouping shown above as well as 150 hours of Creativity, Action and Service. For specific curriculum, see the Auburn High School Course of Study book or the Auburn High School website.

### **College and Career Readiness Indicators**

Beginning with the Class of 2028, students must earn a College and Career Readiness Indicator *in addition to credit completion* in order to receive an Alabama high school diploma. This requirement does not apply to the Essential/Life Skills or the Alternative Achievement special education pathway diplomas. Students have up to two years after the initial failure to graduate to earn an Indicator to receive their diploma.

At least one of the following requirements must be met to earn a College and Career Readiness Indicator:

- Earning a benchmark score from any subject area in the ACT college entrance exam;
- Earning a qualifying score of three or higher on an Advanced Placement exam;
- Earning a qualifying score of four or higher in an International Baccalaureate exam;
- Earning college credit while in high school;
- Earning a silver or gold level on the ACT WorkKeys exam;
- Completing an in-school youth apprenticeship program;
- Earning a career technical industry credential;
- Being accepted into the military before graduation;
- Attaining career and technical education completer status
- Any additional college and career readiness indicator approved by the State Board of Education.

## **STUDENT SERVICES**

### **RESPONSE TO INSTRUCTION (RTI)**

The RTI Team is a school-based, problem-solving team whose members may be composed of regular educators, counselors, administrators and other individuals as needed. This team meets to discuss issues related to specific needs of teachers and students and offers teachers assistance in resolving academic, social and behavioral student issues within the regular classroom setting. The team documents the development of an intervention plan to remediate the

referring concerns and if appropriate, recommend a referral for special education testing following implementation of interventions. Staff members and parents may make a referral to the RTI Team any time throughout the school year.

### **ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM**

The primary goal of the ESL program for Auburn City Schools is to provide instruction that allows each student to become language proficient, thereby capable of receiving a quality education in the least restrictive and most conducive environment. The ease with which English Learner (EL) students make the transition from one language and culture to another depends upon many factors, including age, length of residence in the new country, and level of literacy in the native language. Although the transition varies from student to student, helping them make the transition smoothly is a priority for the ESL teacher as well as content area teachers. In addition, we know that peer interaction is vital to both language acquisition and social acclimation. We recognize that English Learners have distinct social, emotional, language and academic needs and that we are charged with the responsibility of meeting those needs.

### **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 thirty 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 if 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 (1) 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 thirty days after such failure occurs.

- b. NOTICE - The notice and information provided 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 two (2) weeks of the child being placed in a language instruction educational program.
- d. 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.
- e. BASIS FOR ADMISSION OR EXCLUSION - A student shall not be admitted to, or excluded from, any federally assisted education program based on a surname or language-minority status.

## **SPECIAL EDUCATION**

Eligibility for special education and related services is based on a referral, evaluation and the statewide placement process. To meet the needs of children with exceptionalities, certified special education teachers and related service personnel provide services. Staff members and parents can make a referral for special education services regarding a particular student to the Response to Instruction (RTI) Team or you may contact the Special Education Director.

### **CHILD FIND**

Auburn City Schools (ACS) ensures that all children residing within the jurisdiction of the public education agency, birth to 21, regardless of the severity of their disability and who need special education and related services, are identified, located, and evaluated. If you think your child may be in need of such services, contact your child's teacher or the school principal to request an evaluation for special education services. Parent requests for special education testing may be referred to the school level Response to Instruction (RTI) Team for review. A formal intervention plan must be implemented either before or during the special education referral process. The success of the intervention plan is one of many determining factors of eligibility for special education.

### **NOTIFICATION OF TRANSFER OF SPECIAL EDUCATION RECORDS**

If you are transferring to another public education agency in the State of Alabama, your child's special education records (IEP, etc.) will be electronically sent to that district through the statewide student database coordinated by the Alabama State Department of Education (ALSDE). Once you enroll your child in another district and they place them in their student database, that district will receive a notice that the student's records are available to them through ALSDE.

If you are transferring to an out-of-state school, special education records do not transfer electronically and you will be responsible for sharing any important information with the receiving school. The determination of your child's placement and evaluation of his/her records will be determined based on the policies and procedures of the state in

which you will be residing. We will forward the student records to the new school when we receive a request for records from the school district.

The confidentiality of the records will be maintained according to federal regulations, the Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99 and state regulations, the *Alabama Administrative Code* 290-8-9(2)(e).

## **TITLE I**

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."

This is accomplished by:

1. High quality academic assessments
2. Teacher professional development and training
3. Instructional materials that align with state and academic standards
4. Meeting the educational needs of low achieving children in the area of Reading, Math and Language Arts
5. Improving parental and community involvement
6. Providing an enriched and accelerated intervention program
7. Ensuring that children have access to effective research based instructional strategies and challenging academic content
8. Coordinating services with other agencies that offer assistance to youth, children, and families
9. Collaboration with all stakeholders

## **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 school system selection criteria, which include standardized assessments and teacher documentation of student performance. School wide 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.

## **TITLE I PARENT'S RIGHT TO KNOW**

Auburn City Schools receives federal funds for Title I programs at Auburn Early Education Center, Cary Woods Elementary, Creekside Elementary, Dean Road Elementary, Ogletree Elementary, Pick Elementary, Richland Elementary, Woodland Pines Elementary, Wrights Mill Road Elementary and M. Yarbrough Elementary schools. However, all schools are eligible to receive additional federal funds including Title II, Title III and Title IV. As stipulated in the Every Student Succeeds Act (ESSA), parents/legal guardians have the right to know the professional qualifications of their child's teacher as defined by the Alabama State Department of Education (ALSDE) and may request this information from the Executive 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 (4) or more weeks. Please send any requests for staff credentials to:

Dr. Jason H. Lowe  
Executive Director of Human Resources  
855 East Samford Avenue  
P.O. Box 3270  
Auburn, Alabama 36831-3270

## **VENTURE PROGRAM**

According to Alabama State Department of Education 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 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 ACS 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.

# **APPENDIX OF FORMS**

Forms noted in the *ACS Parent and Student Handbook* and other forms used in our system and schools may be located on the ACS website ([www.auburnschools.org](http://www.auburnschools.org)), individual school websites, at the Board of Education office, and individual school offices. Contact your school administrator for help in locating any form.

## **FORM**

## **WHERE TO FIND**

### **PARENTAL EXPECTATIONS**

ACS Parent and Student Handbook Acknowledgement Form

ACS Website

### **EQUAL EDUCATIONAL OPPORTUNITIES**

School Title IX Contact Sexual Harassment Investigation Form

Assistant Superintendent's Office

Student Grievance Complaint Form

Assistant Superintendent's Office

Harassment Complaint Form

Assistant Superintendent's Office

### **ENROLLMENT**

Certificate of Immunization (i.e. Blue Card)

Lee County Health Department

Certificate of Medical Exemption

Lee County Health Department

Certificate of Religious Exemption

Lee County Health Department

ALSDE Health Assessment Record

Enrollment/Exclusion Form

AHS Registrar

### **RESIDENCY REQUIREMENTS**

Residency Affidavit

ACS Board of Education

### **PUPIL PROGRESSION PLAN**

Request for Credit Advancement Form

AHS Counselor

### **BEHAVIOR AND DISCIPLINE**

Harassment/Bullying Complaint Form

Schools and Assistant Superintendent's Office

### **CHILD NUTRITION PROGRAM**

Free and Reduced Priced School Meals Application

ACS website

### **GRIEVANCE COMPLAINT**

Student/Parent Grievance Complaint Form

Assistant Superintendent's Office

Harassment/ Bullying Complaint Form

Schools and Assistant Superintendent's Office

System Harassment Investigation Form

Assistant Superintendent's Office

System Sexual Harassment Investigation Form

Assistant Superintendent's Office

### **HEALTH PROGRAM**

ALSDE Health Assessment Record

Online Registration

Certificate of Immunization (i.e. Blue Card)

Lee County Health Department

Certificate of Medical Exemption

Lee County Health Department

Certificate of Religious Exemption

Lee County Health Department

Health Hero Flu Vaccination Consent Form

School Office

ADPH Influenza Vaccine Administration Form

School Office

ALSDE School Medication Prescriber/Parent Authorization

ACS Website

Medical Statement for Students Requiring Special Meals and/or Accommodations

ACS Website

### **ACKNOWLEDGEMENT**

ACS Parent and Student Handbook Acknowledgement Form

ACS Website

# **ACKNOWLEDGEMENT**

## **The Auburn City Schools Parent and Student Handbook Acknowledgement**

Please read and discuss the ***Auburn City Schools Parent and Student Handbook*** with each of your children attending Auburn City Schools. The document can be viewed, printed and/or downloaded at [www.auburnschools.org](http://www.auburnschools.org).

A signed acknowledgement will be completed during the online registration process for each student. The ACS Website document must be signed to complete the Online Registration. Registration is not complete until this acknowledgement and all other required forms have been signed and provided to your child's school for their registration files. This acknowledgement will become a part of each student's cumulative file for the 2023-2024 academic school year.

If applicable, return this form within five school days after receipt, along with all other forms that apply to your student.

## **THE ACKNOWLEDGEMENT**

**I, hereby acknowledge by my signature that I have read and understand the contents of the AUBURN CITY SCHOOLS PARENT AND STUDENT HANDBOOK. I further understand that information included in this handbook may be revised during the school year through proper protocol.**

**I further acknowledge that my student has read or has had the handbook shared with them and that to the best of their abilities and age, they understand the applicable contents of this handbook.**

(Signed) \_\_\_\_\_  
signature of student's parent(s)/guardian(s)

(Signed) \_\_\_\_\_  
signature of student's parent(s)/guardian(s)

(Date) \_\_\_\_/\_\_\_\_/\_\_\_\_