

# PARENT-STUDENT HANDBOOK

2017 - 2018



## JASPER CITY SCHOOLS

The mission of the Jasper City Schools is to inspire students to achieve academic excellence and make positive contributions to our interconnected community and world.

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# **JASPER CITY SCHOOLS**

110 17<sup>th</sup> Street West  
P.O. Box 500  
Jasper, Alabama 35502  
(205) 384-6880  
[www.jasper.k12.al.us](http://www.jasper.k12.al.us)

## **Board of Education Members**

Willie Moore, III  
Walker Wilson  
Teresa Sherer  
Mary Beth Barber  
Scott Thornley

## **Superintendent**

Ann Jackson, Ed.D.

## **CENTRAL OFFICE PERSONNEL**

### **Administration**

Dr. Ann Jackson  
Betty Odom  
Rita Pilling

Superintendent  
Director of Special Programs  
Director of Accountability Programs and Support Services

### **Central Office Staff**

Ashley Aaron  
Kristi Bozeman  
Susan Chandler  
Ray Clark  
Freda Earnest  
David Fields  
Eric Franks  
Jana Jackson  
Mike Jenkins  
Beckie Martin  
Monique Rector  
Reuben Tackett

Bookkeeper  
Secretary to the Superintendent  
Technology Coordinator  
Facilities Manager  
Payroll Coordinator  
Network Admin/Tech Support Specialist  
Maintenance  
Secretary of Curriculum and Instruction  
Transportation Supervisor  
CNP Director  
Chief School Financial Officer  
Network Admin/Tech Support Specialist



## Jasper City Board of Education

110 17th Street West  
Post Office Box 500  
Jasper, AL 35502  
Telephone: 205-384-6880  
Fax: 205-387-5213

Dear Parents and/or Guardians,

Welcome to a new school year! On behalf of the Jasper City School Board Members, faculty, staff, and the administration of Jasper City Schools, we are honored to have the opportunity to work with you this year. Our goal is to offer educational opportunities for your child in a welcoming and safe environment. We are committed to providing an atmosphere for learning within a framework of high expectations and discipline. It is important that everyone understands the basic rules, regulations and procedures that are in place to ensure success for all.

You are encouraged to take this handbook home and read it. We want to work closely with our parents, and welcome your help and involvement. Please keep the handbook available for reference during the school year. The handbook can also be accessed on our website at [www.jasper.k12.al.us](http://www.jasper.k12.al.us). We hope the contents of the Parent-Student Handbook will help make this school year as productive and safe as possible.

We take pride in the Jasper City School System and in the progress we have made. With your help, we will continue this growth. We are blessed to have meaningful parent-school-student partnerships. We welcome parents as partners as your child develops from early childhood in to their adolescent years. Each year in the life of your child is important to us. We welcome your input, involvement and interest in all of the programs that are offered in our school system. If any staff member can be of assistance to you, please do not hesitate to contact us.

Best Regards for a Wonderful Year – Go Vikings!

Dr. Ann Jackson  
Superintendent

## ***FEDERAL PROGRAMS***

### TITLE IX/SECTION 504 COMPLIANCE

It is the official policy of the Jasper City School System that no person shall, on the grounds of race, color, disability, sex, religion, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Inquiries, complaints or concerns regarding compliance with federal regulations may be directed to Rita Pilling, Director of Accountability and Support Services, or Betty Odom, Director of Special Education, and Section 504 Coordinator at 110 17<sup>th</sup> Street West, Jasper, AL 35501, (205) 384-6880.

### HIPAA COMPLIANCE

The Jasper City School System abides by the Privacy Regulations created as a result of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA). If you have questions regarding the use or disclosure of students' health information, please contact Betty Odom, Director of Special Education at 110 17<sup>th</sup> Street West, Jasper, AL 35501, (205) 384-6880.

### CHILD FIND

The Jasper City School System participates in an on-going process of Child Find. This is an effort to locate, identify and evaluate children with disabilities, or those suspected of having a disability. If you know a child with a disability or have a child with a disability who is residing within the Jasper City School District, and not receiving services, please contact your local school principal or call Betty Odom, Director of Special Education at (205) 384-6880, Monday through Friday, 7:45 a.m. until 3:15 p.m.

## ***STUDENT EDUCATION RECORDS***

### Notification of Rights for Elementary and Secondary Schools

The *Family Educational Rights and Privacy Act (FERPA)* affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. Contact school principal for additional information.

***\*Notice – Signing the Parent-Student Agreement and Permission Form at the end of this handbook (page 47), certifies that you have read and understand the above information.***

## ***PARENTAL RESPONSIBILITIES***

Dear Parents/Guardians:

During the special legislative session of 1994, the Alabama Legislature passed *Alabama Code 16-28-12 (1975)* which amended *Act 93-673* as codified in *Ala. Code 16-28-12 (1975)*. This legislation has important implications for parents. The purpose of this letter is to inform you of the statutory requirements of *Alabama Code 16-28-12 (1975)* and the procedures to be followed.

### **Parental responsibilities in Ala. Code 16-28-12 & 16-28-3.1 (1975) are as follows:**

- To enroll children between the ages of 6 and 17 in school (public school, private school, church school, or be instructed by a private tutor).
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor.
- To compel the child to properly conduct himself or herself as a pupil.

### **Parents should be aware of the following:**

- Inappropriate student conduct or behavior may result in suspension from school.
- The Code of Conduct and related behavior and discipline policies adopted by the Board of Education which are provided to you at the beginning of the school year shall define proper conduct.
- Out-of-school suspensions shall be reported to the superintendent of education.
- Parents, guardians, or other persons having control or custody of the student are subject to prosecution for violations of this law.

In an effort to ensure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that you receive notification which addresses civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. It's the Law!

Although most students are regular in attendance and conduct themselves properly, it is necessary to notify all parents of the requirements of this and related legislation and the procedures which will be followed in the event violations occur. You are encouraged to read pertinent sections of this handbook carefully. Sign the acknowledgment statement (page 47) which documents the receipt of this information and return it to the school.

***\*Notice – Signing the Parent-Student Agreement and Permission Form at the end of this handbook (page 47), certifies that you have read and understand the above information.***

# JASPER CITY SCHOOL LISTINGS

District website <http://jasper.k12.al.us>

## GRADES Pre-K, Kindergarten and 1<sup>st</sup>

### T.R. Simmons Elementary

1001 Viking Drive  
Jasper, AL 35501  
(205) 387-2535

- Jonathan Allen, Principal
- Cheryl Forrester, Bookkeeper



## GRADES 2<sup>nd</sup> and 3<sup>rd</sup>

### Memorial Park Elementary

800 10<sup>th</sup> Avenue  
Jasper, AL 35501  
(205) 384-6461

- Eric Rigsby, Principal
- Judy Brown, Bookkeeper



## GRADES 4<sup>th</sup> – 6<sup>th</sup>

### Maddox Intermediate School

201 Panther Trail  
Jasper, AL 35501  
(205) 384-3235

- Marc Sargent, Principal
- Kerri Trawick, Assistant Principal
- Deb McLemore, Bookkeeper



## GRADES 7<sup>th</sup> – 12<sup>th</sup>

### Jasper High School

1501 Viking Drive  
Jasper, AL 35501  
(205) 221-9277



### Grades 7<sup>th</sup> and 8<sup>th</sup> - Jasper Jr. High

- Lutis Moore, Principal
- Meagan Fields, Assistant Principal
- Jennifer Banks, Bookkeeper

### Grades 9<sup>th</sup> – 12<sup>th</sup> - Jasper High School

- Dr. Bart Reeves, Principal
- Gayle Crump, Assistant Principal
- Darius Gilbert, Assistant Principal
- Beth Kennedy, Assistant Principal
- Kelley King, Bookkeeper



# JASPER CITY SCHOOLS

## 2017-2018

### 2017

<b>August</b>	Monday – 7 <sup>th</sup>	In-service
	Tuesday – 8 <sup>th</sup>	In-service
	Wednesday – 9 <sup>th</sup>	In-service
	Thursday – 10 <sup>th</sup>	In-service
	Friday – 11 <sup>th</sup>	Institute
	Monday – 14 <sup>th</sup>	In-service
	Tuesday – 15 <sup>th</sup>	Students Return to School
<b>September</b>	Monday – 4 <sup>th</sup>	Labor Day Holiday
<b>October</b>	Monday – 9 <sup>th</sup>	Columbus Day Holiday
<b>November</b>	Friday – 10 <sup>th</sup>	Veterans Day Holiday
	Monday, 20 <sup>th</sup> – Friday, 24 <sup>th</sup>	Thanksgiving Holiday
<b>December</b>	Wednesday – 20 <sup>th</sup>	End of 1 <sup>st</sup> Semester
	Thursday, December 21 <sup>st</sup> – Wednesday, January 3 <sup>rd</sup>	Christmas/New Year's Holidays

### 2018

<b>January</b>	Wednesday – 3 <sup>rd</sup>	In-service (No students)
	Thursday – 4 <sup>th</sup>	Students Return to School
	Monday – 15 <sup>th</sup>	Martin Luther King Jr. Holiday
<b>February</b>	Monday – 19 <sup>th</sup>	Presidents' Day Holiday
<b>March</b>	Friday – 2 <sup>nd</sup>	In-service (No students)
	Monday, 26 <sup>th</sup> – Friday, 30 <sup>th</sup>	Spring Break
<b>May</b>	Friday – 25 <sup>th</sup>	Last Day for Students/Graduation
	Monday – 28 <sup>th</sup>	Memorial Day Holiday

# 2017-2018

## 9-WEEK GRADING PERIODS AND REPORT CARDS

Nine-Weeks	Beginning Date	Ending Date	Days in Grading Period	Date Report Cards Issued
1 <sup>st</sup>	August 15, 2017	October 13, 2017	42	Wednesday, October 18, 2017
2 <sup>nd</sup>	October 16, 2017	December 20, 2017	42	Wednesday, January 10, 2018
3 <sup>rd</sup>	January 4, 2018	March 16, 2018	49	Wednesday, March 21, 2018
4 <sup>th</sup>	March 19, 2018	May 25, 2018	45	Friday, May 25, 2018

- ❖ **First semester** will begin August 15, 2017 and end December 20, 2017 (84 days).
- ❖ **Second semester** will begin January 4, 2018 and end May 25, 2018 (94 days).



## GENERAL INFORMATION

Jasper City Schools will not be responsible for any lost, damaged, or any personal items including electronic devices, band instruments, etc.

## ADMISSIONS

### *AGE REQUIREMENTS*

Children entering Pre-Kindergarten must be 4 years old on or before September 1.

Children entering Kindergarten must be 5 years old on or before September 1.

Children entering First Grade must be 6 years old on or before September 1.

### *DOCUMENTATION REQUIREMENTS*

A child enrolling in Jasper City Schools for the first time must present to the principal the following prior to enrollment:

- Official birth certificate
- Social Security card (voluntary)
- Proof of city limit residence
- Current immunization certificates are required by Alabama law and must be presented to the school office before a child can enroll in public school. These certificates are available from local physicians or local health departments.

### *HOMELESS, MIGRANT, IMMIGRANT, AND ENGLISH LANGUAGE LEARNER STUDENTS*

Exceptions for the documentation requirements will be made for homeless, migrant, immigrant, and English language learner students in accordance with federal law. School staff will provide reasonable assistance to these students in securing the necessary admission documentation. Reference: [AAC 290-3-1-.02\(7\)\(d\)](#) – Homeless Students

## ACADEMICS

### *VISION*

A system characterized by excellence in education and focus on the future.

### *MISSION*

Inspire students to achieve academic excellence and make positive contributions to our interconnected community and world.

### *MOTTO*

## **FUTURE FOCUSED – TRADITION RICH**

### *BELIEF STATEMENTS*

- All students can learn, succeed and be prepared for life.
- All students should have the opportunity to attend school in a safe, secure and supportive environment.
- Technology is a progressive learning tool and is provided for student outcomes.
- All students deserve a rigorous, relevant and engaging learning experience including extracurricular and fine arts experiences.
- All students are valued individuals and our system will respect and empower them to reach their greatest learning potential.
- All students are inherently unique and diversity enhances learning.
- Honesty and open communication are vital for establishing and maintaining relationships.
- Effective teaching has the greatest impact on learning.
- All schools should be connected with students and families to support the shared responsibility for the home, student, and community partnership.
- Leadership at every level matters.

## ***COMMUNITY PRIORITIES***

- ✓ Tradition and heritage of the community and school system
- ✓ Student safety and security
- ✓ Supportive and caring staff
- ✓ Progressive and high performing academics
- ✓ Highly competitive fine arts and athletic programs
- ✓ Fiscally solvent by making resources count and being efficient

## ***STRATEGIC AREAS OF FOCUS***

- Equip all students with learning, leadership and life skills for success in college and /or their chosen career.
- Engage all students in a relevant and rigorous curriculum as evidenced by increased student achievement and academic excellence to ensure college and career preparedness.
- Foster and engage the community to actively promote student achievement and success.
- Maintain a safe and healthy environment in well maintained facilities.
- Maintain the efficient use of funds in order to provide resources needed to promote quality instruction, technological advancements, and high academic achievement.

## ***GIFTED EDUCATION***

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students 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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the 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 student qualification for gifted services.

The Jasper City School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

The Jasper City School System attempts to ensure comparable services by requiring teachers to obtain gifted certification within three years of hire date. Jasper City Schools also provides in-service training and regularly scheduled gifted staff meetings to provide a continuous exchange of ideas between teachers of the gifted and the coordinator for the gifted. The Jasper City School System offers a continuum of services in gifted education. Please contact the Director of Special Programs at (205) 384-6880 or the school principal for additional information.

## ***EXCEPTIONAL EDUCATION***

Special Education services are provided for appropriately-identified exceptional children and youth in accordance with the federal and state mandates. Exceptionalities through which services may be received are Mental Retardation, Specific Learning Disabilities, Speech Language Impairment, Multiple Disabilities, Deaf/Blindness, Hearing Impairment, Other Health Impairment, Traumatic Brain Injury, Developmental Delayed, and Autism.

Information regarding referral procedures for special education services may be obtained from local school teachers, guidance counselors, and or the school principal. Questions or requests for additional information should be addressed to the Director of Special Programs at (205) 384-6880.

## ***HOMEWORK***

Homework may be assigned to students on an individual and/or group basis based on teacher discretion. Students will be expected to return homework that is assigned on time.

## ***TEXTBOOKS***

The textbooks used at the school are normally those that are adopted and owned by the state or local school system. Such textbooks are not the property of the student and must be accounted for by both the student and the school. For this reason, any textbook which is assigned to a student and which is lost or damaged must be paid for based on a pre-determined price schedule. Teachers may make book checks from time to time to see that students still have the books that were issued to them and to assess any damage that might have occurred. In the event the student does not have the book, he/she must find it or pay for it. Costs for lost or damaged books are to be paid to the school bookkeeper who has a price list and who will issue a receipt for the payment.

## ***21st CENTURY PROGRAM***

The information in the Parent-Student Handbook also applies to the 21st Century Program with Jasper City Schools.

## ATTENDANCE

Regular attendance in all classes is essential if students are to gain maximum benefit from their time spent in school. The following laws support attendance:

- (1). **THE ALABAMA COMPULSORY SCHOOL ATTENDANCE LAW (AL. CODE 16-28-12 & 16-28-3.1)** requires every child between the ages of 6 and 17 to attend a public, private, or approved home school without unexcused absences.
- (2). **THE SMITHERMAN ACT** requires every child enrolled in school to attend school without unexcused absences. Children under the age of 6 or age 17 and older may withdraw, but otherwise, they must attend.
- (3). **EXIT INTERVIEW:** Alabama law requires students who decide to withdraw from high school for the purpose of pursuing or dropping out of school to participate in an exit interview with a school administrator and the student's parent or guardian.
- (4). **ATTENDANCE AND CONDUCT ACT (94-782)** states that each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior shall be guilty of a misdemeanor.

*Amending Section 16-28-12, Code of Alabama 1975, requiring each local board of education to adopt and distribute to parents, guardians, and others a written policy of its school behavior standards; requiring parents, guardians, and others to document receipt of the plan.*

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

Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. **The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.**

Any parent, guardian, or other person having control or custody of a child of any age enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to provide excuses for any absence, or fails to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his/her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his/her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

### ***PARENTAL NOTIFICATION OF ABSENCES (TRUANCY)***

***Alabama Law (16-28-3.1)*** requires all children between the ages of six (6) and seventeen (17) to attend school. If any child fails to attend school without a legal excuse, that child will be deemed truant. Your child must bring a written excuse within three (3) days after his/her absence(s) or it will be unexcused.

A free public education is one of the greatest benefits available to the children of our state. Please ensure that your child achieves his or her full potential by attending school regularly. Jasper City Schools' process for reporting absences (truancy) is listed below. Please read carefully.

#### **Reporting Absences (Truancy):**

- 1<sup>st</sup> Step: On the **fourth (4<sup>th</sup>) unexcused absence** (per year) a letter will be sent to the parent/guardian with dates of absences (truancy) with a warning that any future unexcused absences will lead to the filing of a court petition.
- 2<sup>nd</sup> Step: On the **seventh (7<sup>th</sup>) unexcused absence** (per year) a petition will be filed against the child and/or parent/guardian.

**Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with juvenile court.**

## ***ATTENDANCE CLERK***

The principal of each school shall appoint one person to serve as the Attendance Clerk for the school. The Attendance Clerk's responsibility shall be to review written excuses and determine if they are excused or unexcused. In cases where discrepancies arise, the principal or designee shall be responsible for determining whether the absence is excused or unexcused.

## ***PRIVATE, HOME OR NON-ACCREDITED SCHOOL***

The Jasper City Board of Education recognizes that parents have the right to withdraw their child(ren) from public school and enroll him/her in a private school, home schooling program or other non-accredited school.

Admissions and classification of students transferring from non-accredited elementary, junior/middle and senior high schools shall be on the basis of demonstrated ability and records of attendance and work done in schools previously attended. The principal, with an appropriate faculty committee, must validate credit for such courses pursued in a non-accredited school. A student may also be admitted by successfully passing an entrance examination.

## ***TRANSFER AND WITHDRAWAL PROCEDURES***

Students who are withdrawing from school and transferring to another school must return all textbooks and library books, and all debts must be paid. Office personnel will give the parents a transfer slip to be presented at the child's next school. Students who desire to withdraw from school to pursue a GED must participate in an exit interview with a school administrator before records will be released to the student.

## ***ATTENDANCE AWARDS***

Perfect Attendance Award – Students must be present every day of school and have no check-ins, check-outs, or tardies.

## ***EXCUSED ABSENCES***

All student absences shall be designated as excused or unexcused. A student shall be excused for absence from school for the following reasons:

1. Personal illness.
2. Death or serious illness in the immediate family.
3. School-approved activities or meetings.
4. Legal quarantine.
5. Prior permission of the principal and consent of the parent or guardian.
6. Inclement weather under extreme conditions as determined by the principal.

In accordance with State Law, a parent or guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a written excuse from home within three days, signed by the student's parent or guardian for each absence, and present it to the principal or designee. Each note must contain the following: **(1) child's full name, (2) date to be excused, (3) reason for absence, (4) signature of parent or doctor (no signature stamps, nurses' signatures nor faxed excuses will be accepted)**. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved location.

***At all elementary schools and Maddox Intermediate School, 3 days per 9 weeks, or 6 days per semester, may be excused by parent notes.***

***At Jasper High School, only 3 parent notes per semester will be accepted; notes can be used to cover absences or tardies. One note will cover one day's absence or one tardy.***

The administrators are authorized to require a student to present a doctor's excuse to substantiate an absence(s) when there is a reason to believe that the student may be violating the intent of the State attendance laws or attendance policies of the Jasper City Schools.

## ***RELIGIOUS ABSENCES***

A student may be excused for official religious holidays (must be a holiday recognized by a church's governing authority; not local church camps, retreats, etc.) when the student's parents or guardian notifies the principal in advance for the student to be absent for this purpose. When this procedure is followed, the student's absences may be excused and shall not be counted toward the excessive absence clause to this policy. Students shall be allowed to make up work missed during such absences.

## ***SCHOOL PARTICIPATION ABSENCES***

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed work.

Students who are absent from school for an excused or unexcused reason for any portion of a day, except with prior permission of the principal or athletic director, shall not be allowed to participate in any school extracurricular or co-curricular activities that day (athletic contests, cheerleading, scholars bowl, etc.)

## ***PREARRANGED ABSENCES***

Parents should make prior arrangements with the principal if an absence (family emergency, out of town, etc.) is anticipated. Parents are responsible for submitting a request in writing with details of the absence to the principal.

## ***MAKE-UP WORK FOR EXCUSED ABSENCES***

If a student is absent for any excused reason, they shall be allowed to make up work and/or test(s) missed during the absence(s). The student shall be responsible for contacting the teacher within two (2) days upon return to school to arrange, at the teacher's discretion, to make up work.

## ***UNEXCUSED ABSENCES***

Absence for reasons other than those defined above shall be considered as unexcused.

## ***MAKE-UP WORK FOR UNEXCUSED ABSENCES***

**There is no requirement for make-up work or examinations for students with unexcused absences.** Teachers, at their discretion, may require students absent for unexcused reasons to make-up homework, class work, etc. on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeroes to students absent for unexcused reasons on an automatic basis (zeroes may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.)

## ***EXCESSIVE ABSENCES***

Parents should make prior arrangements with the principal if an absence (family emergency, out of town, etc.) is anticipated. The student may receive instruction from teachers to keep up with schoolwork.

### **Elementary and Intermediate Schools**

Parents will be notified by mail when their child has accumulated three (3) days unexcused absences covered by parent notes in a nine (9) week period. From that point until the end of the nine (9) week period, parent notes will result in an unexcused absence. Any student missing more than twenty-five (25) days in a school year may be retained at the discretion of the principal.

### **Secondary School**

Students who miss more than ten days in a semester (five for nine-week classes) in a particular class are subject to possible denial of credit by the principal. Parents or guardians may be asked to provide documentation explaining such excessive absenteeism and meeting with school officials to appeal for credit. Days in which a student is suspended from school do not count as part of this ten day provision.

## ***MARRIED STUDENTS***

It shall be permissible for married students to attend school in the Jasper City School System under such conditions or regulations as the City Board of Education may from time to time prescribe.

Married students are subject to the same rules and regulations as other students, and are subject also to such other fair and reasonable regulations as the administration of the individual school may, in addition, impose.

Marital, maternal, or paternal status of Jasper City School System students shall not affect the rights and privileges of those students to receive a public education provided said students obey rules of the school in the same manner required of all students.

## ***PREGNANT STUDENTS***

It is the policy of the Jasper City Board of Education that a student who becomes pregnant while enrolled in the Jasper City System shall notify the school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. Homebound instruction is not normally provided for pregnant students. Students suffering from severe complications from pregnancy will be considered on an individual basis for homebound services.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. The physical education program, however, shall be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy. All students, whether pregnant or not, are expected to meet minimum standards for promotion and/or graduation. A student shall be re-admitted to school after delivery upon a statement from her physician recommending her re-admission.



## **DISCIPLINE**

### ***CODE OF CONDUCT***

Instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

### ***DEFINITION OF DISCIPLINARY TERMS***

#### Central Office Hearing

Following a Class III violation or multiple Class II violations, a student can be suspended to the Central Office where the Superintendent or his/her designee and administrators will conduct a due process hearing for the purpose of assigning students to alternative school or other measures deemed appropriate.

#### Corporal Punishment

If such punishment is to be required, it must be administered with extreme care, tact, and caution. Corporal punishment may only be administered by the principal or assistant principal. No student shall be punished by corporal method unless it is done in the presence of the principal or another certified employee. Corporal punishment shall not be administered in the presence of other students. The principal or the principal's designee may use corporal punishment without prior approval of the parent; however, a written request from a parent that corporal punishment not be used on his/her child will be respected.

#### Detention

A structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting.

- In-School: Varies among schools
- Before and After-school: Varies among schools
- Lunch Detention

#### Disciplinary Probation

Disciplinary probation is a period of time specified by the principal or his/her designee during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designee has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

#### Due Process

Due process is initiated when the behavior of a student interferes with the learning opportunities or threatens the health and safety of other students. Due process, which is a provision of the courts, is designed to deal with a problem fairly and reasonably.

Due process involves essentially three steps by the local administrators:

1. Investigate the charges against the student.
2. Explain the charges and supporting facts to the student.
3. Give the student an opportunity to present his/her side fully and fairly.

#### Expulsion Hearing

The Board of Education hearing involving expulsion recommendations will be conducted by the members of the Board of Education in accordance with the Jasper City Board of Education policy.

#### In-School Detention (ISD)

The principal or his/her designee has the authority to assign students to the in-school correction program for a reasonable and specified period of time.

### Physical Restraint

The principal or his/her designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

### Search and Seizure

The administrators or authorized school official may conduct a search and seizure. Searches and seizures apply to school property, school lockers, private automobiles, personal belongings, and the student. This also applies to school-sponsored activities away from our school campus.

### Work Assignment

The principal or his/her designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment.

## ***CELL PHONES/ELECTRONIC COMMUNICATION DEVICES***

**The use of electronic devices is a privilege and can be revoked at any time. Cell phone usage is a distraction to learning. Consequences will be determined by teacher/administrator. If students do not comply with instructions from the teacher/administrator regarding cell phones/electronic communication devices, they will be disciplined under the JCS Code of Conduct for defiance of school personnel.**

**Jasper City Schools respects the privacy of students and employees, and therefore does not permit pictures and/or videos to be taken of students or employees by parents, visitors, other students, or outside agencies for any purpose other than items sanctioned by school administrators. Violation of this could lead to legal action by violated parties.**

**Jasper City Schools will not be responsible for any lost, damaged, or any personal items including electronic devices, band instruments, etc.**

**Personal headphones/earbuds and over-the-ear headphones are not allowed during academic school hours, unless instructed by the teacher. Any items confiscated will be considered defiance of school personnel. Items will only be returned to a parent or legal guardian.**

## ***CONFISCATION OF STUDENTS' ELECTRONIC DEVICES AND PERSONAL ITEMS***

Students should keep all money, valuables, and purse/billfold with them at all times. Any personal item confiscated by school officials must be claimed and picked up after school by the student. On the second offense, parents must claim said item. If an item is not picked up within this time period, the school will not be responsible for its security.

## **CLASSIFICATION OF VIOLATIONS**

Violations of school rules and regulations are classified as being Class I, Class II, Class III and Class IV. Each classification is followed by a disciplinary procedure to be implemented by the administrators. The administrator shall hear the student's explanation and consult further with witnesses, if necessary, before determining the classification of the violation. Each teacher will deal with general student disruption by taking disciplinary action which may include a personal call to the parents, a scheduled parent conference, or other appropriate measures. Only when the action taken by the teacher is ineffective, or the student behavior is sufficiently severe, should the student be referred to the administrator.

The classification of the offense; whether the violation is first, subsequent, or repeated offense; and the list of corresponding disciplinary actions will be used to select/determine the most appropriate consequence.

### **CLASS I VIOLATIONS**

- 1.00 Excessive distraction of other students – Any behavior which is disruptive to the orderly educational environment or process.
- 1.01 Use of profane language (incident-not severe).
- 1.02 Non-conformity to dress code.
- 1.03 Inappropriate public display of affection.
- 1.04 Possession of tobacco, e-cigarettes and/or paraphernalia.
- 1.06 Any other violation that the principal or his/her designee may deem reasonable to fall within the definition of a Class I violation after consideration of all the facts.
- 1.07 First cell phone violation student's phone will be taken up and returned to the student at the end of the school day.

### **CLASS I DISCIPLINARY ACTION**

#### **First Violation:**

Student conference and parental contact when warranted; specific circumstances may warrant disciplinary action as outlined below at the discretion of the principal.

#### **Second and Subsequent Violations:**

Disciplinary action such as probation, Saturday detention, special assignment related to violation, work assignment before or after school, in-school detention, corporal punishment or suspension.

### **CLASS II VIOLATIONS**

- 2.00 Repeated Class I offenses
- 2.01 Defiance of school personnel – Any refusal to comply with reasonable directions or instructions from school personnel.
- 2.02 Use of tobacco products, e-cigarettes and/or paraphernalia.
- 2.03 Vandalism – The deliberate action resulting in damage of less than \$200 to public or personal property.
- 2.04 Possession of stolen property.
- 2.05 Attempted Extortion – Verbal or written communication, maliciously threatening injury to the person, property or reputation of another, with the intention of extorting money or any other item. *NOTE: Completion of the extortion, either by the victim complying with the demands or carrying out the threats of extortion against the victim, constitutes a Class III violation.*
- 2.06 Threat, harassment or intimidation of other students – The intentional threat to do harm to another student, or the demonstration of the ability to carry out a malicious threat creating a well-founded fear in the person threatened.
- 2.07 Trespassing – Willfully entering or remaining in/on any structure, conveyance or property.
- 2.08 Possession of any object capable of causing bodily harm.
- 2.09 Touching of another person against his/her will (willful and malicious).
- 2.10 Any proposition to engage in sexual acts.
- 2.11 Use of obscene gestures or language or illustrations toward another person.
- 2.12 Use of obscene or profane language toward another person.
- 2.13 Leaving school grounds without permission.
- 2.14 Gambling – Participation in games of chance for money and/or other items of value.
- 2.15 Unauthorized absence from class or school.
- 2.16 Intentionally providing false information to parents or school personnel.
- 2.17 Unauthorized use, attempt and or alteration of school computers or school computer systems.
- 2.18 Any other violation that the principal or his/her designee may deem reasonable to fall within the definition of a Class II violation after consideration of all the facts.
- 2.19 Second cell phone and any subsequent cell phone violations will be considered a Class II.
- 2.20 Cheating/Academic Dishonesty/Plagiarism.

### **CLASS II DISCIPLINARY ACTION**

Parental contact when warranted and appropriate disciplinary action as determined by the administrator or his designee such as placement in in-school detention, suspension, corporal punishment, detention, or Saturday school.

### CLASS III VIOLATIONS

- 3.00 Repeated Class II offenses.
- 3.01 Fighting – Any physical conflict between two or more individuals. See disciplinary actions below.
- 3.02 Drugs - Unauthorized possession or use of drugs, controlled substance, imitation controlled substance, alcohol and/or intoxicating inhalants.
- 3.03 Explosives – Preparing, possessing or igniting explosives that include bombs, fireworks, smoke bombs, or stink bombs, on school property or at any school related activity.
- 3.04 Robbery – The taking of money or other property from another by force, violence, assault, threat, or intimidation.
- 3.05 Stealing, larceny, theft – The deliberate taking of property belonging to or in the lawful possession of another.
- 3.06 Burglary of school structures or the breaking, entering or remaining in school structures or conveyance during the hours the premises are closed to the public.
- 3.07 Criminal mischief – Willful and malicious damage to public or private property in excess of \$200.
- 3.08 Weapons – Possession of any object or device that can be defined as a weapon, including possession of a chemical or chemical imitation which could be used as a weapon or otherwise cause or inflict fear, harm or damage to property or person.
- 3.09 Bomb threats, False Reports or other Threats or any other communication that is specific and actionable which has the effect of interrupting the educational environment or process.
- 3.10 Sexual acts – Engaging in any sexual acts at any school property or any school activity.
- 3.11 Battery upon students – Intentionally striking causing bodily harm to another student.
- 3.12 Student disorders – Inciting or participating in disruption of school functions or activities of which results in damage to private or public property or personal injury.
- 3.13 Fire alarms – The unauthorized activation or tampering with fire alarm system, fire extinguishers, security alarm system, or other safety equipment.
- 3.14 Fleeing an employee of the Board of Education to elude contact or questioning.
- 3.15 Any other violation that the principal or his/her designee may deem reasonable to fall within the definition of a Class III violation after consideration of all the facts.
- 3.16 Use of obscene or profane language or gestures or illustration toward school personnel.
- 3.17 Possession of initiating and/or receiving pornographic material, sexting, etc.
- 3.18 Defiance of administration.

### CLASS III DISCIPLINARY ACTIONS

The disciplinary action for major violations will be suspension for a disciplinary hearing at the Central Office.

Parental contact and disciplinary action: Recommendation for alternative school placement or other measures deemed appropriate. (See Central Office Hearing)

Students may be arrested at the principal's discretion.

### CLASS IV VIOLATIONS

- 4.00 Students may be arrested at the principal's discretion with repeated Class III offenses.
- 4.01 Drug Dealing: transfer, distribution, or sale of drugs, controlled substance, imitation controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants (Refer to U.S. Code of Controlled Substances.)  
Communication of the intent or desire to buy, sell or facilitate the sale of, furnish, manufacture, deliver, distribute or exchange drugs, controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants
- 4.02 Rape or attempted rape on school property.
- 4.03 Possession of a firearm. (Alabama Code 16-1-24.3)
- 4.04 Arson.
- 4.05 Assault and battery of school personnel with force – the intentional attack upon school personnel.

NOTE: Commission of Class III and/or Class IV offenses may constitute a violation of criminal laws established by Local, State and Federal Government, and will be reported to the appropriate authorities.

### CLASS IV DISCIPLINARY ACTIONS

Parental contact and disciplinary action: Recommendation for expulsion by the principal as authorized in the expulsion procedures, or other measures deemed appropriate.

## ***ACADEMIC DISHONESTY/PLAGIARISM***

Students will be given a zero for the assignment. All students involved in academic dishonesty or plagiarism, (giving and/or receiving information), will not be eligible for academic honors for the duration of the current semester.

## ***JURISDICTION OF BOARD***

The Alabama Legislature set forth at Ala.Code §16-1-24.1 (a): The Legislature finds a compelling interest in ensuring that schools are made safe. (2) Any willful act on or off any school...premises by any person alone or acting with others in striking, beating, bruising or maiming...or attempt to do physical violence to any student of any such educational institution...Case authority holds that a school district is not powerless to act regarding off campus matters if a nexus exists between the off campus conduct and the school.

## ***DETENTION RULES***

- Schools are expected to maintain discipline while protecting the rights of the students with “due process”.
- Self-discipline should be the ultimate end of all disciplinary actions.
- In order to correct students with discipline problems that would result in school suspension, we have after-school detention, early morning detention, and Saturday school which will provide a period of isolation.
- When students are assigned to detention a form is sent home explaining the reason(s) for this assignment.
- By using after-school detention, early-morning detention, or Saturday school instead of school suspension, the student will not miss any work nor will he/she need to make up work. Each student should have his/her classroom assignment before entering the classroom for detention.
- A regular classroom teacher or administrator will supervise the detention sessions at all times.

### Before-and After-School Detention

The principal or his/her designee has the authority to assign students to a designated area (for detention) on campus before the start of the school day or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. Students will be given a one-day notice of their detention assignment. If Before-School Detention or After-School Detention is not completed in a timely manner, In-School Detention may result. The parent/guardian is responsible for providing transportation in these cases.

Rules and guidelines for after-school detention/early-morning detention are outlined below.

Students who have been assigned to ASD/EMD have demonstrated an inability to conform to school regulations and rules. The rules and guidelines listed below are the first steps toward learning self-discipline:

1. Absolutely no talking.
2. No gum, food or drinks.
3. No sleeping.
4. Students must bring all material necessary to do class assignments (all textbooks, paper, notebook, pencil, pens, etc.). Newspapers and magazines are not to be used unless they are directly related to an academic assignment.
5. If a student is checked out early or absent, he/she forfeits that day of assignment and must make up that day on the day he/she returns to school.
6. Permission to use the restroom and obtain water must be granted by the supervising teacher.
7. Resources will be available for reference work.
8. If a student does not abide by the above rules and guidelines, he/she will be referred to the principal, which could result in further disciplinary actions.
9. Students are randomly searched by school personnel and/or the SRO.

## ***IN-SCHOOL DETENTION (ISD)***

The principal and staff will determine the scope of the in-school detention of their respective schools. Students assigned to In-School Detention (ISD) are to report to the designated area at the designated time. If students fail to report at the appropriate time, they will be assigned an extra day.

ISD removes the disruptive student from classrooms for a definite period of time. Isolation from the rest of the student population has proved to be a deterrent in modifying students' behavior; students placed in ISD will be isolated from the general student body. Students who are assigned multiple ISD days **cannot** attend any after school functions, including extra-curricular activities, until the ISD assignment is completed.

Students who are assigned ISD at Jasper High School are to report to ISD immediately after the first bell of the day. They are not to report to advisory class on ISD days. In addition, if a student checks out of school or arrives late to school on an ISD day, he or she must make up the missed time the next day the student is present at school. All work sent by a classroom teacher to ISD must be completed to the satisfaction of the ISD instructor before the student will be released back to regular classes. Failure to follow directions or behave properly in ISD could result in additional discipline assigned or possible out of school suspension.

## ***SUSPENSION OF STUDENTS***

A student whose behavior is disruptive to the school or school-sponsored activity may be suspended by an administrator.

A student recommended for suspension will be made aware of the charges and given an opportunity to respond. Any time a referral that warrants suspension or expulsion is submitted, reasonable effort will be made by a school official to contact the parent/guardian during school hours or by written notice delivered by the student or the U.S. Postal Service.

### **Authority**

The school principal or his/her designee has the authority to suspend students from school.

### **Notification**

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. If the student's suspension is to begin the following day, written notice will be sent to the parent(s) or legal guardian(s) stating the reason(s) such action was taken. In the event of an immediate suspension of a student, the parents(s) or legal guardian(s) shall be notified and the student released in their custody, or with their knowledge. In the event that the parent(s) or legal guardian(s) of the student cannot be located and an immediate suspension is required, without the necessity of contacting juvenile or law enforcement authorities, the principal or authorized official of the school can remove the child from the school grounds to the location of the parent(s) or legal guardian(s). If the parent(s) or legal guardian(s) are not found, written notice will be given to the parent(s) or legal guardian(s) of the action taken by the school, within 24 hours. Due process will be given to all students.

Immediate suspension of a student is justified when the student's presence would threaten other students or himself/herself, endanger school property or seriously disrupt the orderly education process. Principals are given the authority to have the law enforcement agency remove uncooperative students.

### **Length**

The suspension of a student is not to exceed ten (10) days except as follows:

1. Any student who has been determined eligible for special education may be suspended, but all procedural safeguards must be adhered to as set forth in *public law 95-142*, and Board policy.
2. If an incident of violation causes the principal or his/her designee to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the expulsion is completed.

### **Terms**

1. During the suspension period, suspended students shall not attend school functions, enter school property nor ride a school bus, for any reasons.
2. When a student is suspended from school, he/she is not eligible to enroll without permission from the principal in any other school until such time that he/she is reinstated in the school from which he/she was suspended.
3. A student who has been suspended from any school, regardless of school system, is not eligible to enroll in the Jasper City School System until such time that he/she is eligible to be reinstated in the school from which he/she was suspended.
4. Parents are required to return to school with the student at a time designated by the principal for reinstatement after suspension. If satisfactory arrangements can be made, the student may be reinstated.

### **Make-Up Work**

1. During the time of out-of-school suspension, students will not be allowed to make up daily work. Upon fulfillment of suspension, students will have 3 days to complete missed assignments.

## ***ALTERNATIVE SCHOOL***

The alternative school is a structured disciplined classroom environment located at the Walker High School campus on 1601 Highland Avenue. Students are placed in the alternative school after an infraction, investigation and disciplinary hearing conducted by the Superintendent or his/her designee at the Central Office. Assignments and testing will be provided by school employees. This student will be highly supervised in an isolated situation while working on independent study. Course and credits are provided in this setting.

Students assigned to the Alternative Placement Program, who withdraw before completing the program and subsequently make application for reenrollment, must reenter the Jasper City Schools alternative program and complete the original assignment. Those who withdraw from the Jasper City Schools before completing the alternative assignment and later complete an equivalent alternative program in another school system may be considered for reenrollment, but the setting and duration must be equivalent. Credit given for attending any alternative program outside the Jasper City Schools is left to the discretion of the Jasper City Schools' administrators.

After Completion of a term of commitment with the Department of Youth Services and when the juvenile is admitted back into public school, the juvenile shall be placed in an alternative school until such time when he or she meets all requirements set by the local board of education. (*Alabama Education Laws 12-15-71*)

## ***EXPULSION OF STUDENTS***

Expulsion is defined as the removal of a student from a school for a Class IV violation for a period of time prescribed by Board Policy relating to the process. The principal or his designee has the responsibility to recommend student expulsion cases to the Superintendent for action by the Jasper City Schools Board of Education.

The Superintendent or his/her designee will review recommendations from the principal for Class IV violations and request a conference with the person(s) involved, which may include principals, teachers, parents, guardians and students to determine whether the expulsion recommendation is valid.

***In accordance with the Alabama State Compulsory Attendance Law, the Jasper City Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as a Class IV offense. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted.***

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

The following steps of due process shall be observed in all expulsion actions:

1. The local school principal shall consult with the Superintendent concerning the student's infraction(s).
2. The Superintendent shall, by letter, notify the parent/guardian of a conference that may include the student, the parent/guardian, the principal and the Superintendent. Failure of the parent/guardian and/or student to attend shall not nullify the process.
3. If the decision to recommend expulsion is made by the Superintendent, the parent/guardian shall be notified by letter of the time and place of an expulsion hearing before the members of the Jasper City Board of Education. The student shall remain under suspension until the hearing is held. This notice shall be given a minimum of five calendar days before the hearing is held.
4. Unless the student or the parent/guardian request otherwise, the hearing will be held in private. Failure of the student and/or the parent/guardian to appear shall not nullify the process.
5. If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. The Superintendent shall, by letter, notify the parent/guardian of the Jasper City Board of Education's decision within ten days after it is made.
6. Any student who has been determined eligible for special education may be expelled, but all procedural safeguards must be adhered to as set forth in the Individuals with Disabilities Education Improvement Act of 2004 and as outlined in the Jasper City Board of Education Policies.

When a student returns to school after expulsion, the readmission must be preceded by a conference with the principal or his/her designee during which the student is given a readmission slip to return to class.

## ***HARASSMENT POLICIES***

### Student Anti-Harassment

Passed by the state of Alabama Legislature, House Bill 216 became effective July 1, 2010. As a result, public school districts in Alabama are now required to establish school board policy to address and prevent harassment, violence, threats to do violence, and intimidation in the school environment. Subsequently, the Jasper City Board of Education recently adopted its own anti-harassment policy (6.10), which strictly prohibits this behavior. Harassment is defined as a continuous pattern of intentional behavior, and includes (but is not limited to) written, electronic, verbal, or physical acts that are reasonably perceived to be threatening by the student-victim. In an effort to minimize this type of behavior in the school environment, the Jasper City Board of Education has created a process whereby a student, or the student's parent or legal guardian, may report instances of harassment to the school administrator for further review and investigation. The reporting form is available through the principal or counselor's offices. When incidents of harassment are investigated and confirmed, the school administrator will apply appropriate disciplinary consequences.

### Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal and state statutes. Sexual harassment or retaliation on the basis thereof is specifically prohibited by the Jasper City School System. Any student or other person who believes that he or she is or has been the victim of sexual harassment or has knowledge of such action perpetrated by or against a student enrolled in the school system should immediately report the alleged acts to the appropriate school system personnel.

For more information, refer to the Jasper City School System's policies. A copy is available at each school and on the Jasper City School website. Contact the Central Office at 205-384-6880 for further information.

## ***STUDENT GRIEVANCES***

It is the policy of the Jasper City School System that all individuals shall learn and work in environments that are free of all forms of discrimination. The Jasper City Board of Education believes that the students have both the right and responsibility to express school-related concerns and grievances to the faculty and the administration; therefore, students will be assured the opportunity for an orderly review of grievances.

Students should request an appointment with the principal or his/her designee at a time that will not interfere with regularly scheduled classes or other school activities. The faculty and administration will strive to resolve student grievances at the most immediate level of supervision. Measures taken shall include, but not be limited to, conducting an informal investigation to determine the validity of the concern and making an effort to eliminate the causes of any valid concerns.

In all cases when the student's grievance cannot be resolved at the local school, the student is advised to follow the system's grievance procedure for students pursuant to the Jasper City Board of Education Policies.



## DRESS CODE

### ***DRESS CODE FOR ELEMENTARY AND INTERMEDIATE***

T.R. SIMMONS (Pre-K, K and 1<sup>st</sup>), MEMORIAL PARK (2<sup>nd</sup> and 3<sup>rd</sup>), MADDOX INTERMEDIATE (4<sup>th</sup>-6<sup>th</sup>)

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

1. All students are expected to maintain the highest possible standards of personal hygiene. This includes personal cleanliness, as well as wearing clean clothing.
2. Appropriate shoes must be worn at all times.
3. Pajamas, house shoes, or other nightwear may not be worn to school.
4. No students may wear dark glasses while inside the school building.
5. No students may wear hats, headbands, sweatbands, bandannas, or head coverings of any kind during a regular school day.
6. T-shirts or any other type clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, inappropriate language, drawing, pictures, etc., which in any way can be interpreted as being "off-color," suggestive, obscene or offensive, or relating to, death, the occult, etc. are not permitted.
7. Skin must not be exposed while wearing clothing with holes, frays, tears, etc. This will be at the discretion of the administration.
8. Students will not be allowed to wear clothing that has graffiti of any kind on it. This includes print of any type across the back of pants.
9. Students will be allowed to wear shorts of modest length and appropriate material. Shorts should be no shorter than three inches from the top of the knee. ***Biking shorts, swim or board shorts, old worn/torn or other type cut-offs, or other inappropriate shorts will not be allowed.***
10. Dresses and skirts should be of modest length (no shorter than three inches from the top of the knee) as determined by school officials. Straps on dresses/tops should be no thinner than two inches. Off-the-shoulder tops or dresses are not allowed.
11. Leggings, close fitting knit pants may only be worn with dresses, skirts or tops that are three inches from the top of the knee, as determined by school officials.
12. No students will be allowed to wear halter tops, tube tops, or midriiffs. Students may not wear transparent tops without adequate undergarments. No tops cut low in the front, back or side will be allowed. There should be no skin showing between the bottom of the blouse and the top of or skirt when arms are extended above the head.
13. Except for normal piercing of the ears and wearing of earrings, wearing of other body piercing items is not allowed.
14. Facial and/or tongue jewelry is not allowed for males and females. No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed.
15. Wallet chains and/or oversized chains are not allowed at school or on school buses.
16. Hair should be clean, neat and appropriate. Hair should not fall into the student's eyes and face. By definition, the following hairstyles are considered inappropriate: mohawks, names, letters, symbols, lines or numbers cut in hair and/or eyebrows, as well as other extreme styles or colors as determined by the administration. Facial hair is allowed if it is well trimmed and groomed. This will be at the discretion of principal.
17. Proper undergarments must be worn with all clothing with no substitutes or exceptions.
18. **Sagging will not be allowed.** Pants should be worn at waist level and loose pants must be worn with a belt. Extremely long shirts will not be allowed. Long shirts must be tucked in.

**The school administration will judge the appropriateness of any fad or questionable article of apparel, jewelry, or hairstyle.**

***All students are expected to comply with the dress code. Students who do not meet the dress code will not be allowed to attend class until proper adjustments have been made. Students with excessive dress code violations may be subject to more severe discipline actions and clothing restrictions. For compelling reasons, such as medical requirements, the principal may at their discretion, review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or for certain groups during performances or special activities.***

## **DRESS CODE FOR SECONDARY**

### JASPER JR. HIGH (7<sup>th</sup> and 8<sup>th</sup>), JASPER HIGH SCHOOL (9<sup>th</sup> – 12<sup>th</sup>)

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

1. All students are expected to maintain the highest possible standards of personal hygiene. This includes personal cleanliness, as well as wearing clean clothing.
2. Appropriate shoes must be worn at all times.
3. Pajamas, house shoes, or other nightwear may not be worn to school.
4. No students may wear dark glasses while inside the school building (face or head).
5. No students may wear hats, headbands, sweatbands, bandannas, or head coverings of any kind during a regular school day.
6. T-shirts or any other type clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, inappropriate language, drawing, pictures, etc., which in any way can be interpreted as being "off-color," suggestive, obscene or offensive, or relating to, death, the occult, etc. are not permitted.
7. Skin must not be exposed while wearing clothing with holes, frays, tears, etc. This will be at the discretion of the administration.
8. Students will not be allowed to wear clothing that has graffiti of any kind on it. This includes print of any type across the back of pants.
9. Students will be allowed to wear shorts of modest length and appropriate material. Shorts should be no shorter than three inches from the top of the knee. Apparel not permitted include the following: **Silky or mesh running shorts, athletic shorts, biking shorts, swim or board shorts, cut-offs, sweatpants, athletic/wind pants or any other inappropriate athletic wear will not be allowed.**
10. Dresses and skirts should be of modest length (no shorter than three inches from the top of the knee) as determined by school officials. Straps on dresses/tops should be no thinner than two inches. Off-the-shoulder tops or dresses are not allowed.
11. Leggings, close fitting knit pants may only be worn with dresses, skirts or tops that are three inches from the top of the knee, as determined by school officials.
12. Girls must wear shirts, blouses, or dresses with a **non-revealing** neckline. No tops cut low in the front, back or side will be allowed. No students will be allowed to wear halter tops, tube tops, or midriffs. Students may not wear transparent tops without adequate undergarments. There should be no skin showing between the bottom of the blouse and the top of pants or skirt when arms are extended above the head.
13. Except for normal piercing of the ears and wearing of earrings, wearing of other body piercing items are not allowed by any student.
14. Facial and/or tongue jewelry is not allowed for males and females. No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed.
15. Wallet chains and/or oversized chains are not allowed at school or on school buses.
16. Hair should be clean, neat and appropriate. Hair should not fall into the student's eyes and face. By definition, the following hairstyles are considered inappropriate: mohawks, names, letters, symbols, lines or numbers cut in hair and/or eyebrows, as well as other extreme styles or colors as determined by the administration. Facial hair is allowed if it is well trimmed and groomed. This will be at the discretion of principal.
17. No male students will be allowed to wear sleeveless shirts.
18. Proper undergarments must be worn with all clothing with no substitutes or exceptions.
19. **Sagging will not be allowed.** Extremely long shirts will not be allowed. Long shirts must be tucked in. Pants should be worn at waist level and should fasten securely with a button, snap or zipper. Belts are required if appropriate. Pants worn too low, too long, too large, or too loose are not permitted.  
**Consequences for sagging/long shirts:**
  - First dress code violation – Warning and opportunity for student to correct the violation
  - Second and subsequent dress code violation – Student is assigned in-school detention for remainder of the day**Repeat offenses regarding dress code may result in out-of-school suspension for non-compliance.**
20. Overcoats and/or blankets may not be worn during the school day and must be stored in students' lockers.

**The school administration will judge the appropriateness of any fad or questionable article of apparel, jewelry, or hairstyle.**

***All students are expected to comply with the dress code. Students who do not meet the dress code will not be allowed to attend class until proper adjustments have been made. Students with excessive dress code violations may be subject to more severe discipline actions and clothing restrictions. For compelling reasons, such as medical requirements, the principal may at their discretion, review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or for certain groups during performances or special activities.***

## TRANSPORTATION

At no time shall the Jasper City School System furnish any service, including but not limited to, transportation to and from schools outside the city limits of the City of Jasper. In addition, picking up or dropping off at a residence other than the student's home such as grandparents' house, babysitter's, or business is not permitted.

### ***SCHOOL BUS CONDUCT***

Misbehavior on the bus creates a very real danger to the safety and comfort of all. Bus rules are posted near the bus driver. The principal and/or teachers explain bus rules to young children. Parents should go over bus rules with their children. Children must observe safety regulations in order to continue to ride the bus. Student transportation is a privilege and a convenience and is available only to those who meet conditions of good behavior and strict obedience to rules. If bus privileges are denied for any reason, parents are responsible for providing transportation and insuring the student's attendance. The following actions are strictly prohibited:

1. Exchanging seats while the bus is in motion.
2. Throwing objects.
3. Use of tobacco, e-cigarettes, unlawful drugs and alcoholic beverages.
4. Extending arms, hands, head or any portion of the body from the windows.
5. Defacing, damaging, tampering with, or littering the bus in any manner.
6. Using profanity and other vulgar talk, making or causing to be made loud or disruptive noises.
7. Use of emergency door except in case of emergency.
8. Leaving the bus at any stop other than the child's regular stop except by written permission from the principal.
9. Consuming food or drinks on the bus.
10. Any other action which does not demonstrate good conduct.

### Other Bus Regulations and Guidelines

1. Office permission is necessary for a child to ride a bus other than the assigned bus, one time a semester. Permission will be granted only if the child has a note from the parents, in case of emergency, or through parental contact. This procedure is necessary to prevent overcrowding of buses and to prevent a child from riding another bus without the parent's knowledge. Safety is our first concern.
2. Parents are responsible for the damage their child/children do to a bus.
3. The bus will not wait for tardy students. Parents are responsible for having children at the stop on time.
4. While riding the bus, students will be under the supervision of the driver and obey the driver at all times. Drivers will report difficult students to the principal, who has the same authority over the student while on the bus as when the student is on campus. The principal may suspend bus privileges if misbehavior continues.
5. The driver and the principal may assign seats on the bus.
6. Fireworks and other dangerous or potentially dangerous items are prohibited on the bus, just as they are on campus.
7. Students who must cross the road or highway to enter the bus will always try to be on the right side of the road while waiting for the bus. If students arrive at the stop just as the bus approaches the stop, they will wait until the bus comes to a complete stop and the driver has signaled them to cross in front of the bus (unless the driver has instructed them to do differently).
8. Students who must cross the road after leaving the bus in the afternoon will go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.

### Bus Trespass Law

**Alabama Act 2013-347** states that it is unlawful for anyone over age 12 to:

- (1) damage any public school bus;
- (2) enter bus without a purpose;
- (3) refuse to leave the bus; and
- (4) delay or stop bus with intent to commit a crime.

### Consequences

Class "A" misdemeanor. Such offenses include a punishment of up to a year in jail and/or a fine of up to \$6,000.

## ***BUS VIOLATION DISCIPLINE MEASURES***

### **Bus Discipline**

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

All **Class I** (minor) violations on the bus will be dealt with at the discretion of the administrator in charge.

All **Class II** (intermediate) violations on the bus will be dealt with through suspension from the bus for a time designated by the administrator in charge. Students participating in a fight will be suspended from the bus for a period of time up to six (6) weeks. If a student commits a violation the second time, he/she will be suspended from the bus for the remainder of the school year.

All **Class III** (major) violations on the bus will be dealt with through suspension, and based on the severity of the violation, the suspension may be referred to the board office of the Jasper City Schools for a disciplinary hearing.

All **Class IV** violations on the bus will result in a recommendation of student expulsion to the board office for action. Refer to *Expulsion of Students* (page 21).

- \* ***Violations for Class I, Class II, Class III, and Class IV for bus discipline purposes will be defined the same as the school code of conduct.***
- \* ***The violations above may be subject not only to the stated discipline action, but to other actions as well.***
- \* ***Repeated bus referrals will be dealt with greater measures as determined by the administrator. A third bus referral will be cause for suspension from the bus for ten days.***

### **Bus Suspension**

- ✓ 1<sup>st</sup> Suspension – 5 days
- ✓ 2<sup>nd</sup> Suspension – 15 days
- ✓ 3<sup>rd</sup> Suspension – Suspended from the bus for the remainder of the school year.

## ***DRIVER'S LICENSE LAW***

**Act 93-368** was passed during the 1993 legislative session. This act states that the Alabama Department of Public Safety shall deny a driver's license or a learner's permit for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state. It also states that if a person has not graduated and is currently enrolled in school in this state, he/she must present a student enrollment form signed by a school designee.

Any student ages 15-19 enrolled in school, and has already received a learner's permit or driver's license will have it revoked if the student drops out of school or if he or she is absent ten (10) consecutive unexcused days within a semester. These laws were enacted September 1, 1993.

## ***FIELD TRIPS***

### **RELEASE OF STUDENTS WHILE ON FIELD TRIPS**

Students may only be released to a parent or a legal guardian if checking out after the field trip.

## TECHNOLOGY

### ***ACCEPTABLE USE POLICY (AUP)***

Use of the Jasper City Schools (JCS) computer network, equipment and the Internet is a privilege granted to students in order to promote their educational development. This privilege comes with the expectation that students will use the system's technology resources in a manner consistent with the system's Mission Statement and instructional goals. Students are responsible for their actions while using the equipment and resources. Exemplary behavior is expected at all times. The term "technology resources," as used in this document, is intended to have a broad interpretation. It includes but is not limited to computers, digital devices, electronic communication devices, network equipment, the Internet, email, software, and online venues such as websites, blogs, and online class management systems. Such access and use is restricted to students who are engaged in bona fide educational activities that serve and are consistent with identified educational objectives and who, by signing the Parent-Student Agreement located on the last page of this handbook, parents and students agree to abide by all Board policies, rules, and regulations regarding technology use.

**Students are required to pay an annual technology usage of \$30.00 per student.**  
**There will be a \$90.00 cap for siblings district-wide.**

Students are expected to use all technology resources in accordance with this AUP, and all other applicable policies and procedures, as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. This AUP applies to all technology resources owned, leased, operated, or maintained by the Board, regardless of the physical location of the resource or the user. It also applies to all technology resources (regardless of ownership) brought onto school grounds during school hours or functions.

In general, students should only use technology resources under the direction and permission of their teacher. In addition, students will need the specific permission of their teacher in order to:

- Use personally-owned technology while in school. A permission form, including specific instructions and conditions, may need to be signed and additional restrictions may apply.
- Publish information to system, school, or class websites, blogs, wikis, or other online workspaces. When doing so, students are expected to adhere to applicable design requirements, online safety practices, and general rules of good behavior.

**\*Students and their parents/guardians are required to sign the Parent-Student Agreement and Permission Form (page 47) along with the ELECTRONIC DEVICE USE AGREEMENT (page 48) at the beginning of each school year to certify that they have read and understand the information in the Technology Section.**

This AUP is kept on file at each school. Failure to sign it will disallow a student's privilege to access the system's network and the Internet. Parents of minor students (under the age of 17) may request that their student(s) not be allowed to independently access the Internet by notifying the school principal in writing within fifteen days of the student's first day of attendance each school year. This restriction will apply to the student independently operating any Board technology resource to access the Internet, and does not prohibit the student from viewing Internet sites presented by school personnel or by other students as part of a lesson, or from using Internet-hosted software used by the school. In these cases, school personnel will take appropriate steps to restrict the student from using computers to access the Internet independently. However, it is not reasonable that school personnel can directly supervise every student every minute of the day when they are on the computer.

**I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Jasper City Schools Technology Resources, including the Internet:**

1. **Loss of access**
2. **Additional disciplinary action to be determined at the individual school in line with existing practices regarding inappropriate language and/or behavior**
3. **Legal action, when applicable**

### **Student Guidelines of Acceptable Use Policy**

Students should be prepared to be held accountable for their actions and are expected:

- Not to damage electronic device, peripheral devices, or the system network in any way.
- Not to share their password(s) with others.
- Not to access another student's work, folders, or files.
- Not to change the settings or configuration of any electronic device or network equipment.
- Not to install software or download unauthorized files, programs, apps, games, music, etc.
- Not to use an electronic device or the Internet to hurt, harass, bully, attack or harm other people or their work.
- Not to use the Internet for any illegal or threatening activity or to download instructions on how to perform such acts (i.e. pornography, drug dealing, purchase of alcohol, weapons, gang activities, hacking, etc.)
- Not to violate copyright laws or plagiarize online documents.
- Not to post, view, send, display or download obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or graphics/pictures.
- Not to use profane, abusive, or impolite language or commensurate graphical depictions to communicate.
- Not to degrade network performance by posting electronic chain letters or other useless information.
- Not to reveal personal addresses, phone numbers, or other personal data via the Internet.

- Not to re-post non-academic personal communications without the original author's prior consent.
- Not to use technology resources, regardless of ownership, that reduces the efficiency of use for others will be considered a violation of this policy.
- Not to attempt to bypass the internet filter by using proxies or other resources.
- Not to use school Internet access for personal profit in any way.
- Not to use school Internet access to make purchases. All costs associated with such purchases will be the sole responsibility of the individual and not that of the school, school system or its employees.
- Not to use school Internet access and electronic device to post information or graphics to personal web pages.
- Not to use school Internet access and electronic device to engage in chat rooms, email, or instant messenger activities unless directly instructed to do by a supervising adult.
- Not to use the school network to distribute confidential information such as test questions/answers.
- Not to attempt access to materials not in line with the rules of school behavior.
- Not to install apps or software which would allow you to bypass the web filters of the Jasper City Schools.
- Not to use personal mobile hot spot while on the Jasper City School campuses.
- Not to take or post photos or video recordings or any persons unless the student has the consent of a teacher and **all** persons in the photo or video.
- Not to use messaging services or messaging apps, etc.
- Not to use outside data disks or external attachments without prior approval.
- Not to take any action that violates existing school board policy or public law.
- To notify an adult immediately if he/she encounters materials or activities which violate these guidelines.

### Student Discipline

Administration will determine consequences of electronic violation.

## ***JASPER CITY SCHOOLS 1:1 INITIATIVE***

The focus of the 1:1 initiative in the Jasper City Schools is to provide tools and resources to the 21st Century Learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. The 1:1 initiative provides a simple and portable way to manage information and allows students constant access to learning opportunities. The individual use of an electronic device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The policies, procedures, and information within this document apply to all electronic devices used in the Jasper City Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the local school administration. The user should not access local area network or wide area network resources that require authentication without the explicit permission of the technology staff.

Students and families who choose not to rent an electronic device will still be able to complete assignments.

### USING YOUR ELECTRONIC DEVICE AT SCHOOL

Electronic devices are intended for use at school each day. In addition to teacher expectations for electronic device use, school messages, announcements, calendars, and schedules may be accessed using the electronic device. Students must be responsible to bring their electronic device to all classes, unless specifically instructed not to do so by their teacher.

#### Electronic Device Undergoing Repair

Loaner electronic devices may be issued to students when they leave their electronic devices for repair in the Media Center. There may be a delay in getting an electronic device should the school not have enough to loan.

#### Charging Your Electronic Device's Battery

Electronic devices must be brought to school each day in a fully charged condition. Students should charge their electronic devices each evening.

#### Home Internet Access

Students are allowed to set up wireless networks on their electronic devices.

#### Inspection

Students may be selected at random to provide their electronic device for inspection.

#### Procedure for re-loading software

If technical difficulties occur or illegal software is detected, the electronic device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. All students are provided a school Outlook account with OneDrive storage to backup all documents as needed.

#### Students are Responsible for:

- Helping the Jasper City Schools protect the computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Turning off and securing their electronic device after they are done working to protect their work and information.
- Returning their electronic device to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Jasper City Schools for any other reason must return their electronic device on the date of termination.

The Jasper City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. The use of any information obtained through the Internet system of the Jasper City Schools is at your own risk. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.

#### Electronic Device Care

Students will be held responsible for maintaining their individual electronic devices and keeping them in good working order.

- Electronic device batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Jasper City School District may be applied to the device.
- Electronic device cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement cost.
- Electronic devices that malfunction or are damaged must be reported to the school. The school district will be responsible for repairing devices that malfunction. Electronic devices that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with the cost being the responsibility of the student. Students will be responsible for the entire cost of repairs to the electronic devices that are damaged intentionally.
- **Electronic device damage: Students are responsible for any and all damage.**
- Electronic devices that are stolen must be reported **IMMEDIATELY** to the school office and the Police Department.

## **PROTECTING & STORING YOUR JCS ELECTRONIC DEVICE (Laptop/iPad)**

#### Electronic Device Identification

Student electronic devices will be labeled/engraved in the manner specified by the school.

Electronic devices may be identified in the following ways:

- Record of serial number
- Jasper City Schools label/engraving

#### Storing Your Electronic Device (This applies mainly to Secondary students)

When students are not using their electronic devices, the device should be stored in their locked lockers. Nothing should be placed on top of the device, when stored in the locker. Students are encouraged to take their devices home every day after school (this may vary by each school), regardless of whether or not they are needed. Electronic devices should **not** be stored in a student's vehicle at school or at home. If a student needs a secure place to store their electronic device, they may check it in for storage with the help desk/media center.

#### Electronic Devices Left in Unsupervised Areas

Under no circumstances should electronic devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, Media Center, unlocked classrooms, dressing rooms, and hallways. Any electronic device left in these areas is in danger of being stolen.

#### Personal Electronic Devices (This applies mainly to Secondary students)

Students may wish to carry their own personal electronic device. If this is the case, the students must be attached to the school network and using the school content filter.

#### Stolen Electronic Devices

Students or parents must file a police or fire report and bring a copy of the report to the Principal's office before an electronic device can be repaired or replaced by the School District.

#### End of Year Check In

The electronic device and accessories must be returned to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the Jasper City Schools for any other reason must return their electronic device on the date of termination. A student who fails to return the electronic device at the end of the school year or upon termination of enrollment in the Jasper City Schools will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad/electronic device or, if applicable, any insurance deductible.

## COST OF LOST/REPAIRS FOR ELECTRONIC DEVICE AND ACCESSORIES

Furthermore, the student will be responsible for any damage to the electronic device and must return the electronic device and accessories to the school media center in satisfactory condition. The student will be charged for any needed repairs, not to exceed the replacement cost of the electronic device.

### **Electronic Device Replacements:**

a) Lost or *stolen device: Replacement of device	\$200.00
b) Device repairs/Broken screen	\$40.00
c) Accessory replacements:	
a. iPad cord, charger, or case	\$20.00
b. Laptop cord or case	\$30.00

\*An electronic device that is considered stolen, must have a police report on file.

## INTERNET SAFETY

In an effort to promote and ensure students' safety while accessing the Jasper City School System's technology resources, the following guidelines shall be followed:

- A. **General Warning: Individual Responsibility of Parents and Users:** All users and their parents/guardians are advised that access to the electronic network may include potential access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and the Internet and stay away from these sites. Parents and teachers of minors are the best guides to assisting with appropriateness of materials. If a student finds that others are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
- B. **Personal Safety:** Be safe. In using the computer network and the Internet, never reveal personal information such as home address or telephone number. Students should never use their real last name or any other information that might allow a person to locate them without first obtaining permission of the supervising teacher or parent. Students should never arrange a face-to-face meeting with anyone whom they "meet" on the computer network or the Internet without first obtaining the permission of their parents/guardians. Regardless of the student's age, the student should never agree to meet a person with whom they have only communicated with on the Internet in a secluded place or private setting.
- C. **"Hacking" or Other Illegal Activity:** It is a violation of this policy to use the school system's computer network or the Internet to gain unauthorized access into other computers or computer systems, or to attempt to gain such unauthorized access. Any such use violates state and federal law relating to copyright, trade secrets, and the distribution of obscene or pornographic materials. Use which violates any other applicable law or municipal ordinance is strictly prohibited.
- D. **Confidentiality of Student Information:** Personal identifiable information concerning students may not be disclosed in any way on the Internet without prior permission of a parent/guardian or, if the student is 18 or older, the prior permission of himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. All student pictures posted to school-related web sites must have the prior permission of parents/guardians before they are posted. Permission to use a student's picture on a school-related web site should be kept on file at each school.
- E. **Active Restriction Measures:** The JCS shall use filtering software and other means to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The filtering software also blocks access to chat rooms. The Jasper City School System will monitor the online activities of students and staff through direct observation and/or technological means to ensure that students and staff are not accessing such depictions or any other inappropriate materials. Not to install apps or software which would allow you to bypass the web filters of the Jasper City Schools.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher with the approval of the Technology Coordinator as necessary for the purposes of bona fide research or other educational projects being conducted by students age 17 or younger.

The term "harmful to minors" is defined by the *Communications Act of 1934 (47 USC Section 254 [h] [7])*, as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; or
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## LEGAL RESPONSIBILITIES

Technology networks can provide individuals with access to locations in the United States and around the world. Students and parents should be aware that they may be liable for hurtful speech, invasion of privacy, copyright, and other violations in all 50 states and worldwide. The Board of Education will cooperate with any properly executed request from any local, State, or Federal law enforcement agency or civil court.



## OWNERSHIP OF RESOURCES AND EXPECTATIONS OF PRIVACY

Network and Internet access is provided as a tool for the students' and staffs' educational purposes. The JCS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of JCS and no user shall have any expectation of privacy regarding such materials. All technology resources, including but not limited to, network and Internet resources, accounts, email systems, computers or other devices owned, leased, or maintained by the JCS are the sole property of JCS. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. Authorized JCS personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the JCS technology resources, including computer or related equipment, files, and data to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation, maintenance, or administration of the school system, or for any other reason not prohibited by law.

In addition, any device (regardless of ownership) brought onto school grounds by a student is subject to immediate inspection when there is a reasonable suspicion that the contents or recent utilization of the device is in violation of any of the Board's policies, rules, or regulations regarding access to and use of technology resources.

## ONLINE BEHAVIOR EDUCATION

All students will receive education about appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. This education will be provided through the implementation of the Technology Course of Study, through Internet Safety awareness and education programs at each school, and through additional efforts made by the Students Services and other departments. In addition, educational materials and links regarding cyberbullying as well as safe and appropriate behavior will be placed on the System's website for access by parents and students.

## FAILURE TO FOLLOW POLICY

The use of the Jasper City School's computer network and the Internet is a privilege, not a right. Any user who violates this policy, shall at the minimum, have his or her access to the computer network and the Internet terminated, which the school system may refuse to reinstate. A user violates this policy by his or her own action or by failing to report any violations by other users that may come to the attention of the user. Further, a user violates this policy if he or she permits another user to use his or her account or password to access the computer network or the Internet, including any user whose access has been denied or terminated. The school system may also take other disciplinary action in such circumstances.

## WARRANTIES/INDEMNIFICATION

The Jasper City School System makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parents/guardians arising out of the user's use of the computer networks or the Internet under this policy. By signing the Acceptable Use Agreement at the beginning of each school year, the user is taking full responsibility for his or her use. In addition, the user takes full responsibility for his/her activities. If over age 18, he/she agrees, or if under 18, the parents/or guardians are agreeing to indemnify and hold the school, the school system, the Data Acquisition Site that provides the computer and Internet access opportunity to the Jasper City School System, and all of the administrators, teachers, and staff harmless from any or all loss, costs, claims, or damages resulting from the user's access to the computer network and the Internet, including but not limited to any charges or charges incurred through purchases of goods and services by the user. The user or, if the user is a minor, the user's parents/or guardians agree to cooperate with the school and/or school system in the event of the school initiating an investigation of a user's use or his/her access to its computer network and the Internet, whether that use is on a school computer or another computer outside the Jasper City School's network.

## UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new and additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents/guardians) or such new policy must be signed if the user wishes to continue to receive related services.

## ***CELL PHONES/ELECTRONIC COMMUNICATION DEVICES***

The use of electronic devices is a privilege and can be revoked at any time. Cell phone usage is a distraction to learning. Consequences will be determined by teacher/administrator. If students do not comply with instructions from the teacher/administrator regarding cell phones/electronic communication devices, they will be disciplined under the JCS Code of Conduct for defiance of school personnel (pages 16-19).

Jasper City Schools respects the privacy of students and employees, and therefore does not permit pictures and/or videos to be taken of students or employees by parents, visitors, other students, or outside agencies for any purpose other than items sanctioned by school administrators. Violation of this could lead to legal action by violated parties.

Jasper City Schools will not be responsible for any lost, damaged, or any personal items including electronic devices, band instruments, etc.

Personal headphones/earbuds and over-the-ear headphones are not allowed during academic school hours, unless instructed by the teacher. Any items confiscated will be considered defiance of school personnel. Items will only be returned to a parent or legal guardian.

## ***ALABAMA DEPARTMENT OF EDUCATION POLICY***

### Use of Digital Device During the Administration of a Secure Test

The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

LEA personnel will make all students, parents and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

## ***VIDEO AND PICTURE TAKING GUIDELINES***

The Jasper City Schools and its instructional staff use the Internet and the World Wide Web to highlight schools and various programs within the school system. These web sites can be accessed from the Jasper City Schools Home Page.

The address for the Jasper City Schools Home Page is <http://www.jasper.k12.al.us>.

In order to feature as many of our students and activities as possible, we need your permission to publish your child's name and/or picture/video if he/she should be included in the staff's efforts. Jasper City Schools respects the privacy of students and employees, and therefore does not permit pictures and/or videos to be taken of students or employees by parents, visitors, other students, or outside agencies for any purpose other than items sanctioned by school administrators. Violation of this could lead to legal action by violated parties.

Jasper City Schools respects the privacy of students and employees, and therefore does not permit pictures and/or videos to be taken of students or employees. The board does not give permission for pictures or videos to be taken by students, parents or visitors for any purpose other than items sanctioned by school administrators. Violation of this could lead to legal action by violated parties.

**\*Students and their parents/guardians are required to sign the Parent-Student Agreement and Permission Form (page 47) along with the ELECTRONIC DEVICE USE AGREEMENT (page 48) at the beginning of each school year to certify that they have read and understand the information in the Technology Section.**

## HEALTH SERVICES

Registered nurses (RN) are employed by the Board of Education to provide health services for students in grades pre-kindergarten through twelve. Individual school health care plans are developed and maintained on all students with medical needs. Health screenings, including vision, hearing, and scoliosis, are done routinely on all students at various times. These will also be provided for any student on an individual basis as requested by a parent, student, or teacher. School nurses serve as liaisons between the school and the community to provide agency referrals, health education, and medical information.

### ***CHILD NUTRITION PROGRAM***

All schools offer a breakfast and lunch program. Meals meet or exceed nutritional requirements for children as set by the U.S. Department of Agriculture. Free and reduced-price meals are provided for all students whose families meet income guidelines. One application, at any school, will qualify all students in a household for the same benefits if all students are listed. Applications are given to each student at the beginning of the school year but parents may apply at any time. These are available in the school office or from the cafeteria manager.

The Child Nutrition Program has installed a computerized Point-of-Sales' system in each school cafeteria. Parents are encouraged to pre-pay by the week, month or year. Meal prices vary at each school.

The sale of competitive foods (from restaurants or fund raisers) is prohibited during the time meals are served in the "School Breakfast Program" or in the "National School Lunch Program". Carbonated soft drinks are not allowed in the cafeteria. Lunches brought from home are to be eaten in the cafeteria, but foods purchased from restaurants may not be eaten in the cafeteria.

Student meals may not be warmed in the microwave.

Weekly menus are printed in the local newspaper and/or posted on the system website, [www.jasper.k12.al.us](http://www.jasper.k12.al.us)

The following is the policy for charged meals adopted by the Jasper City Board of Education:

- Cafeterias will not charge meals or a la carte items for students or adults.
- Elementary-age students who have lost or forgotten meal money may charge a meal with authorization from the principal or his/her designee. A maximum of two meals may be charged. High school students may not charge a meal.
- Records of all charges and repayments must be maintained. Charges must be collected by the student's last school day or made up from funds other than from the Child Nutrition Program. Students will not be allowed to charge a meal the last ten days of school. Documentation efforts to collect this money should be kept.
- After the two charges allowed, a student will be referred to the principal.
- Upon withdrawal of school, all charges must be paid.

***Any specific questions may be addressed by calling the school CNP manager.***

### ***COMMUNICABLE DISEASES***

The Jasper City Board of Education has a written policy regarding procedures that will be followed relative to students and school employees with communicable diseases. The policy is available for review at each school and the Jasper City Board of Education office.

### ***COUNSELING SERVICES***

The Jasper City Schools' comprehensive counseling and guidance program seeks to prepare every student socially, academically, and emotionally for present and future challenges. Counseling and guidance services are integrated components of the total instructional program and include planned, purposeful, sequential activities beginning in kindergarten and continuing through twelfth grade. Students are provided with opportunities to gain an understanding of self and others, to participate in educational and occupational exploration, and to pursue career planning opportunities in an environment that is safe, caring, and encouraging. Counselors work in collaborative partnerships with students, educators, parents, and community members to empower students to realize their potential as productive members of society.

## ***HEAD LICE***

Schools make every effort to avoid the possible outbreak of head lice; however, any time children work and play together in close proximity, head lice is a problem. Contracting head lice casts no reflection on the parents or on the hygiene in the home. Head lice do not discriminate between clean and unclean people or items. They crawl from one person to another or from one item to another.

Teachers make head checks periodically and when they find cases of lice or nits; they will notify the parents to pick up their child from school. The school nurse will send home a list of treatment instructions for the hair, home, and clothing. Parents are given two days to treat the lice and remove **ALL** nits from the hair. After two days, any other absences for this problem will be unexcused. After the hair has been treated, parents must bring the child to the school office and remain with the child until the hair has been re-checked for lice or nits. There will need to be an additional treatment days later. School officials urge parents to cooperate fully with this procedure to aid in fighting an unpleasant problem. **\*Checks for head lice are done at schools on an as needed basis.**

## ***ILLNESS, INJURY AND INSURANCE***

### ILLNESS

If a student becomes ill at school, he/she should report the illness to the teacher so that appropriate action can be taken. Injury incurred during any activity should be reported to the activity supervisor.

If a child becomes ill at school, the school nurse or staff will call the parents or other persons designated by the parents. School personnel may not treat children, but they may take temperatures, provide cold cloths to wash a child's face, comfort the child, and assess the child's symptoms. Parents are urged to leave the names of persons to be called if the parents cannot be reached during the school day. In case of illness or injury requiring emergency treatment and parents cannot be reached for instructions, medical aid may be obtained for the child under emergency procedures.

### INJURY AND INSURANCE

All students participating in athletics must be covered by accident insurance. Refer to Jasper City Board Policy 5.41. The requirements can be met by taking the school accident insurance or by providing proof that the family has adequate insurance coverage. School insurance forms are available throughout the year in the principal's office.

Students going on overnight field trips **WILL BE REQUIRED TO SHOW PROOF OF INSURANCE COVERAGE**. Expenses incurred because of an accident or injury that is not covered by the insurance will be the responsibility of the student and his/her parents. Expenses in conjunction with an injury that are not covered by the child's school insurance will be the responsibility of the parents.

The school will not assume the expense from any injury received at school or during participation in a school activity. School day or 24-hour accidental injury insurance is available to all students at a very nominal charge, and all students are encouraged to take this coverage. Students in physical education classes are especially encouraged to take the coverage.

School insurance is made available to all children at a nominal cost. There are two types of coverages, nine-month school day coverage and twelve-month around-the-clock coverage. This insurance provides limited coverage and is not intended to replace hospital medical insurance. Parents should read the policy and understand the extent of the coverage. If the family does not have other insurance coverage, school insurance is a means whereby the child may be covered.

## ***OVER-THE-COUNTER OR PRESCRIBED MEDICATION AT SCHOOL***

Due to legislation concerning the administration of medication in public schools, no over-the-counter or prescribed medication can be given at school by unlicensed personnel unless he/she has completed the required training course taught by the school nurse(s). In the state of Alabama only a licensed RN can delegate the task of assisting with medication administration in a school setting. The only exception to this rule is treating an emergency condition such as an allergic reaction with orders from a physician or nurse practitioner. In this case, the RN or LPN may individually teach the involved person(s) who would provide the emergency care in the absence of a nurse. It is state law that **NO** narcotics will be given at school after the student has had oral surgery. If your child has had surgery and needs narcotics, he/she will need to stay home.

Medication aides have been assigned and trained to administer prescribed medication; however, parents must submit "Medicine Authorization Form" signed by both the parent/guardian and medical provider so that prescribed medication can be given based upon written instructions from the physician. The parents must bring the medication to school in a properly labeled bottle, which shows the child's name, the name of the medication, and clear instructions as to the time and the amount to give. The medication must be taken to the school office. We strongly urge parents to bring only the dosage needed during school hours so that they will not have to pick up the medication each afternoon for the child to take at home. Pharmacists will, if requested, put the medication in two (2) separate bottles – one for home and one for school. Any over the counter medications, such as Tylenol, must be an age appropriate dosage. Children cannot be given an adult strength dosage of a medication at school. If an over-the-counter medication has on the label "consult physician", it must be signed by the physician and parent/guardian before it can be given at school. All medication **MUST** be picked up on the last day of school; if not, it will be destroyed.

## SAFETY AND EMERGENCY PROCEDURES

### ***COMMITMENT TO SAFETY***

The Jasper City Board of Education recognizes the possibility of a crisis/emergency may occur at any time at any school in the Jasper City School System. The crisis/emergency may occur as a result of fire, natural disaster, external hostile action, or acts of violence at school. The superintendent has developed plans and provided training so that the school's emergency operation and crisis management may be carried out with the greatest possible efficiency and effectiveness.

### ***SCHOOL CLOSINGS AND DELAYED OPENINGS***

In the event of a school closing for any reason, the **Jasper City School's** Central Office will notify the media to broadcast or televise details of the situation. Closings or emergency situations will be announced using the district emergency notification system, *SchoolCast* (an automated telephone notification system) and the Jasper City School's website, [www.jasper.k12.al.us](http://www.jasper.k12.al.us). Details will be broadcasted or televised, as information is available. News channels and radio stations are listed below.

The broadcast will state **Jasper City Schools**; Walker County is a separate school system. Parents need to keep all contact information current with the school. If you have a change in contact information, please contact the school with the change.

For information about school closings, view the JCS webpage, [www.jasper.k12.al.us](http://www.jasper.k12.al.us) or JCS social media pages.

#### News Channels:

WACN 55 – TV  
ABC 33/40 – TV  
WBMG (CBS) 42 – TV  
WBRC Fox 6 – TV  
NBC 13 – TV

#### Radio Stations:

WZZK – 104.7 F.M. Radio  
WERC – 960 A.M.  
WQJJ – 100.1 F.M.  
WJLX – 1240 A.M. Radio 101.5 F.M. Radio  
WJBE 88.5 F.M. Radio  
Magic 96 – 96 F.M. Radio  
WIXI – 1360 A.M. Radio  
WDXB – 102.5 F.M.  
WQEN – 63.7 F.M.  
WENN – 105.5 F.M.

### ***EMERGENCY PREPAREDNESS***

#### FIRE DRILLS

There will be three short bells or the sound of a fire signal to evacuate the buildings in case of a fire. When the alarm is sounded, teachers will lead their classes from the building through a designated hallway and exit. One long bell will be the all-clear signal to return to the building. The administration will provide teachers with the proper route for exit from their classrooms. The following must be adhered to during a fire evacuation or drill:

1. Be quiet.
2. Walk as swiftly as possible, but **DO NOT RUN**.
3. Leave books and coats in the classroom.
4. Close windows and doors before leaving.
5. Leave by the nearest exit if you are not in your scheduled room when the alarm sounds.
6. Teachers will call roll when relocated and report missing pupils to the principal.

#### SEVERE WEATHER DRILLS

A severe weather alert or drill will be signaled by a long ringing of the bell, followed by a short ring of the bell. The following must be observed during severe weather or a drill:

1. Be quiet.
2. Leave books and coats in the classroom.
3. Walk as swiftly as possible, but **DO NOT RUN**.
4. Close windows and doors before leaving the room.
5. Teachers and pupils will relocate to classrooms or hallways designated by the administration.
6. Teachers will check roll and report missing students to the principal.

## ELEMENTARY AND INTERMEDIATE SCHOOL INFORMATION

### **SCHOOL HOURS**

<b>Schools and Grades</b>	<b>Start Time</b>	<b>Tardy Time</b>	<b>End Time</b>
<b>T.R. Simmons (Pre-K, K and 1<sup>st</sup>)</b>	<b>8:00 am</b>	<b>8:05 am</b>	<b>2:55 pm</b>
<b>Memorial Park (2<sup>nd</sup> and 3<sup>rd</sup>)</b>	<b>8:10 am</b>	<b>8:15 am</b>	<b>3:05 pm</b>
<b>Maddox Intermediate (4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>)</b>	<b>8:05 am</b>	<b>8:10 am</b>	<b>3:00 pm</b>

Students should **not** arrive at school prior to 30 minutes of the starting time.

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

Students checking in after the tardy bell must report to the school office, accompanied by a parent/guardian. Also, parent/guardian must report to the school office when checking out a student. Anyone attempting to check out a student should be prepared to present photo identification to verify identity.

Students will be allowed six (6) unexcused check-ins or check-outs per semester. On the sixth (6) unexcused check-in or check out, the student may be assigned detention. This will repeat for every sixth (6) unexcused check-in or check-out throughout the year.

All check-in or check-outs will be marked unexcused unless a doctor's excuse is presented to the school or there has been prior approval from the principal.

### **ACADEMICS**

#### GRADING SCALE

In grades 1 through 6, numerical grades shall be mandatory, based on the following scale:

- 90 - 100 = A Excellent
- 80 - 89 = B Good
- 70 - 79 = C Satisfactory
- 60 - 69 = D Needs Improvement
- 0 - 59 = F Failure

### **INSTRUCTIONAL MATERIALS AND SUPPLIES**

School supply lists for each grade level will be posted on the school website and available at the front office, prior to the beginning of the school year.

### **LOCKERS/BOOK BAGS for Maddox Intermediate School**

MIS students will be required to purchase a locker for the school year. Lockers are available at a cost of \$15.00 per student per school year. Lockers should be used for the storage of books, book bags, and personal belongings. Payment is due within the first week of school. **Only one person is allowed to use each locker.**

Although a student has control of his/her locker against fellow students, the administration may have any locker searched by authorized officials. The search will be authorized if there is reason to believe that something that is harmful or detrimental to the student or to other students is concealed in the locker, or if there is something illegal in the locker.

Book bags are only to be used to carry books to and from school. Students may not carry book bags or drawstring bags to individual classes.

## ***PROMOTION AND RETENTION POLICY***

### Purpose

The Jasper City School Board of Education recognizes the fact that individuals are different and students differ in their capacity to learn and the rate at which they learn. Promotion or retention in grades K-6 shall be made in the best interest of the student after careful evaluation of all factors relating to the advantages and disadvantages of alternatives.

### Kindergarten

Students are expected to master academic readiness, social skills, and physical skills designated by the Alabama State Department of Education and the Jasper City Schools standards. Students will be promoted unless there are indications of immaturity that would prohibit them from coping with the academic expectations of the first grade program.

### Grades 1-6

For students to be promoted to the next grade, they must adhere to the following:

1. Successfully meet minimum established standards with passing grades in Language Arts and Mathematics.
2. Not miss more than twenty-five (25) days in a school year. Refer to *Attendance* section in General Information of the *Parent-Student Handbook*.

## ***SNACKS***

Students are permitted to have a snack during the school day. Snacks may be brought from home or may be purchased at school. School snacks include juice and/or non-sweet dry snacks. Soft drinks, tea or fast food is not allowed. Since snack time is a privilege, it may be prohibited or suspended at any time.

## JASPER HIGH SCHOOL INFORMATION

### SCHOOL HOURS

<b>Grades</b>	<b>Start Time</b>	<b>Tardy Time</b>	<b>End Time</b>
<b>7<sup>th</sup> and 8<sup>th</sup> Jr. High</b>	<b>7:50 am</b>	<b>7:55 am</b>	<b>2:45 pm</b>
<b>9<sup>th</sup> – 12<sup>th</sup></b>	<b>7:40 am</b>	<b>7:45 am</b>	<b>2:50 pm</b>

Students should **not** arrive at school prior to 30 minutes of the starting time.

### CHECK-IN AND CHECK-OUT PROCEDURES

#### **Students will be allowed three (3) checkouts per semester.**

After three (3) checkouts, parents will be required to come to school and check out their child. If a student checks out of school more than three times in a semester for unexcused reasons, he or she will be assigned an after-school detention. For each subsequent unexcused checkout, he or she will receive additional disciplinary measures. Anyone attempting to check out a Jasper High School student should be prepared to present photo identification to verify identity.

#### PROCEDURE FOR CHECKING IN

Students are expected to arrive at school and be present in their first block class. If a student arrives after the tardy bell, he or she must report to the attendance office and sign-in. Check-ins after the beginning of the third block result in the student being counted absent for the day. If a student checks into school for unexcused reasons more than three times in a semester, he or she will receive an after-school detention. The next unexcused check in and any subsequent check in will result in further disciplinary measures.

#### PROCEDURE FOR CHECKING OUT

##### **WITH NOTE**

Students are not permitted to leave school for any reason without written permission from the attendance office. If a student plans to leave school, the student should bring a note from the parent or guardian. The note should be written on a full sheet of paper; it must be dated and have a telephone number where a parent can be contacted. The student must present this note to the attendance office before 1<sup>st</sup> period and then the student must sign out at the attendance office when he or she leaves. Parental permission alone does not allow a student to leave campus. It is the responsibility of the student to check out with the designated school officials.

If a student becomes ill, he/she should check out through the nurse's office during the first ten minutes of the period unless an emergency condition exists.

If a student plans to go to a doctor or dentist, the student must put the doctor's name and telephone number on the note.

If a student is planning on participating in an extracurricular activity, he/she is not allowed to check out or in on the day of the activity without prior approval from the principal. These rules also apply to tryouts. If students check out of school, they should not return to campus without checking back in through the attendance office.

##### **WITHOUT NOTE**

Only in cases of emergency or sickness is a student allowed to check out without having a note and then only if a parent or guardian is contacted. The school is not permitted to send anyone home until a parent/guardian is contacted and satisfactory arrangements have been made.

Many students have entirely too many checkouts each year. Please work with us so we can provide you with the best possible educational opportunities.

**Students who are checking out of school must report to the attendance clerk for a checkout slip when the clerk calls for the student to come to the office. Failure to come to the attendance office to check out properly will result in discipline being assigned by the administration. Students are not to be picked up anywhere on campus except through the front door of the building when checking out.**



## ***ABSENCES***

Refer to the *Attendance* section in the General Information of the *Parent-Student Handbook* for more information about attendance and absenteeism policies.

### PREARRANGED ABSENCE

Parents should make prior arrangements with the principal if an absence (family emergency, out of town, etc.) is anticipated. A note from the parent/guardian should be given to the principal three or four days prior to the anticipated absence. After the principal approves the absence a copy of the approval notice will be sent to each classroom teacher for a signature and notification of the upcoming absence. The approval notice will then be filed in the attendance office.

### MAKE-UP WORK FOR EXCUSED ABSENCES

If a student is absent for any **excused** reason, the student shall be allowed to make up school work and /or examinations missed during the stated absence or absences. The student shall be responsible for contacting the teacher or teachers **within two days upon return to school** to arrange, at the teacher's discretion, to make up work and/or examinations. Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. However, no make-up work will be allowed during regular class time. *A grade of "1" on a progress report indicates work that may be made up.*

### TARDIES

Students are expected to arrive at school before the tardy bell. Students entering school after the tardy bell must check in at the school office. Students who arrive late to school or check in must have a medical excuse or he/she will receive an unexcused tardy. Students must be inside the classroom, or in the assigned area as determined by the teacher, when the tardy bell stops ringing, otherwise, the student is considered unexcused tardy. More than three unexcused tardies (to class and/or school) during a nine-week period will result in two hours of before school detention. Tardies are calculated with both class tardies and school arrival tardies. **Any student having a habitual problem with tardies may receive disciplinary action exceeding the steps outlined below.**

Example: 1 - 3 unexcused tardies (class tardies/arrival to school tardies) = Warning  
4 unexcused tardies = 2 hours Before School Detention

## ***ACADEMICS***

### GRADING SCALE

In grades 7 through 12 in the schools of the school system, numerical grades shall be mandatory, based on the following scale:

- 90 - 100 = A Excellent
- 80 - 89 = B Good
- 70 - 79 = C Satisfactory
- 60 - 69 = D Needs Improvement
- 0 - 59 = F Failure

### EXEMPTION POLICY FOR SEMESTER EXAM

Students may be eligible for one attendance/grade exemption as follows:

- "A" average and no more than two excused absences
- "B" average and no more than one excused absence
- 75-79 average and perfect attendance

Any student who accumulates three (3) tardies in a class or a disciplinary action in a class forfeits the opportunity for an exemption in that class. More than two excused absences based on the student's personal, severe, medical emergencies may be appealed to the administration. Excuses must be presented immediately upon return to school.

### ATHLETIC ELIGIBILITY

Students entering the 10th and 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses. Any combination of these courses is accepted.)

### ADVANCED PLACEMENT

The Advanced Placement Program is designed for the highly motivated and capable students who wish to do college-level work in high school.

Since Advanced Placement courses have higher achievement levels, grades will be weighted for determining the honor roll, membership in the National Honor Society and class standing. The additional quality point will be added to the students' GPA and percentage ranking, but will not be reflected on the report card. Any student making below 60 in an AP class will not receive credit for that class.

## CORRESPONDENCE COURSES

Correspondence courses may be taken in some cases. A student and his/her parents will be required to sign an agreement detailing the responsibilities of the student and the school for the independent study prior to approval of the correspondence course. The only responsibility of the school in a correspondence course is administering the exams to the student on behalf of the college/university.

## DUAL ENROLLMENT

Dual Enrollment classes are made available through Beville State Community College. Students who meet college entrance criteria may request permission from the principal/counselor to enroll in college classes. College courses taken for the purpose of earning a technical certificate qualify for dual credit based on six semester hours equaling one Carnegie Unit. The student is responsible for all college costs, supplies, and transportation.

## PHYSICAL EDUCATION CLASSES

Gym clothing is required for each student and must follow school dress code policy with the exception of gym shorts worn in the PE area. All physical education students, in accordance with State Board of Education regulations, are required to dress out each day. The only way a student can be excused from physical education is with a doctor's excuse.

## CLASS RANKING (SENIORS ONLY)

Rank in class is an indication of the student's academic standing in relation to other students in the class. Grade Point Average (GPA) is the average of all the grades in all the courses the student has taken in high school. This information is available to seniors after the first semester grades are posted. All students earning all A's who receive the Alabama High School Diploma with Honors Academic Endorsement will be ranked as number one in their graduation class.

## ***ATHLETICS***

### ***7<sup>th</sup> and 8<sup>th</sup> Grades – Jr. High***

7<sup>th</sup> and 8<sup>th</sup> grade students are offered athletic participation in the following sports: football, baseball, track/cross-country, volleyball, softball, wrestling, basketball, tennis and cheerleading.

#### **ELIGIBILITY RULES FOR 7<sup>th</sup> and 8<sup>th</sup> GRADE ATHLETICS:**

1. The maximum age limit for 7th and 8th grade competitions is 15 years of age on or after September 1 of the current year to be eligible.
2. A player must meet the academic requirements as set forth by the Alabama High School Athletic Association **and Jasper Jr. High School. Coaches will inform prospective athletes of specific behavior and academic guidelines for athletic teams.**
3. No student shall be eligible to participate in interscholastic athletics until a copy of his/her birth certificate issued by the State Bureau of Vital Statistics in the state in which he/she was born is on file at the school.
4. Any member of a school athletic team who participates in an athletic contest as a member of a similar team during the same season shall be ineligible to compete under these rules for the remainder of the season.
5. A student must be legally enrolled in the Jasper City School System.
6. A student must have passed a current year physical examination.
7. A student must have a completed athletic file in place at the school, and the file must include the following:
  - State certified birth certificate
  - Drug testing consent/release form
  - Transportation permission form
  - Medical/Insurance form
  - Current physical examination form that will be valid for the entire upcoming school year

## CHEERLEADING

Cheerleading is not a sport as governed by state eligibility guidelines; however, 7<sup>th</sup> and 8<sup>th</sup> grade cheerleading eligibility requirements will include the eligibility rules as outlined in the above *ATHLETICS* section, in addition to the rules listed below:

- Candidates for cheerleader must have a 70 or higher in **all** academic classes, for the previous semester, not a composite of all academic scores.
- Candidates for cheerleader must be enrolled at Jasper Jr. High by the beginning of the second semester in order to be eligible for tryouts.

### ***9<sup>th</sup> – 12<sup>th</sup> Grades – High School***

Jasper High School participates in the following athletics: Football, Volleyball, Men's and Women's Cross Country, Men's and Women's Swimming, Wrestling, Men's and Women's Basketball, Men's and Women's Indoor Track, Baseball, Softball, Men's and Women's Tennis, Men's and Women's Golf, and Men's and Women's Soccer.

To participate in athletic conditioning or games, athletes must have a current physical on file at JHS and meet AHSAA eligibility requirements. The goal of the athletic program is to provide our student-athletes quality opportunities to enhance and promote teamwork, sportsmanship, competitiveness, self-discipline and moral character. In doing so, we will strive to provide each participant with experiences that will help each child to reach his/her fullest potential while developing an environment of school spirit and commitment to excellence. For a complete, more detailed list of all sports offered, please refer to our JASPER HIGH SCHOOL ATHLETIC HANDBOOK.

## ***ATHLETIC CONTESTS AND PEP RALLIES***

Students who support our teams by attending athletic contests should remember that they represent our school to the general public. Improper conduct will be dealt with severely. All cheering must be under the direction of the cheerleader squad.

The first few minutes of a pep rally are used for spontaneous cheering. When the cheerleaders appear on the gym floor, they are in charge of the cheering. Students will not be permitted to lead cheers from the stands. Speakers at pep rallies should be shown the courtesy of silence while they are speaking. Artificial noisemakers are permitted at pep rallies (per coaches' choice), but they are not allowed at athletic contests.

## ***CLUBS AND ASSOCIATIONS***

### ***7<sup>th</sup> and 8<sup>th</sup> Grades – Jr. High***

A variety of clubs and associations are offered in which 7<sup>th</sup> and 8<sup>th</sup> grade students may participate. Clubs and associations which are open to all 7<sup>th</sup> and 8<sup>th</sup> grade students are listed below:

- Student Council
- Builders' Club
- First Priority
- American Sign Language Club
- Chess Team
- FCCLA Club
- Technology Student Association/Technology Team
- Math Team
- Spanish Club

### **NATIONAL JUNIOR HONOR SOCIETY**

The membership of the Jasper Junior High School Chapter of the National Junior Honor Society is earned by the effective demonstration of Scholarship (with a GPA of 3.8 or higher), Service, Leadership, Character, and Citizenship.

### ***9<sup>th</sup> – 12<sup>th</sup> Grades – High School***

#### **SELECTION PROCESS FOR THE NATIONAL HONOR SOCIETY**

1. A student must be in at least the tenth grade and have a cumulative grade average of 3.68 (92%) or better in order to be considered for membership in the National Honor Society. Academically eligible students will also be evaluated on the basis of service, leadership and character.
2. All individual teachers will be given input in the election of NHS members through the marking of comment sheets on all academically eligible students; however, a faculty council composed of five teachers appointed annually by the principal will make the final selection of students for NHS membership. A 3-2 majority vote of the council will be required in order for a student to be admitted into NHS.
3. No student who has a record of suspension will be selected for membership in the National Honor Society.
4. No student on whom a documented record of cheating has been filed in the administrator's office will be selected for membership in the National Honor Society.
5. A student who holds membership in the National Honor Society will lose such membership if he/she is suspended, or if a documented record of his/her cheating is filed in the administrator's office.

#### **SELECTION PROCESS FOR THE BETA CLUB**

1. A student must be in at least their first semester of the eleventh grade and must maintain a grade average of 3.4 or better. Academically eligible students will also be evaluated on the basis of school citizenship, character, service, and leadership.
2. Students must serve at least twelve hours of community service for each year of membership.
3. Students are expected to maintain a clean disciplinary record. Membership is subject to be terminated upon decision of a faculty committee if a member faces a disciplinary action such as suspension or placement in alternative school.
4. All individual teachers will be given input in the selection of Beta Club members through the marking of comment sheets on all academically eligible students.

## ***RETENTION/PROMOTION (SUMMER SCHOOL)***

Students at Jasper High School must pass all core academic subjects with a grade of 60 or above. Core subjects for all grades are math, science, social studies, and language arts. A student who fails one or two academic subjects may be required to attend summer school and receive a passing grade in those subjects in order to be promoted to the next grade. If a student fails three or more academic subjects, he/she will **not** be promoted to the next grade. There is a charge for each summer school class. Students with excessive absences, more than ten class sessions during a semester, may be required to attend summer school in order to receive course credit.

## ***STUDENT PROMOTION REQUIREMENTS FOR 10<sup>th</sup> – 12<sup>th</sup> GRADERS***

**To Grade 10:** A student will be classified as a 10th grader if he/she has earned a minimum of 6 credits.

**To Grade 11:** A student will be classified as a 11th grader if he/she has earned a minimum of 12 credits.

**To Grade 12:** A student will be classified as a 12th grader if he/she has earned a minimum of 20 credits.

Grade level status is based on the number of credits earned prior to the start of the school year. Students are assigned to advisory classes based on the criteria stated above.

## ***FOOD/DRINKS/GUM***

Bottled water is the only drink allowed in the classroom. No food or other drinks will be allowed in the hallways or classroom.

Absolutely no gum will be allowed at Jasper High School. Violations will result in assigned after-school work detail and/or morning detention.

## ***GRADUATION REQUIREMENTS***

Please refer to the *Jasper High School Course Selection Guide 2017-2018* found on the JCS website, [www.jasper.k12.al.us](http://www.jasper.k12.al.us) on the Curriculum and Instruction page.

### GRADUATION CEREMONY

All eligible senior students are encouraged to participate in the school's annual commencement service; however, it is not a requirement. **Any student NOT earning the necessary units for graduation will not be allowed to participate in the graduation ceremony.** Listed below are general guidelines for participation in the annual graduation ceremony.

1. Students must adhere to printed JHS graduation ceremony dress and behavior codes. Students are expected to behave in a dignified and composed manner throughout the graduation ceremony.
2. Students must attend graduation practices and follow instructions given by teachers and/or administrators regarding procedures at the ceremony.
3. Anyone who has been drinking alcoholic beverages or abusing drugs will not be allowed to participate in the graduation ceremony.
4. Any student with a Class III or Class IV Disciplinary Violation may be denied the privilege of participation in the graduation ceremony. (Examples include vandalism, drugs, alcohol, etc.)
5. School personnel will monitor student's behavior and diplomas will not be distributed until after the conclusion of the ceremony.
6. Seating for the graduation ceremony is on a first come-first serve basis for families and guests of graduates.

## ***JUNIOR/SENIOR PROM AND HOMECOMING DANCE GUIDELINES***

Students attending the JHS prom and/or homecoming dance are allowed to invite one guest who is at least a freshman in high school and not over the age of 20. Students that are prohibited from JHS events and activities for any reason may not attend the prom and/or homecoming dance. The above guidelines also apply to students attending other high schools who wish to attend the prom and/or homecoming dance as a guest of a JHS student. The administration of Jasper High School reserves the right to deny entry to any prom and/or homecoming dance attendees. Dress code rules for students and their guests should be outlined by school administration prior to the prom and/or homecoming dance. Facial piercings other than earrings are prohibited. Only formal wear hats as accessories for tuxedos are allowed for boys. No other head coverings are allowed. Guests of Jasper High School students attending prom and/or homecoming dance must present photo identification for admittance.

## ***LOCKERS/BOOK BAGS***

JHS students will be required to purchase a locker for the school year. Lockers are available at a cost of \$15.00 per student per school year. Lockers may be purchased during orientation week in the fall. Lockers should be used for the storage of books, book bags, cell phones, work materials and personal belongings. Sharing of lockers is not allowed; ***only one person is allowed to use each locker.*** Payment is due within the first week of school. Students with large sports bags should leave these items in a vehicle, locker room, or a teacher's classroom. These items may not be carried to the cafeteria at lunch. Although a student has control of his/her locker against fellow students, the administration may have any locker searched by authorized officials. The search will be authorized if there is reason to believe that something is harmful or detrimental to the student or to other students, concealed in the locker, or if there is something illegal in the locker. Lockers are not designed to be totally secure. Valuables are not to be left in any locker.

**Book bags are only to be used to carry books to and from school and must be stored in the student lockers during the day. Students cannot carry book bags to individual classes.**

## ***STUDENT PARKING***

All vehicles driven to school must be registered in the school office, and each student shall be required to complete and return to the office the "Jasper City Board of Education Student Driver's Registration Form - Jasper High School" and the "Student Parking Privileges Substance Abuse Consent Release Form" for random drug testing. Refer to the Jasper City Schools Board Policy 5.42. A charge of \$20.00 per vehicle per school year will be required along with proof of insurance to receive a parking place.

Parking rules and regulations will be furnished to the student upon registration. All vehicles are to be vacated upon arrival to school. Students are not allowed to return to personal vehicles during the school day unless checking out of school. Parking rules and regulations will be enforced. Students will be subject to detention, Saturday School, suspension of parking privileges and ultimately (upon the third violation) towing of the vehicle if the student parks in a) a no-parking zone, b) an area not marked for parking, c) a numbered space not reserved by that student, or d) an area blocking other vehicles.

Drivers that accumulate 5 or more tardies to school during a 9-week grading period will have parking privileges suspended.

- 1<sup>st</sup> offense – Parent conference and warning
- 2<sup>nd</sup> offense – 5 days suspension of parking privileges
- 3<sup>rd</sup> offense - Suspension of parking privileges (length of suspension to be determined)

### **Repeated violations may result in permanent loss of parking privileges.**

The **first** ticket issued will be detention (before-school detention or after-school detention).

The **second** ticket will be Saturday School.

The **third** ticket will result in the suspension of parking privileges and/or the vehicle being towed.

**FORMS TO BE COMPLETED AND RETURNED TO SCHOOL**



**ALABAMA STATE DEPARTMENT OF EDUCATION**  
**HEALTH ASSESSMENT for School Year: 2017-2018**



To Parent or Guardian:

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

***This information will be kept strictly confidential.***  
**PLEASE complete both pages of this form (Return to the School Nurse)**

Name of Student (Last, First, Middle)			Birth Date	Sex	School
Address (Street)					
Home Telephone Number	Cell Telephone Number	Additional Phone Number		Grade	Teacher/Homeroom
Name of Parent/Guardian (Last, First, Middle)				Work Phone Number	
Transportation					
<input type="checkbox"/> Bus Rider Bus Number		<input type="checkbox"/> Car Rider		<input type="checkbox"/> Special Needs Bus	
<input type="checkbox"/> After School					

**Part I – Health Information**

**Place where your child receives regular health care:**  
**Physician's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

Community Health Center  
 Health Department  
 Hospital Clinic  
 No Regular Place  
 Private Doctor/HMO

**Preferred Hospital:** \_\_\_\_\_

**Your child's Insurance Information:**

ALL KIDS  
 Medicaid  
 No Insurance  
 Other \_\_\_\_\_  
 Private Insurance

**Place your child receives dental care:**  
**Dentist's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

Community Health Center  
 Health Department  
 Hospital Clinic  
 No Regular Place  
 Private Dentist/HMO

**Part II – Medical History Medical Equipment/Procedures Required at School**

<input type="checkbox"/> Catheter	<input type="checkbox"/> Gastric Tube	<input type="checkbox"/> Nebulizer Treatments	<input type="checkbox"/> Oxygen Supplement	<input type="checkbox"/> Tracheostomy
<input type="checkbox"/> Vagal Nerve Stimulator (VNS)	<input type="checkbox"/> Ventilator	<input type="checkbox"/> Wheelchair	<input type="checkbox"/> Walker	
<input type="checkbox"/> Other <i>Please explain:</i>				

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

**Please Complete Form on Next Page (Signature Required)**



ALABAMA STATE DEPARTMENT OF EDUCATION

HEALTH ASSESSMENT for School Year: **2017-2018**

**Part III – Medical History**

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

**Required Signatures**

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

Please complete this form, remove from the handbook, and return to the school office.

Keep the handbook for future reference.

Health Form is available in Spanish at each school. Formulario de Salud está disponible en Español en cada escuela.

**2017-2018**  
**PARENT-STUDENT AGREEMENT**  
**AND**  
**PERMISSION FORM**

- I have read the Jasper City Schools' Parent-Student Handbook, and I am fully aware of the policies and procedures set forth by the Jasper City Board of Education.
- I agree to follow all rules and policies as listed in the Jasper City Schools' *Parent-Student Handbook*.
- I have read and adhere to the Acceptable Use Policy (AUP) on pages 28-33.
- I am aware of the video and picture taking guidelines found on page 47. I understand that Jasper City Schools does not condone anyone other than a parent or guardian to take pictures and/or videos of anyone other than their child.

**Please complete the following:**

- I hereby give my permission for the Jasper City School System to publish photographs and/or videos of my son/daughter and/or his/her work within the Jasper City Schools' domain and social media websites. Individual students may be identified by full name unless permission to do so is denied by the parent or guardian.

If you **do not** give permission for the Jasper City School System to publish photographs of your son/daughter and/or his/her work, you must notify the school principal in writing within fifteen days of the student's first day of attendance each school year.

- .....
- I hereby give my permission for my child to access the Internet with the supervision of his/her teacher as needed.

If you **do not** give permission for your child to access the Internet with the supervision of his/her teacher, you must notify the school principal in writing within fifteen days of the student's first day of attendance each school year.

- .....
- I hereby give my permission for my child to ride the bus for school or extracurricular activities.

If you **do not** give permission for your child to ride the bus for school or extracurricular activities, you must notify the school principal in writing within fifteen days of the student's first day of attendance each school year.

- .....
- I hereby give my permission for my child to participate in the Vision/Hearing Screening.

If you do not give permission for your child to participate in the Vision/Hearing Screening, you must notify the school principal in writing within fifteen days of the student's first day of attendance each school year.

STUDENT'S NAME: (please print) \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

SIGNATURE OF PARENT: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

**Please complete this form, remove from the handbook, and return to the school office. Keep the handbook for future reference.**



**JASPER CITY SCHOOLS  
STUDENT/PARENT 2017-18  
ELECTRONIC DEVICE USE AGREEMENT**

Student Name \_\_\_\_\_  
 Parent Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Terms:**

1. I agree to practice digital citizenship and responsible social networking.
2. I agree to comply at all times with the Jasper City Schools Acceptable Use Policy and Equipment Use Agreement incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate my rights of possession effective immediately and the school system may repossess the electronic device and accessories.
3. I agree that I will not deface the device or accessories in any way including the addition of decals, markings, etc.
4. I agree that I will not alter (i.e. "jailbreak") the electronic device, software configuration, or functionality installed by Jasper City Schools.
5. I will take good care of my electronic device.
6. I will never leave the electronic device unattended.
7. I will never loan my electronic device to other individuals.
8. I will know where my electronic device is at all times.
9. I will charge my electronic device battery at home prior to each school day.
10. I will keep food and beverages away from my electronic device since they may cause damage to the device.
11. I will not disassemble any part of my electronic device or attempt any repairs.
12. I will protect my electronic device by only carrying it while in the case provided.
13. I will use my electronic device in ways that are appropriate, educational, and meet the expectations of Jasper City Schools.
14. I will not deface the serial number on the back of my electronic device.
15. I understand that my electronic device is subject to inspection at any time without notice and remains the property of Jasper City Schools.
16. I will follow the policies outlined in the Parent-Student Handbook and Acceptable Use Policy while at school, as well as outside the school day.
17. I will file a police report in case of theft, vandalism, or fire.
18. I will be responsible for all damage or loss caused by neglect or abuse.
19. I will honor myself and others by communicating in a respectful manner in all electronic communication.
20. I agree to return the electronic device, case, and power cords to Jasper City Schools in good working condition.

**SIGNATURES:**

\_\_\_\_\_  
 Student Parent/Guardian Date

**Title:**  
 Legal title to the electronic device and all accessories is in the name of Jasper City Schools and shall at all times remain so. My right of possession and use is limited to and conditioned upon my full and complete compliance with this Agreement and the Acceptable Use Policy.

**Cost of Lost/Repairs for Electronic Device and Accessories:**

Furthermore, the student will be responsible for any damage to the electronic device and must return the electronic device and accessories to the school in satisfactory condition. The student will be charged for any needed repairs, not to exceed the replacement cost of the electronic device.

**Electronic Device Replacement Charges:**

- a) Lost or \*stolen device: Replacement of device \$200.00
- b) Device screen repairs \$40.00
- c) Accessory replacements:
  - a. iPad cord, charger, or case \$20.00
  - b. Laptop cord or case \$30.00

\*An electronic device that is considered stolen must have a police report on file.