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MISSION STATEMENT

“Through the commitment of faculty, staff, students, parents and stakeholders, the Anniston City School System aspires to be a community of leaders utilizing individualized instruction and innovative resources to develop confident, life-long learners.”

Dear Parents and Guardians:

Thank you for sending your child/children to the Anniston City Public School System.

The Code of Student Conduct is a tool to help us help students. The Code of Student Conduct outlines the rules that students should follow and provides information pertaining to consequences for failure to follow the rules. The information should be read and discussed with your child. By reviewing the Code of Student Conduct and discussing it with your child, you are helping your child take advantage of the opportunities provided by all schools in the Anniston City School District.

If we can answer questions, do not hesitate to contact your school or the central office.

As always, we appreciate the opportunity to serve you and your child.

Sincerely,

Darren Douthitt
Superintendent of Education
Anniston City Schools
### CENTRAL OFFICE CONTACTS

Mr. Darren Douthitt  
Superintendent of Education

<table>
<thead>
<tr>
<th>Administration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Narketha Bryant-Henderson</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Charlotte A. Nealy</td>
<td>Secretary to the Superintendent/Board</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Jimmie Thompson, III</td>
<td>Chief School Financial Officer</td>
</tr>
<tr>
<td>Anne Battle</td>
<td>Secretary/Bookkeeper</td>
</tr>
<tr>
<td>Amanda Kughn</td>
<td>Payroll / Insurance</td>
</tr>
<tr>
<td>Bertha Mitchell</td>
<td>Bookkeeper</td>
</tr>
<tr>
<td>Teresa Taylor Rhoden</td>
<td>Secretary/Bookkeeper</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<td>Ashley Alexander</td>
<td>Child Nutrition Program Coordinator</td>
</tr>
<tr>
<td>Diane Cofield</td>
<td>Child Nutrition Secretary</td>
</tr>
<tr>
<td>Ken Goble</td>
<td>Facilities &amp; Maintenance</td>
</tr>
<tr>
<td>Harvey Wright</td>
<td>Facilities &amp; Maintenance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th></th>
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<tbody>
<tr>
<td>Gwendolyn Baker</td>
<td>Director of Special Education/Testing</td>
</tr>
<tr>
<td>Laura Phillips</td>
<td>Director of Curriculum</td>
</tr>
<tr>
<td>Sherry Gray</td>
<td>Special Education Secretary</td>
</tr>
<tr>
<td>Marlon Jones</td>
<td>Director of Federal Programs/Student Services/Transportation</td>
</tr>
<tr>
<td>Tammye Williams</td>
<td>Federal Programs Secretary</td>
</tr>
<tr>
<td>Angie Henderson</td>
<td>Resource Teacher Title I</td>
</tr>
<tr>
<td>Yolanda McCants</td>
<td>Coordinator of School Improvement/Attendance</td>
</tr>
</tbody>
</table>
SCHOOLS

| Anniston High -256-231-5010        | Randolph Park Elementary -256-231-5080                      |
| Dr. Sherron Jinadu, Principal      | Mrs. Teresia Hall, Principal -256-282-3971                  |
| Mr. Charles D. Gregory, Sr., Assistant, Principal | Tenth Street Elementary -256-231-5090                      |
| Mr. Edward J. Sturkie, Sr., Assistant, Principal | Mr. Dexter Copeland, Principal |

| Anniston Middle-256-231-5020       | Golden Springs Elementary -256-231-5050                     |
| Ms. Kimberly Garrick, Principal    | Mrs. Betty Merriweather, Principal                          |
| Mr. Christopher Howard, Assistant, Principal | Constantine Elementary -256-231-5040                      |

| Cobb Elementary - 256-231-5030     |                                                               |
| Mr. Phillip Posey, Interim Principal | Mrs. Sheila Ball, Principal 256-453-7947                   |

MEMBERS OF THE ANNISTON CITY BOARD OF EDUCATION

<table>
<thead>
<tr>
<th>Name – Mailing Address</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. William Robison</td>
<td>(256) 238-8040</td>
</tr>
<tr>
<td>1031 Montvue Road</td>
<td></td>
</tr>
<tr>
<td>Anniston, Alabama 36207</td>
<td></td>
</tr>
<tr>
<td>Mrs. Mary L. Klinefelter</td>
<td>256) 525- 0007</td>
</tr>
<tr>
<td>1412 Christine Ave</td>
<td></td>
</tr>
<tr>
<td>Anniston, Alabama 36207</td>
<td></td>
</tr>
<tr>
<td>Dr. CK Huguley</td>
<td>(256) 294-2827</td>
</tr>
<tr>
<td>1314 Christine Ave</td>
<td></td>
</tr>
<tr>
<td>Anniston, Alabama 36207</td>
<td></td>
</tr>
<tr>
<td>Mr. William Hutchings</td>
<td>(256) 310-5415</td>
</tr>
<tr>
<td>2231 McDaniel Ave</td>
<td></td>
</tr>
</tbody>
</table>
**STATEMENT OF NON-DISCRIMINATION POLICY:**

“No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religion, age, national origin, ethnic group, or handicapped condition.”

“No student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, ethnic group, or disability.”

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**ANNISTON CITY SCHOOLS**

**CODE OF STUDENT CONDUCT**

**INTRODUCTION**

**Philosophical Basis**

The Anniston City Board of Education believes that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distractions, frictions, and disturbances that interfere with the effective functioning of the student, class, and school. It is also the presence of a friendly, yet businesslike atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.
As students progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action. However, the procedures identified shall apply to all students in grades K-12.

To assist parents, administrators, and faculty in maintaining such an environment, the Code of Student Conduct is designed to accomplish the following:

Describe the roles of the home, student, and school.

Identify student responsibilities and rights.

Define formal disciplinary actions.

Standardize procedures for administering formal disciplinary actions.

Identify classifications of violations and describe procedures for disciplinary action.

Explain Due Process Procedures.

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Anniston City Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, ethnic group or disability.

ROLES OF THE HOME, STUDENT AND SCHOOL

In order for effective instruction to occur, there must be a cooperative effort between the home and the school that will result in:

Parents who:

♦ maintain regular communications with the school authorities concerning their child’s progress and conduct.
♦ ensure that their child attends school regularly and report student absences and tardiness in writing.
♦ provide their child with the materials needed to complete schoolwork.
♦ assist their child in being healthy, clean, and neat.
♦ inform school authorities of any problem or condition, which affects their child or other children of the school.
♦ discuss report cards and work assignments with their child.
♦ provide current telephone numbers for home and work.

Students who:

♦ attend all classes on time.
♦ come to class with necessary working materials.
♦ show respect for all individuals and property.
♦ do not use profane language; make obscene gestures, or inflammatory statements.
♦ conduct themselves in a safe and responsible manner.
♦ are healthy, clean, neat, and appropriately dressed.
are responsible for their work.
+ abide by the rules and regulations of the school.
+ seek changes in an acceptable manner.

**Schools that:**
+ encourage the use of effective guidance procedures.
+ maintain an atmosphere conducive to learning.
+ exhibit an attitude of respect for students.
+ provide a flexible curriculum to meet the needs of all students.
+ maintain effective discipline based upon fair and impartial treatment of all students.
+ encourage the staff, parents, and students to use the services of community agencies.
+ communicate regularly with parents.
+ encourage parent participation in activities of the school.
+ involve students and parents in the development of rules and regulations.
+ endeavor to involve the community in the improvement of the quality of life.

**Personnel who:**
+ are regular in attendance and punctual.
+ perform their duties efficiently and effectively.
+ respect other individuals and their property.
+ refrain from the use of profanity or from making inflammatory statements.
+ conduct themselves in a professional and responsible manner.
+ are healthy, clean, neat, and appropriately dressed.
+ adhere to the policies prescribed by the Board of Education and to the rules and regulations established by the school.
+ participate in activities designed to promote professional development.

- utilize a variety of disciplinary and guidance methods which may include the following:
  1. Conferences and/or contacts between administrator(s), parent(s), teacher(s), and student(s).
  2. Referrals to appropriate personnel for counseling, psychological evaluations, and other services deemed necessary.
  3. Adjustments in the student's program.
  4. Referrals of specific problems to appropriate community agencies.

**JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in the Anniston City School System are subject to the policies of the Anniston City Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including but not necessarily limited to the following:

Transportation on school buses
Field trips
Athletic functions, club, or organization meetings at home or away
School-Sponsored social events/activities at home or away
School groups representing the school system in educational events.
All school rules and regulations pertain to automobiles driven or parked on school property and all Board of Education owned property.

STUDENT RESPONSIBILITIES AND RIGHTS

It is the intent of this section of the Code that students be informed that individual rights involve responsibilities that must be viewed in relationship to the health, safety, and welfare of the majority of students within each school. The principal is assigned the administrative responsibility to provide instructional leadership under the supervision of the Superintendent and in accordance with policies of the Board of Education. The faculty and staff will assist in the orderly operation of the school and assure the rights of students.

ATTENDANCE

School administrators are mandated by Alabama law to enforce compulsory school attendance laws. According to Anniston City Board of Education Policy—Code JBD, all students are encouraged to attend school on a regular basis.

Student Responsibilities
♦ To take advantage of their educational opportunity by attending all classes daily and on time.
♦ To provide the school within three days of return, with a written explanation and appropriate documentation indicating the reason(s) for an absence.
♦ To make up classwork within a reasonable length of time when an absence is excused.

Student Rights
♦ To be informed of Board of Education policies and individual school rules regarding absenteeism and tardiness.
♦ To receive a verbal explanation concerning an absence.
♦ To request makeup assignments from teachers upon return to school from an excused absence and to complete this work within a reasonable length of time.

NOTICE OF NON-COMPLIANCE WITH ALABAMA COMPULSORY ATTENDANCE LAW

TAKE NOTICE, pursuant to the Code of Alabama, (1975) 16-28-16 that:

1. No valid reason for non-enrollment or nonattendance of your child/children at school has been found. State law, Code of Alabama (1975) 16-28-3, requires all children between the ages of seven and 17 to attend school. It is your responsibility under the law to ensure the attendance of your child/children.

2. Your child/children must attend school within three days from the date of this notice.

3. If your child/children miss(es) one more day of school without valid excuse or
good reason and intentionally, I am required by state law and school board policy to bring criminal prosecution against you.

If criminal prosecution occurs, you will be charged with violation of Code of Alabama (1975) 16-28-12, and/or 12-15-13 contributing or causing the delinquency or dependency of a minor. This offense is punishable by a fine of up to $500 or a sentence to hard labor for the county for a period not to exceed 12 months or both.

“Every Child Counts Every Day!” Stay In School!

COUNSELING

Schools have the responsibility to provide counseling and to make relevant information available to students in order to enhance their educational development. Counseling plans detailing counseling services will be available at each school.

Student Responsibilities
◆ To use counseling for educational and personal improvement.
◆ To schedule counseling appointments unless the problem or concern is an emergency.

Student Rights
◆ To be informed of the nature of the counseling available.
◆ To receive individual and group counseling.

CURRICULUM

The degree of student involvement in curriculum planning is a function of age, grade, and maturity. Student and parental opinions regarding curriculum offerings is extremely important and therefore deserves careful analysis and consideration. Credit Recovery and Response to Instruction (RTI) are offered at age-appropriate levels and are considered an integral part of the total curriculum offerings within the school system.

Student Responsibilities
● To request participation in academic programs and extracurricular activities that is commensurate with his/her interests and capability
● To seek counseling in course selections from informed persons
● To contribute to an atmosphere conducive to learning
● To exert every effort to achieve mastery of the basic skills in academic and/or extracurricular activities
● To participate in any additionally required Alabama Course of Study program such as counseling, health education, fine arts, foreign language, etc.
Student Rights
- To have an equal opportunity to participate in academic programs and extracurricular activities
- To receive course descriptions that should result in appropriate selections
- To receive instruction under competent instructors in an atmosphere conducive to learning
- To participate in the acquisition of the appropriate basic skills

ELECTRONIC COMMUNICATION DEVICES

Visible possession and/or use of electronic devices, including, but not limited to cell phones and other audio/video devices are not permitted during routine school hours (i.e. from the opening of the campus in the morning until the final dismissal in the afternoon). “Use of a cell phone is defined as sending or receiving messages in any format including voice, video or text. “Use” also shall include any incident where a device rings or vibrates audibly, even if the call, etc., is not answered.” **ALL DEVICES-EVEN IF NOT VISIBLE-MUST BE TurnED OFF DURING SCHOOL.** Possession of electronic devices during extra-curricular activities is permitted as long as the devices DO NOT INTERRUPT OR DISTURB THE ACTIVITY. Teachers and administrators may give students permission to utilize these electronic devices for learning purposes however, it is solely at the discretion of the teacher with the approval of the administrator and in such cases, students shall only use the devices for the expressed purposes outlined by the teacher. Taking photos or videos during the school day are prohibited without the teacher or administrator permission. If teachers or administrators direct student to access the internet, the devices must be logged on the schools' **CIPA** Compliant, wireless network.

*If a phone is taken from a student it should immediately be turned into the office by teacher.*

*(The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, other school rules, or the Alabama State Department guidelines. THE USE OF ANY ELECTRONIC DEVICE IN A TESTING or SECURE ASSESSMENT SITUATION IS PROHIBITED.)*

EQUAL ACCESS

2. Programs and Services (Title VI, Civil Rights Act of 1964)  
   (See Office of Civil Rights Memorandum: September 1991, Section 504)  
   (See Office of Civil Rights, 1992)

Plyler vs. Doe, 457 U.S. 202, 19
Anniston City Schools admits all students regardless of their immigrant status or English-speaking status.

Office of Civil Rights Memorandum; September 1991, Section 504
• Anniston City Schools demonstrates practices and ensures limited English proficient students are not excluded from special opportunity programs such as programs for the academically gifted, or other specialize activities based on English Language proficiency.

Office of Civil Rights, 1992
• Anniston City Schools notifies Limited English Proficient (LEP) parents about important school information in format and language they understand.

Anniston City Board of Education, “No Barriers” Policy, July 2003
• The Anniston City School System will not deny school entrance to prospective students who fall into Special Population categories such as ELL (English Language Learners), Homeless, Migrant, Immigrant, Neglected and Delinquent.

**FREE SPEECH/EXPRESSION**

Citizens in our democracy are guaranteed self-expression under the first and fourteenth Amendments of the United States Constitution. Therefore, in our democratic society, one of the basic purposes of education is to prepare students for responsible self-expression.

**Student Responsibilities**
♦ To respect the rights of all individuals to express disagreement in a manner which does not infringe upon the rights of others.
♦ To act in a manner which promotes dignity in the observance of patriotic activities.
♦ To respect the religious beliefs of others.

**Student Rights**
♦ To express viewpoints through speaking and writing in a manner which does not infringe upon the rights of others.
♦ To participate in the observance of patriotic activities.
♦ To refrain from any activity which violates the precepts of his/her religion.

**GRADING PROCEDURES**

An academic grade should reflect the teacher’s most objective assessment of the student’s academic achievement. **Academic grades should not be used as a means of maintaining order in a classroom, nor should student behavior be a factor when calculating academic grades.**

**Student Responsibilities**
♦ To be informed of the grading criteria
♦ To maintain a level of academic performance commensurate with his/her capability, and to make every effort to improve performance upon notification of unsatisfactory progress
Student Rights

- To receive the grading criteria from each teacher at the beginning of the course
- To receive notification of failure or potential failure when it is apparent that unsatisfactory work is being performed

Report Cards

The Board of Education believes that the regular and effective reporting of student’s progress toward the attainment of academic goals and objectives is imperative. The report card is a personal and private evaluation of the student in terms of the student’s abilities, emotional adjustment, physical development, values, and efforts toward achievement of the prescribed studies. Report cards shall be issued to all students four times each school session at all schools.

Grading Periods

Aug. 10 - Oct. 9
Oct. 19 - Dec. 18
Jan. 6 - Mar. 11
Mar. 14 - May 26

Progress Reports

Interim reports shall be issued mid-way through each grading period. These reports will be issued to all students.

Sept. 9
Nov. 18
Feb. 10
Apr. 20

Grading Scale

Anniston City Schools uses the following grading scale in grades one through twelve:

A    90-100    Superior
B    80-89     Above Average
C    70-79     Average
D    60-69     Below Average
F    0-59      Failing

* Please note: A 60% average must be earned in order to pass a course or subject area in grades 1-12.

Homework Policy

While homework is encouraged throughout the Anniston City School System, it may be used or counted as no more than 5% of a student’s grade in a given subject.

Promotion and Retention Standards

A. Kindergarten

In order to ensure success at the next grade level, the kindergarten student must demonstrate mastery of skills. Parents, in consultation with teachers, administrators and resource professionals, will make the final determination as to whether or not a student is promoted to first grade.

B. Grades 1-5

The student must receive a yearly average of 60 or above in reading, mathematics, language arts, social studies and science. The yearly average will be determined by averaging the two semester numerical grades.
C. Grades 6-8
In order to be promoted from grades six to seven, seven to eight, and eight to nine, a student must have earned an overall yearly average of 60% or higher in reading, language arts, mathematics, social studies, and science with

D. Grades 9-12
In order to be promoted from grades nine to ten, ten to eleven, and eleven to twelve, a student must have met the following requirements:

9-10: Must have earned at least six credits and not have failed a core subject (such as English 9, math, science, and social studies)
10-11: Must have earned at least twelve credits and not have failed a core subject (such as English 10, math, science, and social studies)
11-12: Must have earned sufficient credits to be eligible to graduate at the end of the twelfth grade year

AND must not have failed a core subject (such as English 11, math, science, and social studies)

AND must be able to schedule and complete all required courses prior to graduation

A senior is defined as a student who is currently enrolled at Anniston High School and has earned a minimum of nineteen credits toward graduation.

Certificate of Attendance
Anniston High School makes provision for exceptional students who will not earn the Occupational Diploma (through the graduating class of 2016). They will be awarded Certificates of Attendance for having attended twelve years and have completed their programs of study. Only PEY students choosing the AOD diploma or certificate exit option may participate in graduation ceremonies.

DIPLOMA REQUIREMENTS

Beginning with the graduating class of 2017, there will be only one diploma option, the Alabama High School Diploma.

Anniston High School will offer all diplomas and/or special education certificates sanctioned by the Alabama State Department of Education and described in Alabama Administrative Code 290-3-1-02(8) and (8)(a). In order to be considered as a candidate for graduation, a student must have completed all requirements as delineated by the Alabama State Department of Education.

The following charts provide specific details about graduation requirements:

**Explanation for state requirements need to be added in this section.**
Important Note: The following requirements apply to students who entered ninth grade in fall 2012 or later.

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
<th>Alabama High School Diploma Credits</th>
<th>Alabama High School Diploma with Advanced Academic Endorsement Credits</th>
<th>Alabama High School Diploma with Advanced Academic Endorsement with Honors Credits</th>
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<td>ENGLISH LANGUAGE ARTS</td>
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<tr>
<td>Four credits to include the equivalent of:</td>
<td>English 9</td>
<td>1</td>
<td>1</td>
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<td>English 10</td>
<td>1</td>
<td>1</td>
</tr>
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<td></td>
<td>English 11</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>English 12</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Four credits to include the equivalent of:</td>
<td>Algebra I (or Algebra A &amp; Algebra B)*</td>
<td>1 or 2</td>
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<tr>
<td></td>
<td>Geometry</td>
<td>1</td>
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<td></td>
<td>Algebra II or Algebra II w/Trigonometry</td>
<td>0 or 1</td>
<td>0 or 1</td>
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<td>Mathematics Elective(s)</td>
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<tr>
<td>SCIENCE</td>
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<td>Four credits to include the equivalent of:</td>
<td>Biology</td>
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<td></td>
<td>A Physical Science</td>
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<td>Science Electives</td>
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<td>2</td>
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<tr>
<td>SOCIAL STUDIES</td>
<td>4</td>
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<td>4</td>
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<tr>
<td>Four credits to include the equivalent of:</td>
<td>World History &amp; Geography since 1500</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>US History &amp; Geography to 1900</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Us History &amp; Geography 1900 to Present</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>American Government</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Subject</td>
<td>Credits 1</td>
<td>Credits 2</td>
<td>Credits 3</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td><strong>PHYSICAL EDUCATION (LIFE)</strong></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>HEALTH EDUCATION (or equivalent</strong>)**</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>FINE ARTS EDUCATION</strong></td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>COMPUTER APPLICATIONS</strong>*</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>FOREIGN LANGUAGE</strong>**</td>
<td>2 (Must be same language)</td>
<td>2 (Must be same language)</td>
<td></td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td>5.5</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>24</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td><strong>ON-LINE EXPERIENCE</strong></td>
<td>20 documented hours</td>
<td>20 documented hours</td>
<td>20 documented hours</td>
</tr>
<tr>
<td><strong>AHSGE</strong></td>
<td>Pass 5/5 Sections. SPE students may exclude one section related to the identified exceptionality.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Qualifying students completing Algebra I in the 8th grade must complete 4 additional math courses in grades 9-12. Based on review of course content and student transcript, students transferring with 8th grade Algebra I may be viewed as having completed pre-algebra.

**Health Education Requirement may be satisfied by completion of Foundations of Health Science (1 Credit) or Family Wellness (0.5 Credit).

***Requirement may be satisfied by the completion of one semester of computer applications, or one year of Business Technology Essentials. If coursework is completed before 9th grade, it will not count toward total credits, GPA, or class rank.

****Spanish I, if completed in Grade 8, will satisfy one of the foreign language credits for the Advanced Academic Endorsement; however the 8th grade course will not count toward total credits, GPA, or class rank.
# NEW ALABAMA HIGH SCHOOL DIPLOMA

<table>
<thead>
<tr>
<th>AREAS OF STUDY</th>
<th>REQUIREMENTS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>English 9, 10, 11, and 12 or any AP/IB/postsecondary equivalent option of these courses</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Algebra I, Geometry, and Algebra II or Trig or Algebra II, or their equivalent. Additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Course of Study: Mathematics or CTE/AP/IB/postsecondary equivalent courses.</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>Biology and a physical science. The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the Alabama Course of Study: Science or CTE/AP/IB/postsecondary equivalent courses</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>World History, U.S. History x 2, and Government/Economics or AP/IB/postsecondary equivalent courses</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education</td>
<td>LIFE (Personal Fitness) One JROTC credit may be used to meet this requirement</td>
<td>1</td>
</tr>
<tr>
<td>Health Education</td>
<td>Alabama Course of Study: Health Education</td>
<td>0.5</td>
</tr>
<tr>
<td>Career Preparation</td>
<td>Career Preparation Course (Career and Academic Planning, Computer Applications, Financial Literacy)</td>
<td>1</td>
</tr>
<tr>
<td>CTE and/or Foreign Language and/or Arts Education</td>
<td>Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>2.5</td>
</tr>
<tr>
<td>Total Credits Required for Graduation</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

This one approach to the Alabama High School Diploma removes the need for endorsements of the Alabama Occupational Diploma. The focus will be on the coursework that necessitates a clearly articulated and individualized four-year high school plan built for each student based on the results from the EXPLORE academic and career interest assessment and middle school coursework.
General Information Regarding Class Ranking
- The GPA (Grade Point Average) will be computed on course work taken for seven semesters, beginning with first semester of the freshman year through the first semester of the senior year. GPA calculations will be done using a four-point scale (A=4, B=3, C=2, D=1, F=0).
- AP courses and dual enrollment courses taken during the seven semester period of time will be weighted (A=5, B=4, C=3, D=2).
- Official Class Ranks will be released during the third nine week grading period of the senior year. Students and parents will be notified in writing.

Determining Graduation Honors
- 2014-15 and 2015-16
  - Valedictorian and Salutatorian **(Residency requirements must be established prior to printing)
    - The Valedictorian and Salutatorian positions will be awarded to the two members of the graduating class with the highest and second-highest overall GPA, respectively.
      - Students must have successfully completed all requirements for an Advanced Academic Diploma to be considered for these honors.
    - Additional Honors
      - Students who have earned a GPA of 3.45-3.74 will be recognized as graduating Cum Laude.
      - Students who have earned a GPA of 3.75-3.94 will be recognized as graduating Magna Cum Laude.
      - Students who have earned a GPA of 3.95 or higher will be recognized as graduating Summa Cum Laude.
  
- 2016-17 forward
  - Valedictorian and Salutatorian
    - The Valedictorian and Salutatorian positions will be awarded to those students with the highest and second highest overall GPA, respectively.
      - Beginning with graduating class of 2017, there will be only one diploma option, the Alabama High School Diploma.
    - Additional Honors
      - Students who have earned a GPA of 3.45-3.74 will be recognized as graduating Cum Laude.
      - Students who have earned a GPA of 3.75-3.94 will be recognized as graduating Magna Cum Laude.
      - Students who have earned a GPA of 3.95 or higher will be recognized as graduating Summa Cum Laude.

To participate in baccalaureate and graduation ceremonies, Anniston High School seniors must accomplish ALL of the following:
- Earn all the credits necessary to receive a recognized diploma or certificate (inclusive of special education)
- Pass all required courses
- Participate in BOTH baccalaureate and graduation practice(s)

SUMMER SCHOOL
● Summer School is an optional program that is not required by the Alabama State Board of Education.
● Fees for summer school are determined by the Board in the Spring of each school year.
● Transportation is not provided by Anniston City School System.
● The Anniston City School System may/may not offer summer school courses depending on funding availability and academic need.
   o Classes may be offered using direct instruction or an online credit recovery program.
   o Specific guidelines will determine which students qualify for each program.
● Summer school courses taken from outside the school system must come from a pre-approved provider.
● Summer school (if offered) is only available to students who were enrolled in the Anniston City Schools during the previous school year.
● The Administration has the right to allow expelled students/APA students the right to participate in Summer School.

PRIVACY AND PROPERTY RIGHTS
Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

a. Board Property - All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored or maintained.

b. Personal Property - Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and “personal digital assistant” (PDA) devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.

c. Personal Searches - Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent or a Central Office Designee. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.
d. Use of Recovered Items - Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose in accordance with federal and/or state laws, and/or Board policy.

Student Responsibilities
♦ To refrain from bringing materials or objects prohibited by law or Board of Education policy to school or to school-sponsored activities.
♦ To respect public and personal rights.

Student Rights
♦ To maintain privacy of personal possessions unless appropriate school personnel has reasonable suspicion to believe a student possesses any object or material which is prohibited by law or Board of Education policy.
♦ To attend school where public and personal property rights are respected.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, antisocial, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding:
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to/from the parents to a student who is 18 years old or an emancipated minor under State law.
The Anniston City Board of Education has developed and adopted policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Anniston City Board of Education will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. (This information will be distributed through the Code of Conduct and handbooks.) The Anniston City Board of Education will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Anniston City Board of Education will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. (Or, the notification will be distributed prior to the survey or activity.) For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires the Anniston City Board of Education to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.
This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

For surveys and activities scheduled after the school year starts, the Anniston City Board of Education will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and parents will be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

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**Student Health**

*Students will be denied classes until an updated immunization form is on file.*

(This will not affect truancy.)

A time frame for providing an updated form must be established. (6-weeks is the proposed time frame.)

A letter will be sent home to the parent by the school nurse prior to the form expiring.

**Important Information on Meningococcal Disease and Vaccine**

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**What is meningococcal disease?**

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

**How do you catch the disease?**

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body’s immune system and pass through the lining of the nose and throat into the bloodstream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

**What are the symptoms of the disease?**

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting
Meningococcal vaccine: Who should get the vaccine and when?

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

For more information on this and other vaccine recommendations go to: www.adph.org/immunization

SPECIAL EDUCATION/504

It is the responsibility of the Board of Education to provide appropriate services for each student, based upon the system’s Special Education Plan and in accordance with federal and state laws/regulations.

Student Responsibilities
♦ If admitted to the program, to participate in special education/504 programs designed to meet identified needs.

Student Rights
♦ To be informed of his/her rights related to special education/504 services.
♦ To receive appropriate special educational/504 services based on identified needs.

The school system’s Special Education Plan is subject to the Freedom of Information Act.

Gifted and Talented Education (GATE)

Gifted students are those who perform at or above expected academic and creative levels, or who have demonstrated the potential to perform at elevated or superior 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. The Gifted and Enrichment Program will be coordinated by the district’s Gifted/Enrichment Coordinator.

Teachers, counselors, administrators, parents or guardian, peers, self, or 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 if the student qualifies for gifted services.

To make a referral, contact the administrator, counselor or gifted teacher at your child’s school. All procedures are in accordance to the Alabama Administrative Code 290-8-9-.12, and are outlined in the system’s Gifted Education Plan.
STUDENT RECORDS

A cumulative record file for each student contains relevant and accurate information needed for making appropriate educational decisions. These records shall be treated confidentially.

Responsibilities of Students and Parents
♦ To provide the school with data that may be useful in making appropriate educational decisions.
♦ To authorize release of pertinent information to those individuals or agencies who are working for the benefit of the student.
(Release of records of students less than 18 years of age requires the signature of the parent with the exception of post-secondary institutions.)

Rights of Students and Parents
♦ To review the data in the cumulative record file of the student.
♦ To be protected from the release of personal information to unauthorized individuals or agencies.

Notification of Rights under FERPA

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:

(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 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 is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 a 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 as its agent to provide a service instead of using its own employees or
officials (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. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Anniston City Board of Education, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Board may disclose appropriately designated “directory information” without written consent, unless you have advised the Board to the contrary in accordance with Board procedures. The primary purpose of directory information is to allow the Board to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.
If you do not want the Anniston City Board of Education to disclose directory information from your child’s education records without your prior written consent, you must notify the Board in writing no later than fifteen (15) days of the beginning of the school year or within fifteen (15) days after enrollment in school, whichever is later. The Board has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of Attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

**STUDENT GOVERNMENT**

Effective student government associations are the forms for the training and involvement of students in the democratic process.

**Student Responsibilities**

♦ To elect student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.
♦ To become knowledgeable of the Board of Education policies and individual school rules and regulations governing the actions of students.
♦ To conduct election campaigns in a positive manner with respect provided to all participants.

**Student Rights**

♦ To form and operate a student government association within the respective school under the direction of a faculty advisor.
♦ To have access to policies, rules, and regulations (i.e. handbooks, Code of Conduct, pertinent laws).
♦ To seek office in student government regardless of race, religion, belief, national origin, ethnic group, or handicapping condition.

**STUDENT PUBLICATIONS**

Official student publications should include viewpoints representative of the entire student body as well as provide effective means through which students may express themselves.

**Student Responsibilities**

♦ To seek full information on the topics about which he/she writes and to observe normally accepted rules for responsible journalism under the guidance of a faculty advisor.

**Student Rights**

♦ To participate in the development and distribution of official student publications.
ABSENCES AND EXCUSES

All student absences shall be designated as either excused or unexcused.

Excused Absences
A student shall be excused for absences from school for the following reasons:
1. Illness
2. Weather preventing attendance
3. Legal requirements
4. Permission by Principal
5. Death in immediate family
6. Emergency
7. Religious holidays
8. Court subpoena
9. Consent of parent
   --Limited to four (4) absences per semester
   --Must be submitted in writing

Unexcused Absences
Absence for reasons other than those listed above shall be considered as unexcused as well as those listed above when no written excuse is received by the school within three (3) days of the student’s return to school. A doctor’s excuse may be required for medically related absences OR if a student misses more than five (5) days of school.

Make-up Work
If a student is absent for any excused reason, the student shall make arrangements with the teacher the day he/she returns to school to make up missed work. The student has 3 days to receive and complete the missed assignments. This includes all school sponsored activities.

Participation in School Sponsored Activities
Students who are away from school because of participation in school-sponsored activities shall be marked present and allowed to make up assignments.

Religious Absences
A student will be excused for religious holidays when the student’s parent or guardian comes in person to the school and signs a request for the student to be absent for this purpose. When this procedure is followed, the student’s absence will be excused. Students will be allowed to make up schoolwork missed during such absences.

Excuses
In accordance with State Law, a parent or guardian must explain the cause of any absences of students under their control or charge. Every student must bring a written excuse signed by the student’s parent or guardian for each absence. If a written excuse is not received by the school within three (3) days of the student’s return, the absence is unexcused. A doctor’s excuse may be required.

Kindergarten Attendance

All kindergarten students are expected to be regular in attendance. Once a student is enrolled in Kindergarten, compliance with the state’s school attendance laws is required. The truancy policy will also apply to Kindergarten students in the same manner as it applies to all other students.

Perfect Attendance

Perfect Attendance is awarded to each student who has been present every day without being tardy or having checked out.

Outstanding Attendance

Outstanding Attendance is awarded to each student who has been present every day but may have been tardy or checked out. (To be determined by each school)

Attendance and Truancy

The attendance and truancy laws and regulations are specified on the following pages. Read this information carefully as it applies to unexcused absences. Please note: Days of out-of-school suspension shall not be included in the calculation of the number of days truant. Students that have been suspended, assigned to alternative school, and/or expelled are not permitted on any Anniston City School property.

Pursuant to this code section the truancy policy adopted by the Alabama State Board of Education with regard to truancy is a part of Alabama Administrative Code 290-3-1-02, and this is the truancy policy followed by the Anniston City Schools.

TRUANCY POLICY

Truancy Definition, a parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for an absence determined by the principal to be unexcused based on the State Department of Education’s current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

Pursuant to the Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy. The truancy status of any student is defined as follows:

1. First truancy/unexcused absence (warning)
(i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.

(ii) Parent/guardian shall also be provided with a copy of Alabama’s compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

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

   (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.

   (ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

   (iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Ala. 1975 – 1628-12] (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. No earlier than seventh unexcused absence, but within ten (10) school days (court)

   (i) The school principal or the attendance officer shall file a complaint/petition against the child and/or parent/guardian, if appropriate.

4. Child under probation

   (i) The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Ala. 1975. & 12-15-100 and 105.

   (ii) Where a child under probation is truant the school attendance officer should immediately notify the juvenile probation officer.

The Anniston City School System reiterates that maintaining accurate student attendance records is the responsibility of each school, and that working with the Calhoun County Juvenile Court system is the responsibility of a Central Office administrator designated by the Superintendent.

Students that have been suspended, assigned to alternative school, and/or expelled are not permitted on any Anniston City School property.
FORMAL DISCIPLINARY ACTIONS
AND PROCEDURES

IN-SCHOOL SUSPENSION PROGRAM (ISS)

Inschool suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. Academic work will be completed in ISS AND graded by the respective classroom teacher.

SCHOOL BUS SUSPENSION

The principal or designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. The parent(s) will be notified prior to the suspension from the bus. A parent conference MUST be held after the first documented offense. Specific procedures relating to bus discipline are outlined in this Code of Conduct.

PHYSICAL RESTRAINT

An employee of the Board of Education (and bus drivers) must be specifically trained in the use of adopted restraint techniques. Physical restraint can only be used in situations where a student is an imminent danger to himself/herself or others, or when the student is not responsive to less intensive de-escalation techniques. (Proposed State Board of Education 290-3-1-.03)

CORPORAL PUNISHMENT

Before corporal punishment is administered as a disciplinary method, the student will be given the reason for this punishment and an opportunity to explain his/her actions. Written parental permission must be on file at the school prior to the administration of corporal punishment. Corporal punishment may be administered by the principal or by their designee in the presence of another adult professional school system employee. Corporal punishment should not be administered in the presence of another student. The principal or designee will prepare a written report for each incident and a copy of the report should be sent home as documentation that corporal punishment was administered as a disciplinary action.

SUSPENSION
Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. The principal has the authority to suspend a student from school. The suspension will be in accordance with prescribed Board and State procedures.

**EXPULSION**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by Board policy relating to Due Process. The principal has the responsibility to recommend a student for expulsion to the Superintendent for Board action. Only the Board can expel a student after the recommendation is made by the Superintendent. A majority vote by the Board must take place in order to expel a student.

**ADMINISTRATIVE HEARING**

An administrative hearing involving a recommendation for expulsion will be conducted to determine whether the recommendation warrants presentation to the Superintendent for Board action. The requested administrative hearing will be conducted in accordance with Board policy.

**ALTERNATIVE SCHOOL**

The Alternative School Program is a structured educational program separate from the regular schools. The school principal refers students to the hearing committee for placement into this program. Students that have been suspended, assigned to alternative school, and/or expelled are not permitted on any Anniston City School property.

**PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION AND EXPULSION**

A student recommended for suspension or expulsion will be made aware of the charges and given an opportunity to respond. Anytime an action warrants suspension or expulsion, a reasonable effort will be made to contact the parents by telephone and by written notice delivered by the student and/or the U.S. mail.

The student is responsible for notifying his/her parents of all written communications from the school. Failure to do so may result in further disciplinary action.

**CLASSIFICATIONS OF VIOLATIONS**

Violations of school rules and regulations are classified as being minor, intermediate, and major. Each classification is followed by a disciplinary procedure that may be implemented by the principal or designee. The principal shall hear the student's explanation and consult further with other employees and witnesses, if necessary, before determining the classification of the violation.

Each teacher will deal with general inappropriate student behavior by taking disciplinary action that may include the following: a student conference, 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 principal.
MINOR VIOLATIONS

1. Excessive distraction of other students  Any behavior which is disruptive to the orderly educational process.
2. Cheating (may be considered intermediate or major depending on the circumstances)
3. Tardiness  Reporting late to school or class.
4. Use of profane language.
5. Nonconformity to dress code. (No Belt/Slacking)
6. Inappropriate public display of affection.
7. Intentionally providing false information to school personnel such as forgery of a parent’s name.
8. Intentionally providing false information to parents such as changing grades.
9. Any other violation that the principal may determine as being minor.

DISCIPLINARY ACTION - FOR ALL STUDENTS

- First Violation: 
  Student conference and parental contact when warranted. Specific circumstances may warrant disciplinary action such as probation, special assignments relative to the violation, work assignments before or after school, or corporal punishment.

INTERMEDIATE VIOLATIONS

1. Defiance of school personnel  Any refusal to comply with reasonable instructions from school personnel.
2. Possession and/or use of tobacco products.
3. Trespassing  Willfully entering or remaining in/on any Board of Education structure, conveyance or property owned by the Board of Education without being authorized to do so.
4. Possession of and/or igniting fireworks (may be considered major depending on the circumstances)
5. Written or verbal propositions to engage in sexual acts.
6. Use of obscene gestures or illustrations toward another person.
7. Leaving school grounds without permission.
8. Gambling  Participation in games of chance for money and/or other items of value.
9. Unauthorized absence from class or school.
10. Any other violation that the principal may determine as being intermediate.
11. Unauthorized possession or use of electronic devices (see section “Electronic Communication Devices”)

DISCIPLINARY ACTION- FOR ALL STUDENTS

First Violation: 
Parental contact and/or appropriate disciplinary action including In-School Suspension (ISS) or Out-School Suspension (OSS). If warranted, a complaint and petition or warrant will be filed with the proper authorities.
Subsequent Violations:
ISS Suspension for 15 school days/OSS Suspension for 1-5 days, or other disciplinary action.
If warranted, a report will be filed with proper authorities based upon the severity of the
offense and the
number of prior offenses.

NOTE: Excessive violations may result in a recommendation for expulsion.

MAJOR VIOLATIONS

1. Drugs Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia, or alcoholic
beverages.
2. Arson The willful and malicious burning of/or attempting to burn public and/or private
properties.
3. 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.
4. Assault/battery/threat/harassment/intimidation/intentional attack upon school personnel.
5. Assault/battery/threat/harassment/intimidation/intentional attack upon another student.
6. Fighting Malicious physical contact between two or more individuals.
7. Robbery The taking of money or other property from another by force, violence, assault, or
intimidation.
8. Stealing, larceny, grand theft The deliberate taking of property belonging to or in the lawful
possession of another.
9. Burglary Breaking, entering, or remaining in a school structure or conveyance during the
hours the premises are closed to the public.
10. Criminal mischief Willful and malicious damage to public or private property in excess of $200.
11. Firearms Possession of any firearm or device or object resembling one.
12. Weapons Possession of any object or device that can cause bodily harm.
13. General Threats (bomb threats, terrorist threats, false fire alarms) Any such communication/false
activation that has the effect of interrupting the educational environment.
14. Explosive Possessing substances capable of causing serious bodily injury or property damage.
15. Sexual acts Engaging in any sexual act including inappropriate touching (anything that is in
violation of the Board’s sexual harassment or anti-harassment policies).
16. Aggravated battery intentionally causing great bodily harm, disability or permanent
disfigurement by use of a weapon.
17. Student disorders Inciting or participating in disruptions which result in damage to private or
public property or personal injury.
18. Any other violation that the principal may determine as being major.
19. Vandalism-the deliberate action resulting in damages of less than $200 to public or personal
property.
Restitution will be required.
20. Stealing, larceny, petty theft-the deliberate taking of property valued at less than $250.00
belonging to or in the lawful possession of another. Restitution will be required.
21. Possession of stolen property with knowledge that is stolen. Restitution will be required.
20. Recruitment or participation in gang related activity organizations not recognized by the
school.
21. Directing obscene or profane language to school personnel.
22. Bullying/Cyber-bullying./Threats/Intimidation

**DISCIPLINARY ACTION** **ALL STUDENTS**

The disciplinary action for major violations will be suspension and/or recommendation for expulsion. Major violations may result in the filing of a complaint and signing of a petition or warrant with the proper law enforcement agency.

**DUE PROCESS PROCEDURES**

All students are entitled and shall receive due process in all discipline cases involving a suspension or recommended expulsion. The Anniston City Board of Education WILL fully comply with all mandates of the SAFE SCHOOLS ACT, inclusive of a mandatory expulsion from the school district for students who possess firearms in any school area. (16-1-24.3, 7151 and 16-1-24.1)

**PROCEDURE**

1. A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. The procedure for notice and hearing shall be determined by the disciplinary action that is proposed against the student.

2. If the proposed disciplinary action involves a suspension of five (5) days or less, the following procedure(s) will be observed:
   
   (a) Only the school principal or designee may suspend a student. If the student is immediately available, he/she will be informed of the accusation and the basis for it. If the student denies the accusation, a full explanation of the evidence will be given and an opportunity will be afforded to the student so that he/she can answer the charges. If the student is suspended, he/she will be given a written notice stating the reason for such action and the dates the suspension is in force, as well as any conditions for re-admittance to class.
   
   (b) If the student is not immediately available, or if the student poses an immediate threat to others or endangers the academic program of the school necessitating the immediate removal of the student, the procedure(s) set out in (a) will be followed within a reasonable period of time.

3. ONLY the Anniston City Board of Education shall render decisions involving disciplinary cases of alleged serious misconduct in which expulsion is proposed. In such cases, the student will be informed of the charges and the student’s parent(s) or guardian will be given a notice sent by the student on a referral form, and by certified or registered mail to the parent/legal guardian only (Also, the administrator will document attempts to reach the parent/guardian by phone), containing the following information:

   (a) The date and nature of the charges against the student with reference to the alleged violation, the facts alleged to constitute the violation, and notice of access to all statements of persons relating to the charge and

   (b) The PROPOSAL for expulsion, the provision of a hearing on the charges against the student, the date and time of the hearing will be established as the 5th school day after the infraction and the parent/legal guardian will be informed of this date and time during the notification of disciplinary action mentioned above. If a date and time is not established immediately, the parent/legal guardian will be informed of the proposed date and time of the hearing on the next day. If the parent/legal guardian cannot attend the hearing at the date and time offered, the parent/legal guardian should contact the school administration in writing concerning an alternate time within two days of being informed of the hearing.
The hearing will be held at a designated time and place, and that at the hearing, the student’s side of the case may be fully presented with the assistance of counsel if desired. Counsel is at the expense of the parent/guardian.

4. If the parent/legal guardian fails to appear at the hearing scheduled 5 days from the date of the incident, fails to contact the proper school authority, or cannot or will not meet the committee as scheduled, the hearing committee will proceed without the student and parent/legal guardian. A second hearing may be held to accommodate reasonable and legitimate requests from the parent/legal guardian. The committee may utilize information from the second hearing in consideration of the student’s guilt or innocence.

5. The Superintendent of Education or designee shall serve as a non-voting chairman of the hearing committee. Three other members of the committee shall be appointed by the Superintendent or designee to serve on the hearing committee. No member of the hearing committee shall be directly involved in the case to be heard nor shall any member of the committee be employed at the school attended by the student. The hearing shall conform to the following guidelines:

(a) The burden of proof shall rest upon the person or persons making the charges.

(b) With respect to the question of the guilt or innocence of the student as to the charges made, only evidence presented at the hearing will be considered, and a finding of guilty must be on the basis of substantial evidence.

(c) If the committee finds a finding of guilty as to the charge, a majority of it, the committee may then and only then consider the past record of the student in arriving at the disciplinary action it will recommend.

(d) The student shall be informed of his/her right to have present at the hearing the student’s parent/legal guardian or designee and to be represented by counsel of the student’s choice. Private attorneys’ fees are to be borne by the student/student’s family.

(e) The student shall have the opportunity to be present during the presentation of evidence. If witnesses against the student testify at the hearing, the student and his/her parents, guardian or representative shall be allowed to question such witnesses. If written statements of witnesses against the student are submitted as evidence, the witnesses may be identified by name (the confidentiality of a minor’s name may allow anonymous statements to ensure the witness’s safety) and the student, his/her parent, guardian or representative shall be allowed to contradict these statements. The student shall be allowed to submit evidence in his/her own defense including the presentation of witnesses.

(f) The hearing shall be private unless the student requests that it be public.

(g) The student shall not be compelled to testify against himself/herself.

(h) A tape recording shall be kept of the entire hearing and a copy of this recording shall be available to the student at no cost upon request.

(i) Any decision that warrants disciplinary action should not be made unless the hearing committee finds, upon the basis of clear and convincing evidence, that: (1) the accused student did, in fact, behave as charged, (2) the student’s conduct violated a published school rule, and (3) the student had reasonable notice that such conduct was prohibited by a published school rule.

(j) The hearing committee will report to the Superintendent its findings as to the charges against the student and its recommendation as to disciplinary action, if any, to be imposed by the Board. The principal will be bound by the report of the committee in his/her actions with respect thereto until final disposition of the case by the Anniston City Board of Education.

6. Immediately after the hearing, the hearing committee will consider the evidence submitted and render a decision, requiring a majority vote of the members, as to the guilt or innocence of the student as charged and make a recommendation of disciplinary action, if any, to be imposed by the Anniston City Board of Education. The student shall be notified of the finding of the hearing committee by the hearing officer by phone immediately after the committee makes a decision and by certified
letter within 24 hours. The administrator recommending expulsion will be notified by phone and in writing within the same time period. IF THE COMMITTEE RECOMMENDS EXPULSION, THE SUPERINTENDENT WILL BE NOTIFIED, AND THE STUDENT AND PARENT WILL BE SCHEDULED FOR A CONFERENCE WITH THE SUPERINTENDENT. The Superintendent will make every attempt to work with the parent and any necessary outside agency in an effort to seek appropriate, coordinated consequences if applicable.

7. If the Superintendent rejects the committee’s recommendation, the Superintendent will then send the case back to the committee for an alternative consequence. If the Superintendent upholds a recommendation for expulsion from the committee and makes this recommendation to the Anniston City Board of Education, the Anniston City Board of Education can vote to either uphold or reject the recommendation. IF the Board rejects the Superintendent’s recommendation, the Board may send the case back to the Superintendent for a determination of an alternate penalty or consequence. IF the Board determines that the student is not guilty of the allegation of misconduct and rejects the Superintendent’s recommendation, all information pertaining thereto shall be expunged from the student’s school record and the student shall be given the opportunity to make up all work missed due to such charges. IF the Board upholds the recommendation for expulsion, then the student will be expelled in accordance with all laws and regulations.

8. The chairman of the hearing committee shall inform all parties of their right to appeal the decision of the committee to the Board of Education and of the proper appeals procedure.

Progressive Discipline Processes

Progressive discipline processes are designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with behaviors that are consistent with the State of Alabama’s Character Education curriculum.

Parental Involvement Processes

Parental involvement processes are designed to enable parents, guardians, teachers, counselors, parent involvement specialists, administrators and the school resource officer to work together to improve and enhance student behavior and academic performance. The Anniston City School System recognizes that two-way communication through personal contacts is extremely valuable, therefore, every effort is made to provide information to parents, as well as on-going opportunities for school personnel to hear parents’ concerns and comments. Parents and students should contact the principal or assistant principal if specific questions arise related to the Code of Student Conduct.

APPEALS PROCEDURE

1. In any case in which the hearing committee recommends expulsion, the student, or his/her representative may request a hearing before the Anniston City Board of Education. Any such request for a hearing must be made in writing to the President of the Board or the Superintendent of Education.
within ten (10) days of the initial committee hearing (date on the letter of notification) and following a
conference with the Superintendent.
2. The hearing before the Board shall be held at its next regularly scheduled meeting; provided that
when a student is not allowed to attend his/her assigned school pending said hearing, the hearing must
be held within two (2) weeks of the request of same; provided further that the student must be
allowed a reasonable time to prepare his/her appeal.
3. The members of the Anniston City Board of Education in attendance and the Superintendent of
Education shall constitute the hearing committee in cases of appeal.
4. The scope of the appeal hearing shall be confined to the charge as originally presented at the
initial committee hearing.
5. If the Board finds the accused student not guilty, the student shall have the right to make up all
work missed due to such charges and all information pertaining to such charges shall be expunged from
the student's school record.

DUE PROCESS PROCEDURES FOR
PROGRAM FOR EXCEPTIONAL YOUTH (PEY)

Due process procedures for PEY students will be in accordance with all state and federal laws and will
be addressed and processed by the district's Programs For Exceptional Youth (PEY) department.

BUS RULES AND REGULATIONS

The Charles “Chuck” Poland, Jr. Act (Alabama Act 2013-347). This law makes it a Class “A”
misdemeanor to trespass on a school bus. Any person(s) who trespasses on a school bus can
face punishment of up to a year in jail and/or a fine of up to $6,000.

Student safety is paramount to the Anniston City Board of Education not only on school property but
also on school transportation. The following expectations are required of all students participating in
school transportation:

1. Students will observe the same Rules of Conduct on the bus as in the classroom
2. Students are provided transportation from home (the bus stop) to school, and from school to
home (bus stop). Students are not to disembark the bus at any other destination unless
approved by the building administrator in writing.
3. The bus driver is responsible for the safe transportation of the students first, and to the orderly
behavior of the students second. Each student is responsible for his/her behavior on the bus.
4. Students are expected to conduct themselves in an orderly manner while riding the bus.
5. Students may be assigned seats on the bus by the bus driver, administrator, or any school
personnel in charge or assisting bus loading/unloading.
6. Otherwise, when boarding the bus, students will take their seats in the front of the bus first
(load front to rear). To ensure maximum safety of operation, students will occupy the rear
seats only when no other seats are available. All students should be seated if seats are
available. If not, those standing should stand as far to the rear of the bus as practicable.
7. All seated students are to remain seated until the bus comes to a complete stop. Do not move
around while the bus is in motion.
6. Students are not to have any part of the body out of the window at any time.
8. Students are not to throw any article off the bus at any time.
9. No eating or drinking on the bus and no beverage containers allowed on the bus.
10. No smoking on the bus.
11. Keep the bus clean.
13. Do not be destructive. Property damage will be charged to the student.
14. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver’s operation of the school bus or the safety of other students. (This determination will be made by the bus driver.)
15. No talking to the bus driver while the bus is in motion.
16. Cooperate with the bus driver.
17. Any unauthorized person entering a school bus without permission will be subject to legal action.
18. A student must ride his/her designated bus. The only way a student will be allowed to ride another bus is with written permission from the parent/guardian.
19. Students shall be prohibited from using mirrors, lasers, flash cameras, or other lights or reflective devices in a manner that might interfere with the school bus driver’s operation of the school bus.
20. Students are prohibited from engaging in bullying, physical assault, or battery.

BUS DISCIPLINE

The bus driver will try to correct inappropriate student behavior. When the driver feels he/she has used all resources available, the student will be reported to the principal or designee. The first violation reported to the principal may be after several violations have actually occurred on the bus. The following disciplinary actions will be enforced to assure compliance with these bus rules and regulations. Violations of bus rules will be handled as if having occurred in school and may include suspension from both the bus and school. In addition to the regular school rules and policies, the following rules apply to students utilizing bus transportation.

DISCIPLINARY ACTION FOR Transported STUDENT

First Written Referral:
Student referred to the office. Copy of referral and a copy of Discipline Procedures for buses will be sent to the parent. The school administration will decide the appropriate action for the offense. Removal from bus is an option.

Second Written Referral:
Student referred to the office. A parent conference is required within two (2) school days. If parent conference is not held within two (2) school days, the student will be denied transportation until a parent conference is held. The school administration will decide the appropriate action for the offense. Removal from the bus is an option.
Third Written Referral:
Student referred to the office. After conferring with student and bus driver, the school administration will decide if the recommended five (5) school days suspension from bus/school is appropriate. Parent/guardian will be notified before student is denied transportation.

Subsequent Referral:
Student referred to the office. The school administration will confer with student and bus driver. The school administration will decide appropriate disciplinary action including removal from the bus for the remainder of the year.

Student DRESS CODE

It is expected that all students shall dress in a manner that ensures health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students, or the purpose of public school education.

1. No shorts/skirts shorter than 3 inches above the knee including splits may be worn. Bermuda shorts, Capri

Formatted: Justified, Don’t keep with next, Don’t keep lines together.
pants and Gauchos will be permitted.
2. No see-through garments may be worn.
3. Shoes must be worn at all times.
4. Controversial or vulgar insignias or drawings must not be worn on clothing or separately. This includes anything that promotes alcoholic beverages, tobacco products, illegal drugs, sexual implications, violent, abusive, or racist implications, hate/extremist groups or gang affiliations.
5. No headgear shall be worn in the building during school hours or on school property without administrative approval.
6. Only medically prescribed eyeglasses may be worn by students.
7. All clothing worn by students must be of a nature so as not to present a safety hazard to themselves or other individuals nor cause disruption of the educational process within the school.
8. The students in the Anniston City School System shall not be allowed to carry or wear pouches. See-through book-bags are required.
9. Uniforms must be worn at specific schools as determined by the board of education.
10. No articles of clothing or accessories depicting “gang” membership or affiliation may be worn.
11. Decisions concerning questionable clothing will be made by the building administrator(s).
12. No Slacking – pants MUST cover the pelvic girdle (hip bones).
13. See individual school handbooks for more detailed information.
14. Leggings and/or tights can only be worn as hosiery, and not as a substitute for pants, skirts or shorts.
15. “Sweats” cannot be worn. PJs, athletic shorts, and underwear is prohibited as outerwear.
16. Shirts, dresses, and blouses should have appropriate necklines and closures. Clothing that exposes the bust line, back, or midriff area is not permitted. Halter, tank tops, tube tops, spaghetti straps or other sleeveless tops should not be worn.
17. Hoodies are not allowed to be worn in the hallways.

Information Regarding FIGHTING
The Anniston City Board of Education strives to provide a safe and orderly educational environment. “Fighting” will be considered an act that has the potential to not only endanger participants, but also faculty, staff and student bystanders. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing, reckless endangerment, disorderly conduct and/or criminal coercion. School personnel, including the Superintendent, will work cooperatively with law enforcement and juvenile court officials to enforce safety and security within the schools. These procedures will be followed pending the outcome of a thorough investigation and verification of the above definition of “Fighting” by the Principal or his/her designee:
1. Fighting in a school building, on school grounds, any school sponsored event, or on a school vehicle will be considered a Major violation of the Code of Student Conduct.
2. Principal or designee shall secure the cooperation of witnesses to the fight and obtain written statements from all witnesses (for possible court appearances).
3. The police or School Resource Officer shall be called so that the proper complaint/petition can be filed by the Principal or designee.
4. Reasonable and documented attempts shall be made to call the parent(s) or guardian(s) if the student is to be removed from school by law enforcement personnel.
(Reference the classification of violations in the Code of Student Conduct.)
ANNISTON CITY SCHOOLS
EXTRACURRICULAR ACTIVITIES

The Anniston City Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Anniston City Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each athletic and extracurricular student’s progress toward graduation from high school within a four year period of time. At Anniston High School, students must successfully earn a minimum of 26 credits in grades 9-12, with four (4) each in English, Mathematics, Social Studies, and Science.

A. The Anniston City Board of Education prescribes the following regulations for eligibility by students in this school system to participate in athletics and/or extracurricular activities:
   1. Each student in grades 9-12 must, for the immediately preceding semester, have a passing grade and earn the appropriate number of credits in each of six Carnegie units of credits, including one credit each in English, science, social studies, and mathematics.
   2. Physical education may count as only one unit per year.
   3. No more than two Carnegie units may be made up during summer school.
   4. Eligibility shall be determined on the first day of the school year and shall remain in effect for one complete semester. A student may not become eligible after school begins (after the first day of school).
   5. Each eligible student must have a minimum composite numerical average of 60 on the six Carnegie units from the preceding semester, including summer school. Summer school work passed may substitute for regular school work failed in computing the 60 average.
   6. Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
   7. Any student who earns more than four credits in the core curriculum in any given year or who accumulates a total in excess of the required four per year may be exempt from earning the four core courses in the succeeding year as long as that student remains on track for graduation with his/her class.

B. Each student below grade 9 shall pass five subjects with a composite numerical average of 60 with all other rules applying the same as to students in Grades 9-12.

C. For the purposes of definition, athletic events are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Extracurricular activities are defined as those that are not related to a student’s academic requirements or success in a course (s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and Anniston City Board of Education for approval. Each request for full participation by all students regardless of academic standing in a curricular activity shall be granted if the principal, superintendent, and Anniston City Board of Education approve it as an extension of a course(s) requirement(s) and/or it is a sanctioned event by a state/national subject matter association.

D. Students deemed ineligible for participation under rules of this policy may continue in coursework but shall not be allowed to participate in extracurricular activities. Events (examples only) such as student participation at athletic events, club conventions, Christmas
parades, amusement park trips and companies, performances at various meetings, etc., are extracurricular and students academically ineligible under this policy shall not be allowed to participate.

**ACCEPTABLE USE AND INTERNET SAFETY POLICY**

Add policy for students that record instances**

This document constitutes the Acceptable Use and Internet Safety Policy of the Anniston City School System. The school system will be offering its students access to its computers, computer networks and to the Internet when educationally appropriate during the school day. To gain access to school system computers, networks and the Internet, each student must first obtain parental permission as verified by the signatures on the attached form.

In order for the school system to be able to continue to make its computers, networks and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While teachers and other staff will make all reasonable efforts to supervise student use of computers, networks and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Upon reviewing this policy and returning the properly completed permission form a student will be granted the privilege of using school system computers, networks and access to the Internet when educationally appropriate. If a student is under 18 years of age, he or she must have his or her parents or guardians read this policy and sign the required permission form. It is strongly suggested that parents or guardians discuss the requirements of this policy with their student. The permission form must be returned as directed before the school system will provide any type of access to its computers, networks, or the Internet.

Listed below are the provisions of the agreement regarding the use of school system computers, networks and the Internet. If any user violates these provisions their access will be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action. If you have any questions about the provisions of this agreement you should contact your school principal, or the school system’s Technology Coordinator at 256-231-4830.

I. PERSONAL RESPONSIBILITY

By signing the Acceptable Use and Internet Safety Policy Permission Form you are agreeing not only to follow the rules outlined in this agreement, but are agreeing to report any misuse of the computers, networks, or the internet to the supervising teacher. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the school, as directed, a properly signed permission form and follows the policy to which he or she has agreed will have computer, network and Internet access when educationally appropriate during the course of the current school year only. Students will be asked to complete a new permission form each school year during which they are students in the Anniston City School System before they are given any access to computers, networks, or the Internet.

III. ACCEPTABLE USES
A. **Educational Purposes Only.** The Anniston City School System is providing access to its computers, networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult your school principal, or the school system’s Technology Coordinator at 231-4830.

B. **Unacceptable Uses of Network.**

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don’t transmit offensive or harassing messages, offer for sale or use any substance the possession or use of which is prohibited by the school system’s Student Discipline Policy, view, transmit or download pornographic materials or materials that encourage others to violate the law, intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don’t engage in defamation (harming another’s reputation by lies), employ another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet, upload a worm, virus, “Trojan horse,” “time bomb” or other harmful form of programming or vandalism, participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don’t disclose or share your password with others, don’t impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Etiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses, which may be offensive to other users. Don’t use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don’t assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format that the recipient can open.

IV. **INTERNET SAFETY**

A. **General Warning: Individual Responsibility of Users and Parents.** All users and their parents/guardians are advised that access to the Internet may include the potential for access to materials inappropriate for school-aged pupils. Every user must take personal responsibility for their use of computers, networks and Internet. They must make conscious effort to avoid and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that
other users are visiting offensive or harmful sites, he or she should report such use to the supervising teacher.

B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computers, networks or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student 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 for internal administrative purposes or approved educational projects and activities.

E. **Active Restriction Measures.** Anniston City School System, either by itself or in combination with the Internet Service Provider providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) Obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

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 a lewd exhibition of the genitals;
- lacks serious literary, artistic, political, or scientific value as to minors.

Internet filtering software or other technology-based protection systems may only be disabled by a school administrator, for purposes of bona fide research or other educational projects being conducted by students age 18 and older. Disabling the Internet filtering software or other technology based protections systems will be an extreme exception, not the rule.
V. PRIVACY
Computers, networks and Internet access are provided as a tool for education. The school system reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of computers, networks and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of the school system and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY
The use of school system computers, networks and the Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school system may refuse to reinstate for the remainder of the student’s enrollment in the school system. A user violates this policy by his/her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school system may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION
The school system makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Policy. By signing the permission and agreement form for this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school system, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the school in the event of the school’s initiating an investigation of a user’s use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school’s system network.

VIII. UPDATES
Users, and if appropriate, the user’s parents/guardians, may be asked from time to time to provide new or additional registration and account information, or to sign a new permission and agreement form for this policy. Such information must be provided by the user (or her/his parents or guardian), or such new form must be signed if the user wishes to continue to receive access. If after you have provided your account information, some or all of the information changes, you must notify your teacher, or school principal.

[ANNISTON CITY BOARD OF EDUCATION, ADOPTED: AUGUST 23, 2001]
ALABAMA STATE SCHOOL BOARD ADMINISTRATIVE CODE REGULATIONS

Students are advised that law enforcement agencies make periodic, unannounced visits to local schools for the purpose of detecting the presence of illegal drugs.

Use of tobacco products on school property is prohibited. This mandate is inclusive of students, school personnel, parents, and visitors. School property is inclusive of athletic fields and facilities. Noncompliance with this policy could result in the loss of Federal funding. Students who violate the tobacco prohibition will be disciplined in accordance with the procedures outlined in this Code of Conduct. Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination. Other persons who violate the tobacco prohibition may be denied re-entry to school property.

IT'S THE LAW!
Parental Notification of Civil Liabilities and Criminal Penalties

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

Attendance and Conduct (Act 94782)

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 adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to $100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94794)

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

Drug Dealing (Act 94783)

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94784)
The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

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

**Weapons in Schools (Act 94-817)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. The mandated penalty is expulsion from the regular classroom for one calendar year.

**Vandalism (Act 94819)**

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

**Pistol Possession/Driver’s License (Act 94820)**

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days.

**DropOut/Driver’s License (Act 94820 which amended Act 93368 as codified in 162840, Code of Alabama 1975)**

The Department of Public Safety shall deny a driver’s license or learner’s permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

**SEXUAL HARASSMENT AND PROHIBITION OF CONDUCT OF A SEXUAL NATURE POLICY**

The policy of the Anniston City Board of Education (herein sometimes referred to as “Board”) forbids discrimination against any employee, applicant for employment, or student, on the basis of sex.
The Board will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers and any other persons who work subject to the control of school authorities. (Herein employees, applications for employment, non-employee volunteers and other persons who work subject to the control of school authorities, are sometimes collectively referred to as “employees” and the word “employee” shall include all of said persons, for the purpose of, but only of, this policy.) Further, the policy of the Board forbids conduct of a sexual nature on school property, at extracurricular school functions, and during work hours or the performance of school functions or duties since such conduct is not compatible with a school environment, functions or the education of students.

A. Definitions

1. Conduct of a Sexual Nature

Conduct of a sexual nature may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented “kidding,” “teasing,” double-entendres, jokes, and any harassing conduct to which an employee or student would not be subjected but for such employee’s or student’s sex.

2. Unwelcome Conduct of a Sexual Nature

(a) The Board prohibits any conduct of a sexual nature directed toward students by teachers, employees or others to whom this policy applies and shall presume that any such conduct is unwelcome.

(b) Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated by his or her conduct that it is unwelcome. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

B. SEXUAL HARASSMENT PROHIBITED

1. For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature constitute prohibited sexual harassment if:

   (1) submission to the conduct is made either an explicit or implicit condition of employment, or award of grades or other measures of student achievement;

   (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee of any decision affecting a student; or

   (3) the conduct substantially interferes with an employee’s or student’s performance, or creates an intimidating, hostile, or offensive work or school environment.

2. Specific Prohibitions

   a. (1) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate’s failure to submit will result in adverse treatment, or when the subordinate’s acquiescence will result in preferential treatment.
(2) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

b. Non-administrative and Non-supervisory Employees

(1) It is sexual harassment for a non-administrative and non-supervisory employee to subject any employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions, as described below.

c. Employees and Students

(1) It is sexual harassment for an administrator, supervisor, or employee to subject a student to any conduct of a sexual nature. Administrators, supervisors and employees who engage in such conduct shall be subject to sanctions, as described below.

C. Conduct of a Sexual Nature Prohibited

The Board prohibits any conduct of a sexual nature between teachers, employees, students and others to whom this policy applies, on Board policy, during any and all extracurricular school system functions, and at any time during which said persons are working, performing or participating in school functions or duties.

D. Reporting, Investigation, and Sanctions - Sexual Harassment

(1) It is the express policy of the Board to encourage victims of sexual harassment to report such claims. This may be done by reporting such matters to the principal of the school at which the victim is an employee or student, or by reporting such matters to the Superintendent or Assistant Superintendent, or to the Board or a member of the Board.

(a) Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator. If the employee’s direct administrator or supervisor is the offending person, the report shall be made to the next higher level of authority, including but not limited to the Board.

(b) Employees are also urged to report any unwelcome conduct of a sexual nature by superiors or fellow employees if such conduct interferes with the individual’s work performance, or creates a hostile or offensive working environment, or interferes with the school environment or education of students.

(c) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good-faith report of charges of sexual harassment.

(d) Students are urged to report any conduct of a sexual nature by school teachers, employees or others to whom this policy applies to a school counselor or administrator, or the Superintendent or Assistant Superintendent or a member of the Board.
2. In determining whether alleged conduct constitutes sexual harassment the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or the Board has the responsibility of investigating and acting upon complaints or sexual harassment.

3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall be reported for investigation by appropriate authorities and as required by law.

E. Reporting, Investigation and Sanctions - Conduct of a Sexual Nature

1. Employees and students are encouraged to report conduct of a sexual nature, between teachers, employees, students and others to whom this policy applies, on Board property, during any extracurricular school functions, or at any time during which said persons are performing or participating in school functions or duties, if such conduct is incompatible with the school environment or interferes with the education of students or school functions.

2. The procedures for reporting conduct of a sexual nature shall be the same as those contained in part D of this policy for sexual harassment.

The sanctions for conduct of a sexual nature by employees, and procedures, for investigating and acting upon complaints concerning such conduct by employees, shall be the same as those contained in Part D of this policy. The sanctions for conduct of a sexual nature by students, and procedures for investigating and acting upon complaints concerning such conduct by students, shall be as otherwise provided by the policies and rules of the Board and of each school concerning student conduct and discipline.
ANNISTON CITY SCHOOL
CODE OF STUDENT CONDUCT
NOTICE OF ACKNOWLEDGE

Student (print)_____________________________________Date_______________
Parent/Guardian (print)______________________________  Date_______________
Homeroom Teacher (print)____________________________  Date_______________

The above student and parents hereby acknowledge by our signatures that we have received,
read and understand the Anniston City School’s District Code of Code of Student Conduct.

We understand that these policies apply to all students and parents in the public schools; to
school campuses, the immediate vicinity of the school, school buses or other school-owned
vehicles; school-related activities and/or events.

We further acknowledge by our signature that we have read and understand the content of this
COC and the sections on Attendance and Internet Use.
Student (signature)____________________________________
Parent/Guardian (signature)______________________________

Corporal Punishment Acknowledgement
(No initial the box, automatically gives permission for your child/ren to receive corporal punishment when needed.)

_____ No, I do not want my child/ren to receive corporal punishment.

Electronic Device/Picture/Video/Internet Use Policy

_____ I hereby consent to the taking of photographs, movies or video tapes of the Student
named above by Anniston City Schools. I also grant to the right to edit, use, and reuse said
media for educational, academic, and/or promotional purposes including use in print, on the
internet, and all other forms of media. I also hereby release the Anniston Board of Education
and its agents and employees from all claims, demands, and liabilities.

_____ I hereby do not consent to the taking of photographs, movies or video tapes of the Student
named above by Anniston City Schools.

Parent/Guardian (signature)__________________________Phone Number_________
NOTE: Please detach this page after signing and have the student return it to the homeroom teacher. This Acknowledgement will become a part of the student’s cumulative file.

APPENDIX
Anniston City Schools has a zero tolerance policy regarding bullying behavior. Please call the
Bullying Hotline at 256-238-(Safe) 7238 or email us at stopbullying@anniston.k12.al.us if you would like to report a problem.