

ARAB CITY SCHOOLS



PARENT/STUDENT HANDBOOK 2009 - 2010

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

INTRODUCTION

The Arab City School District welcomes you to the 2007-2008 school year. If you are new to our school and community, we extend you a special welcome.

Arab City Schools have a long-standing tradition of excellence. All four of the schools in our district are fully accredited by the Southern Association of Colleges and Schools. Due to the dedicated efforts of our students, parents, and educators, the Arab City School District consistently places among the top five percent of Alabama School districts on standardized test scores. In addition to its strong academic focus, the system offers students and parents a wide array of other opportunities and services.

Clear communication and sincere collaboration between parents and the school district are vital to the success of our students. This handbook is our initial effort to communicate important expectations to students and parents. Please review this information with your child and sign and return pertinent forms that are found in the back of this handbook. We look forward to partnering with you in the important task of educating your child. If you have any questions, please call your child's school or the Arab City Board of Education.

SERVICES

1. **Advanced College Enrollment (A.C.E.)** – Qualifying students in the 11th and 12th grade at AHS may enroll in classes at the Arab branch of Snead State Community College during the regular school day. Contact Person: Barbara Snow - 586-6026
2. **Athletics** – Students in Arab City Schools may pursue their athletic interests in 14 different sports that field over 40 competitive teams. Contact Person: Watt Parker - 931-9285
3. **Career Technical Education** – Arab High School offers the following career technical programs: Agriscience, Business/Marketing, Cooperative Education, Health Science, Drafting Design Technology, Pre-Engineering, and Family & Consumer Education. Arab Junior High School also offers Agriscience. Contact Person: Margie Wooten - 586-6026
4. **Child Nutrition Program** – The Arab City School System recognizes the child nutrition program is an integral and vital part of education. It's based on nutritional needs of students and plays a fundamental role in their physical, mental, psychological and social development. Participating in the National School Lunch Program, our cafeterias offer lunch daily and we are proud to say we service 95% of our enrollment. Free and Reduced price meal applications will be available to anyone at any time during the school year and can be obtained at any of our schools. We have an automated point of sale system in place allowing students at the Elementary, Jr. High and High Schools to use their own assigned account number to make prepayments and sales transactions on their account. At the Primary School, students use laminated cards with student photos and barcodes for faster service. Activity reports on student accounts reflecting food items purchased, payments, or account balances are available upon parent or student requests anytime during the school year. Parents can obtain these by contacting the CNP manager at your child's school. Contact Person: Brad Kitchens 586-6011

5. **Community Education** – The Community Education Program offers a variety of continuing education classes and programs for children and adults of all ages. Contact Person: Melinda Hamilton - 931-9218
6. **Dual Enrollment Courses** – Qualifying students may enroll in classes on campus at Arab High School during the regular school day in which high school and college credits are earned simultaneously. Contact Person: Barbara Snow – 931-9219
7. **Extracurricular Activities** - Arab Jr. High and Arab High School offer exceptional opportunities in Band, Choral Music, Theater, Technology, Robotics, Competitive Academic Teams, and various clubs.
8. **Extended Services** – After school care is offered at Arab Primary School and Arab Elementary School for children in grades K-6. Before school care is offered at Arab Primary School. A quality summer program is also provided which includes a variety of enrichment activities, organized play and field trips. Contact Person: Melinda Hamilton – 931-9218
9. **Federal Programs – Title I** – The goal of this program is to provide instructional services and activities to meet the needs of children identified as needing additional assistance in reading and mathematics. Children who qualify are offered services during the day, after school and during the summer. **Title V (Innovative Programs)** This program provides Pre-K children in the community the opportunity to attend a month long academy to prepare them for the beginning of kindergarten. Students must demonstrate a need in order to qualify for these programs. **Homeless (McKinney-Vento Act)** – This law gives children and youth in homeless situations the right to: 1) Stay in their school even if they move 2) Enroll in a new school without proof of residency, immunizations, school records or other papers 3) Get transportation to school 4) Go to pre-school programs, if available 5) Have disagreements with schools settled quickly 6) Go to school they choose while disagreements are settled. Contact Person: Stacie Pace – 586-6011
10. **Title IX** – It is the policy of Arab City Schools that no person shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subject to discrimination under any educational program or activity. Contact person: Stacie Pace – 750 Arabian Drive, Arab, AL,35016, ph.586-6011
11. **Guidance Counseling** – All schools offer regular large-group counseling and have scheduled times for individual counseling. The Arab Primary, Elementary, and Junior High Schools each have a full-time counselor on staff. Arab High School has three full-time counselors in order to meet the needs of scheduling, college preparation, and scholarship application. Contact your child’s school for more information.
12. **School Nurses** – Full-time school nurses are based at the Primary, Elementary, and Junior High Schools. Additionally, the High School has a health occupations instructor on staff that is a RN and serves the school in that capacity.
13. **Special Education/Gifted Services** – The Arab City Board of Education provides special education and related services so that all children are challenged and can develop into productive and successful citizens. Special education is specially designed instruction, provided at no cost to parents, that meets the unique needs of a student with a disability. **Child Find** – Arab City Schools seeks to find any child residing within the jurisdiction who has a disability, who may be perceived as having a disability, or who may be in need of special education and related services, and is not currently receiving services from the school system. If anyone knows of a child from age 0 to 21 who may need to be evaluated for special education and related services, contact Billy Roy, Special Education Coordinator at Arab City Board of Education, phone 586-6011 or call 1-800-543-3098 toll free.

Gifted Education – Gifted students are those who perform at high levels in academic or creative areas when compared to others of their age, experience, or environment. A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents/guardians, peers, self, or any other individuals with knowledge of the student’s abilities. Eligibility is determined by considering student aptitude, performance indicators, and other characteristics. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. Referrals may be made to the school principal or system special education coordinator. Contact Person: Billy Roy 586-6011

14. **S.T.I. Home** – For a nominal fee, parents of students at AES, AJHS, and AHS may purchase access to view their child’s grades on-line. Contact your child’s school for more information.
15. **Transportation** – Bus services to and from school are available within the city limits of Arab and pre-existing routes outside the city limits. Contact Person: Johnny Hallman – 931-9259

COLLEGE SCHOLARSHIPS

Arab High School students have been very successful in earning college scholarships. Community organizations and postsecondary institutions generously offer scholarships to deserving AHS graduates. While applying for college scholarships is the responsibility of the student and his/her parents, Arab High School counselor Pam Hornsby assists students with this process. The two vital criteria for acquiring scholarships are the student’s grade point average and ACT score. To enhance ACT scores, Arab High School now offers its seniors a complimentary ACT workshop and now serves as an ACT testing site.

HONOR CODE

The administration and faculty of Arab City Schools are dedicated not only to teaching academic skills but also to fostering integrity among students. Today’s students are tomorrow’s leaders; therefore, students must be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, the following guidelines are presented to help students avoid what is considered unethical behavior. Violations of the honor code will be considered as Class II offenses. Some examples of cheating include but are not limited to the following:

1. copying another person’s work to be submitted as one’s own
2. plagiarizing
3. having, using, or attempting to use unauthorized aids (books, notes, calculators and other electronic aids) on a test, quizzes, homework, papers or projects
4. writing formulas, notes, or anything on desk, paper, hands, or clothing to be used or actually used on the assignment or test
5. having a copy of the test or answers to the test
6. providing specific information about a test to someone who has not yet taken the test
7. attempting to deceive by changing a test paper that was previously graded
8. giving unauthorized assistance to a fellow student, i.e. giving another student homework to copy, allowing another student to look on test papers, doing another student’s assignment for them, or unauthorized sharing of assignments
9. printing out or using another student’s file or work, via computer

INTERNET ACCEPTABLE USE AND SAFETY POLICY

MISSION: To provide students, faculty and staff guidelines to access the Internet by or through computers, networks or other devices belonging to the Arab City School System and to clarify Internet objectives of the Arab City School System.

INTERNET SAFETY: The Superintendent shall, with respect to the mission statement, institute, maintain and enforce procedures or guidelines which:

- Insure that a qualifying “technology protection measure,” as that term is defined in section 1721 of the **Children’s Internet Protection Act, CIPA** of 2000, is installed and in continuous operation.
- Institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) “harmful to minors,” as that term is defined in section 1721 of the CIPA of 2000.
- Provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet.
- Are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Are designed to prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by users online.
- Are designed to prevent the unauthorized disclosure, use, and dissemination of personal identification information.
- Allow administrators and faculty to review files and electronic messages stored, transmitted or received on school-based computers.

General Warning: Individual Responsibility of Parents and Users. Arab City School System believes that the benefits to students provided by access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Every user must take responsibility for his or her use of the computer network and Internet and stay away from potentially harmful sites. To that end, the Arab City School System supports and respects each family’s right to decide whether or not to permit a child Internet access. Only students who have returned a signed *Student Acceptable Use Consent Form* may request access to the Internet.

EXPECTATIONS IN USE OF SCHOOL-PROVIDED INTERNET ACCESS

- **STUDENTS, FACULTY AND STAFF** shall not access material that is obscene, pornographic, “harmful to minors,” or otherwise inappropriate for educational uses.
- **STUDENTS, FACULTY AND STAFF** shall not use school resources to engage in “hacking” or attempts to otherwise compromise system security or by-pass the Internet filtering system without administrator consent.
- **STUDENTS, FACULTY AND STAFF** shall not engage in any illegal activities on the Internet.
- **STUDENTS, FACULTY AND STAFF** shall only use electronic mail, chat rooms, wikis, blogs and other forms of direct electronic communications for school-related purposes.
- **STUDENTS, FACULTY AND STAFF** shall not disclose personal information, such as name, school, address, or telephone number outside of the school network.

- **STUDENTS, FACULTY AND STAFF** should understand that access to the Internet is a privilege, not a right.
- **STUDENTS, FACULTY AND STAFF'S** use of the Internet must be in support of education and research and consistent with the educational objectives of the school system.
- **STUDENTS, FACULTY AND STAFF** shall not attempt to alter the set up of any computer or to install any software without permission from an administrator.
- **STUDENTS** shall not download software, games, etc. onto a computer.
- **TEACHERS** shall guide students toward topics that have been matched to specific learning objectives rather than allowing the students to “surf” the Internet.
- **FACULTY AND STAFF** should monitor the online activities of users to limit, to the extent practicable, access by users to inappropriate matter on the Internet and World Wide Web.

Internet Access Consent

Because the Internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student or employee may encounter. Therefore, before using the district’s on-line resources, each student or employee (and the parents/guardians of a student) shall sign and return the appropriate *Acceptable Use Consent Form*. Students or employees and parents/guardians shall agree to not hold the district responsible for materials acquired on the system or for negligent behavior of a user.

ENFORCEMENT OF POLICY

- The Arab City School System uses technology protection measures that block and/or filter Internet access to limit access to some Internet sites that are not in accordance with the policy of the Arab City School System.
- Arab City School System staff will monitor ALL USERS’ use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy
- Any violation of school policy may result in loss of school-provided access to the internet. Additional disciplinary action may be determined in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

SAFE AND DRUG FREE SCHOOLS AND CAMPUSES

The Arab City Board of Education has adopted and implemented the following positions relative to the Safe and Drug Free Schools and Campuses required certification <34 CFR, Part 86>:

1. The Arab City Board of Education prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any of its extracurricular activities.
2. Based on reasonable suspicion and in compliance with Arab City Board of Education policy (JCAB), school officials have the authority to search students, their possessions, their lockers, and their vehicles.
3. School officials, by Arab City Board of Education policy (CQ), have the authority to allow law enforcement officials to visit campuses for the purpose of detecting illicit drugs and/or weapons. Canines can be used in these efforts.
4. It is the intent of the Arab City Board of Education to impose disciplinary sanction, including expulsion and possible referral for prosecution, upon students who violate the standard of conduct relative to the possession, use, and distribution of illicit drugs and alcohol.

IMMUNIZATION SCHEDULE

Consult your physician for the immunizations necessary for your child.
The following is a list of minimum immunizations at various school ages.

5 yrs	PTAP, IPV, MMRV	*Varivax (2 nd) and Hep A (2 nd)
12-15 yrs	Tetanus	*Varivax (2 nd)
Seniors	Tetanus & Menactra prior to college entrance	

*Necessary if not already given or child has not had Chicken Pox (Verivax)

ATTENDANCE POLICY

Regular attendance and success in school are closely related and necessary if a student is to receive full credit for each class in which he/she is enrolled.

COMPULSORY ATTENDANCE FOR ALL STUDENTS

Every child in the School District between the ages of seven (7) and sixteen (16) years shall be required to attend school for the entire length of the school term in every scholastic year. Students entering kindergarten shall be five (5) years old on or before September 2 of the current school year, and students entering the first grade shall be six (6) years old on or before September 2, of the current school year. All students enrolled will be accountable to attendance regulations.

PARENT/GUARDIAN RESPONSIBILITIES

The Board of Education expects parents to fulfill their legal requirements "relating to the responsibility of a parent, guardian, or person in charge of a child to ensure that the child enrolls and attends school and conducts himself or herself properly as a pupil." (Ref: Ala. Code 16-28-12, Sect. 1) Parents /guardians or physicians must provide the school within three (3) school days of each absence (or consecutive absence) a written explanation of the reason(s) for each absence. (All written explanations for student absences shall become a part of the student's attendance record.) If such a written explanation is not provided within this three (3) school day period, **the absence/s will be coded unexcused.**

The parent who knowingly or willingly falsifies such explanation shall be considered to be in violation of the Code of Alabama. "The superintendent of education or his or her designee shall report such suspected violations to the district attorney within ten (10) days." (Ref: Ala. Code 16-28-12, Section 1, b)

EXCUSED ABSENCES:

Student absences shall be coded by the principal or his/her designee as "excused" for the following reasons:

1. Personal illness with written note from parents/guardians
2. Personal illness with a doctor's statement
3. Death in the immediate family
4. Official school closings due to weather
5. Pre-approved legal requirements and other conditions as determined by the principal
6. Legal quarantine

UNEXCUSED ABSENCES:

Any absence not classified as an excused absence will be coded as unexcused by the principal or his/her designee.

ABSENCES DUE TO SCHOOL RELATED/SPONSORED ACTIVITIES:

Students who participate in school-sponsored or school authorized activities and are thereby absent from school or class will not be counted as absent from school. However, students are expected to make up work missed while at these activities, and will be given the same opportunities as those afforded students with excused absences. (Students absent due to school related activities may not be denied “perfect attendance awards,” “test exemption” status, or any other benefits associated with attendance policies.)

ABSENCES DUE TO SPECIAL EVENTS/TRIPS:

Students may be granted excused absences to accompany their parents/guardians on events/trips that are considered to be of an educational or cultural value. In order to be excused, prior approval must be granted by the principal.

ABSENCES DUE TO RELIGIOUS HOLIDAYS:

Students may be excused for official religious holidays when the parent or guardian makes a written request specifying the holidays to be observed.

ABSENCES DUE TO SUSPENSION:

Student absences due to suspension from school will be classified as unexcused. Students who have been suspended will have the opportunity to complete all feasible make-up work and missed tests in Saturday School. A student’s failure to attend Saturday School will result in the loss of the opportunity to complete missed assignments or tests. It is the responsibility of the suspended student to request from the principal, within three (3) days upon return to school, any make-up work and/or missed tests. When such suspension cannot be avoided during six weeks or semester tests, student will be allowed to make-up those exams after the suspension.

LATE ARRIVALS/EARLY DEPARTURES:

Students who miss instruction time due to late arrival or early departure must present a written excuse from the parents/guardians explaining the cause for the time missed. The principal or his/her designee will then make an excused/unexcused determination in relation to the cause for such early departure/late arrival. When such early departure/late arrival is deemed to be unexcused, students shall not be allowed to make up work/assignments missed. **Students in grades 9-12 must be present for 25 minutes of instructional time per class in order to be counted present for that class.**

MAKE-UP WORK:

Students with excused absences are permitted to make up work, tests, and other assignments. Students with excused absences will be given 3 days to complete assignments. Assignments made prior to a student’s excused absence shall be due on the date of return to school. Extenuating circumstances will be given consideration by teacher(s) and or principal. It is the parent’s responsibility to ensure that a student requests and completes work after an excused absence.

EXCESSIVE EXCUSED ABSENCES:

The Board mandates that a total of ten (10) excused absences per semester shall be considered the maximum number of absences allowed for a student to pass a class or course. Five (5) of the ten (10) excused absences can be excused with a note from the parent/guardian or at the principal’s discretion. The additional five (5) of the ten (10) absences can be excused with a note from a physician. Statements from physicians excusing absences will be accepted only for specific dates and medical reasons. Decisions regarding extenuating circumstances causing more than ten (10) absences per semester will be considered on an individual basis by

a school-based attendance review committee. The primary circumstance to be considered will be illness; however, this circumstance must be verified by a physician's statement.

EXCESSIVE UNEXCUSED ABSENCES:

It is the intent of the Board of Education to develop and implement policies and procedures that meet the requirements of the Code of Alabama 16-28-12 to-15 in relation to enforcement of attendance statutes and the reporting of those in violation of these statutes. In relation to these statutes the following procedures shall be followed:

NOTIFICATION OF TRUANCY:

First Truancy: (*Unexcused Absence*) The parent/guardian shall be notified by the school attendance clerk that the student was truant and the date of the truancy. (This includes absences for which an acceptable excuse has not been received within the three-day limit.)

Second Truancy: (*Unexcused Absence*) The parent, guardian, or person having control of the child shall be notified by the school attendance clerk that the student was truant and the date of the truancy. The parent, guardian, or person in control shall schedule a conference with the attendance clerk and /or principal (or principal's designee) within three school days of the second truancy notification, OR participate in the Marshall County Early Warning Program as provided by the juvenile court system.

Third Truancy: After three (3) unexcused absences a complaint will be filed with the Marshall County Juvenile Probation Office as part of the "Early Warning Program." (The Court has ruled that if the parent/guardian lives in another county the Marshall County Court maintains jurisdiction.)

Fifth Truancy: Upon five (5) unexcused absences a complaint will be filed against the student in the Marshall County Juvenile Court which will require a formal hearing and appearance before the Court. Such complaint will include a request that the parent or guardian of the student be made a party of the action.

Tenth Truancy: After ten (10) consecutive or fifteen (15) cumulative unexcused absences for any student between the ages of sixteen (16) and nineteen (19) years, during any one semester, a report will be filed with the Department of Public Safety, which may result in the suspension of the student's driving privileges (16-28-40, Code of Alabama, as last amended). If the child is under sixteen (16) years of age, appropriate criminal sanctions may be brought against the parent or guardian of such student.

Note: Unexcused absences due to suspension from school shall not count toward "Early Warning" or court referral. However, the parents of students who habitually violate the Student Code of Conduct to a degree that suspensions cause excessive unexcused absences will be reported to the Marshall County District Attorney. (Ref. Code to Alabama, Section 16-28-12, as amended)

RETENTION AND/OR WITHHOLDING CREDIT FOR EXCESSIVE ABSENCES

Students within the Arab City Schools may be retained or credit withheld for excessive **UNEXCUSED** absences.

Students in grades K – 12 who exceed four (4) unexcused absences per semester shall not be promoted to the next grade or receive credit.

APPEALS PROCESS:

Parents/guardians may appeal decisions to withhold promotions or credits due to excessive absences.

- a. Parents may request a hearing before a School Based Attendance Committee to seek appeal of credit and promotion decisions.

- b. If the School Based Attendance Committee upholds the decision of the principal, the parent/guardian has 5 days to appeal to the Arab City Schools Attendance Appeals Committee.

ATTENDANCE POLICY APPEALS COMMITTEE:

Purposes: The Arab City Schools Attendance Policy Appeals Committee shall exist for the following purposes:

- a. To hear appeals relative to promotion, retention, or withholding of credit for excessive unexcused absences
- b. To hear appeals relative to any other issues that deal with the Arab City Board of Education Policy

The Arab City Schools Attendance Committee shall be composed of the following: A central office administrator, attendance supervisor, and an administrator from an Arab City School other than the student's school of enrollment.

PROMOTION AND RETENTION

The decision regarding the promotion or retention of students as they progress through the Arab City Schools shall be made by each student's teacher(s) and the local school principal. Each case shall be considered individually and a decision made which, in the opinion of the teacher(s) and principal, is in the best interest of the student.

Students who are unable to complete course work on schedule due to illness, accident, or other circumstances beyond their control will be assigned marks of "incomplete" and given reasonable opportunity to complete required work before a promotion determination is made.

Due to the sequential nature of learning and the importance of establishing a strong foundation for future academic successes, the following criteria will be used for promotion and retention decisions

I. PROMOTION AND RETENTION CRITERIA

- A. Criteria for promotion and retention at Arab Primary School
 1. Arab Primary School students must possess and demonstrate an appropriate level of maturity to cope with the academic expectations of the succeeding grade.
 2. Arab Primary School students should master 80% of the academic content outlined in the Arab City Board of Education Standards of Promotion for Reading and Math.
 3. In addition to being required to pass reading and math, first and second grade students at Arab Primary School must pass all courses except one.
- B. Criteria for promotion and retention at Arab Elementary School
 1. Arab Elementary School students must possess and demonstrate an appropriate level of maturity to cope with the academic expectations of the succeeding grade.
 2. Arab Elementary School students should master 80% of the academic content outlined in the Arab City Board of Education Standards of Promotion for Reading and Math.
 3. In addition to being required to pass reading and math, Arab Elementary School students must pass all other courses except one.
- C. Criteria for promotion and retention of sixth graders at Arab Junior High School
 1. Arab Junior High School students must possess and demonstrate an

- appropriate level of maturity to cope with the academic expectations of the succeeding grade.
2. Arab Junior High School students should master 80% of the academic content outlined in the Arab City Board of Education Standards of Promotion for Reading and Math.
 3. In addition to being required to pass Reading and Math, sixth graders at Arab Junior High School must pass all other courses except one.
- D. Criteria for Promotion and Retention of seventh and eighth graders at Arab Junior High School
1. Arab Junior High School students must possess and demonstrate an appropriate level of maturity to cope with the academic expectations of the succeeding grade.
 2. Seventh and eighth grade students Arab Junior High must pass Language Arts and Mathematics.
 3. In addition to being required to pass Language Arts and Mathematics, seventh and eighth grade students at Arab Junior High School must pass all other courses except one.
- E. Criteria for Promotion and Retention for Arab High School students
1. The number of credits earned in grades 9-12 will be the determining factor for promotion or retention. For students in high school the minimum credits for promotion to the next grade level are:

<u>REQUIRED CREDITS FOR GRADUATION</u>	<u>PROMOTION</u>		
	<u>From</u>	<u>To</u>	<u>Credits</u>
24	9 th	10 th	6
	10 th	11 th	12
	11 th	12 th	18

II. REOCCURRING RETENTION

After a student has been retained one or more times in grades K-8, other criteria may be considered in making promotion and retention decisions.

III. REMEDIATION

All schools within the Arab City School System shall provide a program for instructional remediation. Students in grades kindergarten through eighth may be provided instructional remediation during the summer months. Attendance to and participation in summer instructional remediation does not ensure promotion to the succeeding grade. Promotion and retention decisions for students in kindergarten through eighth grade will be made after the conclusion of summer remediation by the student's pertinent subject area teacher(s), summer school teacher(s), and principal.

IV. STUDENTS IN SPECIAL EDUCATION PROGRAMS

Promotion, retention, and placement decision of exceptional students, as defined by I.D.E.A., shall be made by the student's Individualized Education Program.

V. COMMUNICATION WITH PARENTS

It shall be the responsibility of each school to provide written evaluation of student academic progress to parents/guardians and students on a regularly scheduled basis. (Each school shall develop procedures to inform parents and/or guardians of students who are at risk of retention. Such warning should be prior to the beginning of the final grading period of each scholastic year.)

STUDENT DRUG TESTING

For the safety and well-being of its students, the Arab City Board of Education has adopted a student drug/alcohol testing policy. This policy requires all students in grades 7-12 who participate in athletics, who participate in competitive extracurricular activities and/or who drive to school to submit to participation in random drug/alcohol screenings. Refusal to participate or a positive test result will result in appropriate disciplinary measures as outlined in Arab City B.O.E. Policy. Contact Person: Brad Kitchens – 586-6011

STUDENTS TAKING MEDICATION

Parents may come to the office to administer medication to their children, or the school nurse may administer medication that must be taken during school hours. Teachers are not trained or authorized to administer student medication. The administration of medication to students shall follow these guidelines:

1. Medications to be used in emergency circumstances (asthma, allergic reactions, etc.) shall be stored in the first aid room or classroom depending in state guidelines and each child's individual need.
2. Medications to be administered on a regular schedule for a short-term illness (antibiotics, decongestants, etc.) must be administered by the school nurse with a **prescription** and a **completed medical authorization form signed by the physician and the parent**. Medical authorization forms are available in the school office. Parents must bring medications in the original bottle to the nurse's office. Medication may not be brought to school by a student.
3. Medications to be administered on a long-term basis for chronic conditions must be administered by the school nurse and require a completed **medical authorization form signed by the physician and parent**.
4. Over-the-counter medications may be administered by the school nurse with a **medical authorization form signed by the parent**. All over-the-counter medications must be unopened and in their original container and delivered by the parent to the school nurse.

STUDENT DRESS CODE

In order to maintain an atmosphere conducive to learning, students must dress appropriately and must practice acceptable hygiene. Parents have a responsibility to ensure that their child's dress and hygiene are appropriate.

Kindergarten – Grade 5

1. Students are expected to be clean and neatly dressed at all times.
2. Any form of dress that is destructive or disruptive to the instructional program will not be permitted.
3. Clothing that is too revealing will not be permitted.
4. Inappropriate language and advertising is prohibited.
5. High heel shoes, cleats and taps will not be permitted on boots or shoes.
6. Caps or hats cannot be worn without pre-approval.
7. Any questions relating to appropriate attire that are not addressed in the Kindergarten – Grade 5 guidelines shall be covered under the Grades 6 – 12 dress code guidelines.

Grades 6 – 12

1. Any clothing or grooming practices that are distractive or disruptive to the learning environment, when judged by community standards, will be deemed inappropriate for school.

2. Students are to wear clothing in the manner it was designed to be worn. Excessively large clothing can create safety hazards and is prohibited. Pants are to be worn at the natural waistline.
3. Students are not to wear clothing that reveals the body in an inappropriate manner.
 - a. Backless dresses or tops may not expose the back below the shoulder blades.
 - b. Strapless dresses or tops or spaghetti straps are not to be worn.
 - c. Undergarments shall not be exposed.
 - d. No short tops shall be worn that will expose the midriff area at any time.
 - e. Tank tops and pajamas (including lounging pants) are prohibited.
 - f. Excessively low cut dresses, shirts and /or blouses are not to be worn.
 - g. Clothing with writing on the seat of the garment is not allowed.
4. Clothing with inappropriate holes, rips, or tears may not be worn.
5. The length of shorts is required to be at least mid-thigh in both front and back while standing. Mid-thigh is defined as the point of the leg **beyond the fingertips** with the arms and fingers fully extended at the sides. **Dresses, skorts, and skirts are required to be nearly knee length.** Spandex (biker shorts) is not permitted.
6. Students are not to wear jewelry, ornaments, or accessories which distract from the educational process – excessively noisy jewelry and/or belts. Body piercing of any kind, except for the ear, is not allowed for males or females.
7. Tattoos of inappropriate content must be covered at all times while students are on school property and/or in attendance at school sponsored activities.
8. Clothing and accessories that promote or display controlled substances such as tobacco, alcohol, etc. is prohibited.
9. Clothing and accessories cannot display or imply vulgar or derogatory messages.
10. Gang related apparel is not permitted in school or at any school-related activities.
11. All students are required to wear their hair in such a manner that is safe and does not impair vision. Students are not to wear hair dyed in distractive unnatural colors, spiked hair, or shaven head patterns (numbers, names, symbols, designs, etc.)
12. Caps, hats, bandannas, sunglasses or other headwear (unless medically required) are not permitted.
13. Excessively large outerwear, such as a trench coat, is prohibited from being worn inside the buildings.
14. Students are not to wear extreme facial makeup that distracts or disrupts the learning environment.
15. Students should not wear heavy metal chains, metal spiked apparel, or other accessories that can be used as weapons.
16. Students are required to wear appropriate shoes to school at all times. Boots and shoes with cleats, chains, steel toes, or other metal reinforcement are not allowed.
17. School sponsored activity uniforms that do not adhere to the dress code are not to be worn during the regular school day.
18. Athletic and gym bags may not be carried to class at Arab Junior High School.

Note: The principal or his/her designee shall have the final authority in determining acceptable or unacceptable dress and/or grooming.

TRANSPORTATION RULES AND PROCEDURES

1. The Arab City School System provides free transportation to and from school daily. Riding an Arab City School bus is a privilege that is granted to all students who behave appropriately. Inappropriate behavior on buses compromises student safety and may result in temporary or permanent suspension of bus riding privileges.
2. The Arab City BOE grants principals and administrators the authority and latitude to implement the following behavior expectations for students riding buses:
3. Stay in your seat and face forward.
4. Keep your hands and feet away from the aisle, the window and the other passengers. For safety reasons, aisles must always be clear for loading and unloading.
5. Talk quietly and use appropriate language.
6. No eating or drinking on the bus.
7. Fighting, harassment, intimidation or horseplay is prohibited.
8. Students must ride their assigned bus unless the principal or designee approve otherwise.
9. Students must load and unload at their designated stop unless the principal or designee approve otherwise.
10. Students damaging buses will be financially responsible for damages.
11. Criminal conduct by a student while on a bus may result in involvement by local law enforcement officials.

STUDENT CODE OF CONDUCT

The Arab City School System firmly believes that a safe and orderly environment is essential for maximum learning and teaching to occur. Students, parents, teachers, and administrators must work together in a cooperative spirit to ensure acceptable student behavior. Behavior that is disruptive to the learning environment must be addressed. In an effort to fairly and effectively maintain proper learning environments, the Arab City BOE has developed a code of student conduct that groups violations into the three classifications:

MINOR OFFENSES CLASS I

- 1.01 Excessive distraction of other students. – Any conduct and /or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting. Examples: talking excessively, interrupting class functions, provoking other students, unauthorized use of radios, mp3 players or similar devices, etc.
- 1.02 Illegal organization – Any on-campus activities of fraternities, sororities, secret societies, non-affiliated school clubs, or gangs
- 1.03 Minor intimidation of a student – The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely
- 1.04 Participation in gambling or games of chance for money and/or other things of value
- 1.05 Excessive tardiness – Repeatedly reporting late to school or class
- 1.06 Non-directed use of profane or obscene language
- 1.07 Non-conformity to the dress code
- 1.08 Minor disruption on a school bus

- 1.09 Inappropriate public display of affection – Including, but not limited to, embracing and kissing
- 1.10 Providing false information to school personnel
- 1.11 Refusal to complete class assignment
- 1.12 Failure to follow instructions – Examples: Failure to carry correspondence home; failure to obey directions in the hallways, assemblies, etc.
- 1.13 Unauthorized use of school or personal property
- 1.14 Pushing, rough-housing or horse-play
- 1.15 Littering on school property
- 1.16 Inciting student disorder and/or malicious mischief
- 1.17 Violation of the rules governing the parking of student vehicles
- 1.18 Possession and/or use of matches or lighter
- 1.19 Unauthorized use of a cellular phone or similar device.
- 1.20 Unauthorized possession of a laser light
- 1.21 Any other violation which the principal may deem reasonable to fall within this category

DISCIPLINARY ACTIONS
MINOR OFFENSES
CLASS I

Elementary Students (Grade K-5)

First Offense

In-school conference, parental contact, or disciplinary action when warranted

Second Offense

Parental contact and disciplinary action

Subsequent Offenses

In-school disciplinary action such as probation, completion of extra academic assignments, corporal punishment, detention, Saturday School, or suspension at the discretion of the principal or their designated person

Secondary Students (Grades 6 – 12)

First Offense

In-school conference, parental contact and/or detention when warranted
 Special circumstances may warrant disciplinary actions outlined under Subsequent Offenses.

Subsequent Offenses

In-school disciplinary action such as probation, completion of extra academic assignments, in-school suspension, corporal punishment, Saturday School, or suspension at the discretion of the principals or their designated persons.

INTERMEDIATE OFFENSES
CLASS II

- 2.01 Defiance of authority – Any verbal or non-verbal refusal to comply with reasonable directions or orders from school personnel
- 2.02 Possession and /or use of tobacco products – Having or using tobacco products on the school premises or at any school sponsored activity
- 2.03 Intentionally touching, striking, or causing bodily harm to another student
- 2.04 Fighting – Any physical conflict between two or more individuals
- 2.05 Property damage – Intentional and deliberate damage of less than \$100.00 to public, real, or personal property

- 2.06 Stealing – Larceny – Petty Theft – The intentional, unlawful taking or carrying away of public, real, or personal property valued at less than \$100.00
- 2.07 Possession of stolen property
- 2.08 Threats – Verbal, written, or implied communication that threaten injury to a person, his property, or his reputation
- 2.09 Trespassing – Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited
- 2.10 Possession of fireworks or igniting fireworks
- 2.11 Possessing or display of a knife
- 2.12 Offensive touching or pinching of another person or engaging in any activity that is defined as sexual harassment
- 2.13 Written or verbal propositions to promote sexual acts
- 2.14 Use of obscene manifestations (verbal, written, gesture) toward students, school employees, or other persons
- 2.15 Directing obscene or profane language to another student
- 2.16 Unauthorized absence (skipping) from class or school
- 2.17 Unjustified activation of fire alarm or fire extinguisher
- 2.18 Forgery: intentionally disrupting communication between parents and school, such as, changing grades, falsifying attendance records, other actions deemed by the principal to constitute forgery
- 2.19 Violation of the Arab City Schools' Honor Code
- 2.20 Extortion – Threatening another person with the intent to gain money or other valuables
- 2.21 Continued violation of the rules governing the parking of student vehicles
- 2.22 Intentionally/repeatedly providing false information to school personnel
- 2.23 Failure to attend detention or Saturday school
- 2.24 Any other violation which the principal may reasonably deem to fall within this category

**DISCIPLINARY ACTION
INTERMEDIATE OFFENSES
CLASS II**

Elementary Students (Grades K – 5)

First and Second Offenses

Parental contact, detention, Saturday School and/or other disciplinary action

Subsequent Offenses

Parental contact and in-school disciplinary action such as probation, completion of extra academic assignments, corporal punishment, or suspension at the discretion of the principal of their designated persons.

Secondary Students (Grade 6 – 12)

First Offense

Parental contact, Saturday school, in-school suspension, suspension for one (1) to three (3) school days, or other disciplinary action at the discretion of the principal or their designated persons.

Subsequent Offenses

Parental contact and suspension for three (3) to five (5) school days. Special circumstances may warrant a recommendation or expulsion. If so recommended, the expulsion procedures will be followed.

More Severe Disciplinary Actions for Class I/Class II Offenses

For Class I and /or Class II Offenses special circumstances may warrant a recommendation for more severe disciplinary action, including recommendation for Expulsion. Students may be assigned In-School Suspension a maximum of 3 times per semester or suspension a maximum of 3 times per year before more severe disciplinary action is taken.

MAJOR OFFENSES CLASS III

- 3.01 Drugs – Unauthorized possession, transfer, use of, or sale of drugs, drug paraphernalia, or alcoholic beverages, counterfeit drugs, as defined by legal authorities
- 3.02 Arson – The willful and malicious burning or attempting to burn any part of school board property
- 3.03 Assault upon school board employee – The intentional unlawful touching or striking of a school board employee
- 3.04 Robbery – The taking of money or other property by force, violence, assault or instilling the fear of the same
- 3.05 Stealing – Larceny – Grand Theft – The intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more
- 3.06 Gambling – The intentional, unlawful participation in gambling activities involving amounts of more than \$100.00
- 3.07 Burglary of school property – Entering or remaining in a structure or conveyance with the intent to commit an offense during the hours in which the premises are closed to the public
- 3.08 Criminal mischief – Unlawful and malicious injury or damages at or in excess of \$100.00 to public property, or to real or personal property belonging to another
- 3.09 Possession of firearms – Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. (Section 921 of Title 18 U.S. Code)
- 3.10 Possession of weapons – A knife, metallic knuckles, tear gas gun, chemical weapon, or device; or any other weapon, instrument, or object with the intent to be armed
- 3.11 Bomb threats – Any such communication(s) concerning school board property which has the effect of interrupting the educational environment
- 3.12 Explosives – Preparing, possessing, or igniting explosives on school board property
- 3.13 Sexual acts – a. Acts of a sexual nature including but not limited to groping, intercourse, rape, attempted rape or indecent exposure
- 3.14 Aggravated battery – Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon
- 3.15 Inciting or participating in a student disorder – Leading, encouraging, or assisting in disruptions which result in destruction or damage to private or public property; personal injury to participants or other during any school-sponsored activity
- 3.16 Distributing, mass producing, or selling falsified school records; such as grade sheets, report cards, permanent records, computer files
- 3.17 Directing obscene or profane language or gestures to school board employees or visitors
- 3.18 Acts of reckless endangerment that jeopardize the life or safety of other individuals or their property
- 3.19 Possession and/or distribution of obscene, lewd, or pornographic material.
- 3.20 Any other offense which the principal may deem reasonable to fall within this category

**DISCIPLINARY ACTION
MAJOR OFFENSES
CLASS III**

Elementary & Secondary Students

The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal as authorized in the procedures previously stated, pending final determination of the matter by the School Board. The principal shall consult with law enforcement on all Class III violations.

Complicity

A person is accountable for the behavior of another constituting a violation of the Code of Student Conduct if, with the intent to promote or assist the commission of the violation: (1) The student procures, induces or causes such person to commit the violation; (2) The student aids or abets such other person in committing the offense. The complicity concept shall be applied to each class of violation of the Code of Student Conduct.

Habitual Violations

Violations of the Code of Student Conduct may be considered habitual after the third offense within the same class. When it is determined that a violation must be treated as habitual, the disciplinary procedures outlined in the next higher classification for subsequent offenses may be utilized. The habitual violations concept will apply to classifications one (1) and two (2).

Multiple Violations

Multiple violations of the Code of Student Conduct within the same classification during one incident will be considered to be more serious than a single violation and may be transferred to a higher classification for resolution.

Repeated assignments to in-school suspension may result in longer term placement.

Repeated assignments to out-of-school suspension may result in longer term placement and/or expulsion.

Electronic Communication Devices

The Arab City School System prohibits student use of all electronic communication devices at all schools during the school day.

Student Search and Seizure Procedures

All school system property, including desks, lockers and computers, is subject to entry, inspection and search. Searches of personal property will be conducted by the school principal or his or her designee in the presence of another school employee when reasonable suspicion. Whenever reasonable suspicion exists, the student may be searched. Such search must be done by a certified school official and only in the presence of another certified school employee. A student's failure to submit to searches as provided in this policy will be grounds for disciplinary action.

Procedures for the Administration of Suspension and Expulsion

Students recommended for suspension or expulsion will be made aware of the charges and given an opportunity to respond. Parent(s)/ guardian will be notified of any actions involving suspension or expulsion.

Students are responsible for notifying their parents or guardians of all written communications from school. Failure to do so may result in further disciplinary action.

SUSPENSION OF STUDENTS

Authority

The school principals or their designated persons have the authority to suspend students from school.

Notification

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Written notice will be sent to the parents or guardian stating the reasons such actions were taken.

Immediate suspension of students is justified when the student's presence threatens themselves or others, endangers school property, or seriously disrupts the orderly educational process. Principals are given the authority to have a law enforcement agency remove uncooperative students. If immediate removal is necessary, the parents or guardians will be notified by telephone or in person.

Length

1. Short term suspension (up to 10 days)—The principal shall have authority to suspend a pupil for up to five (5) days, and up to ten (10) days with the approval of the Superintendent.
2. If an incident or violation causes the principal to recommend the expulsion of a student, the suspension shall remain in effect until the recommendation for expulsion is acted upon by the Board of Education.

Terms

1. During the suspension period suspended students cannot attend school functions or enter upon school property for any reason. Students suspended from the Arab City Schools are no longer eligible for participation in any school related activity or event during the period of the suspension (i.e., graduation, Baccalaureate, prom, club activities, athletics, senior class events, etc.). Students who are suspended may not attend extracurricular activities after school hours including public activities such as football, baseball, volleyball, basketball games, band concerts, theatrical productions, etc.
2. When students are suspended, their teachers will be notified concerning the date of suspension and the number of days suspended. Students will not receive credit for work or assessments during period of suspension. Suspended students will be allowed to make up 6 weeks, 9 weeks, and semester exams. Suspended students will also be allowed to submit long-term assignments made prior to their suspension.

EXPULSION OF STUDENTS

Expulsion is defined as the removal of the right and obligation of a student to attend public school under conditions set by the School Board. The principal has the final authority to recommend to the Superintendent the expulsion of a student.

The Arab City Board of Education makes the final decision on an expulsion recommendation.

The school principal is initially responsible for determining that an offense for which expulsion may be warranted has been committed. The facts and procedures regarding expulsion are listed below:

1. Expulsion is the removal of a student's right to attend public schools.
2. The Arab City Board of Education has the inherent authority to expel students when necessary to maintain order and discipline in the schools.
3. The principal has the authority to recommend expulsion to the Superintendent. The Superintendent has the authority to recommend expulsion to the Board of Education.

When an incident or violation of school regulations occurs that may result in a recommendation for expulsion, the following procedures shall apply:

- A. The student shall be made aware of the accusations and shall be granted the opportunity to respond.
- B. Upon determining that a recommendation for expulsion is a possibility, the principal shall suspend the student and notify the student's parent(s)/guardian.
- C. The principal will invite the parent(s)/guardian to school for a conference at which time the information of the investigation shall be discussed.
- D. Upon completing the investigation and determining that a recommendation for expulsion is appropriate, the principal shall notify the parent/guardian and Superintendent in writing of his/her decision.
- E. The Superintendent shall review all pertinent information relevant to the principal's recommendation for expulsion. The Superintendent shall determine if the recommendation for expulsion is necessary and appropriate. The Superintendent shall notify the parent(s)/guardian in writing of his/her decision. The Superintendent shall also, in writing, inform the parents/guardians of their right to request an expulsion hearing before the Arab City Board of Education. From the receipt of this notice the parent/guardian has five (5) school days to request such a hearing.
- F. If the parents/guardians request an expulsion hearing before the Arab City Board of Education, they will be granted at least ten (10) days between the notification of a hearing date and the date set for the hearing. This ten (10) day timeframe may be lessened by signed mutual agreement of parent(s)/guardian and the Superintendent of Arab City Schools.

Board Hearing

At the School Board meeting in which expulsion of a student will be considered, students will have the right to be present, to call witnesses on their behalf, to ask questions, and to be represented by counsel. Expulsion hearings will occur in executive session.

1. The Board will first allow the Superintendent, principal, and other witnesses requested by the Superintendent to present testimony relevant to the recommended expulsion and to report findings which resulted in the recommendation. After the Superintendent, principal and other school officials have presented testimony relevant to the recommended expulsion, the student, parent(s)/guardian or person

representing the student will be permitted to question them concerning their statements and testimony relevant to the recommended expulsion.

2. Upon completion of the presentation by the Superintendent and his witnesses, the student will be allowed to present matters relevant to the student's expulsion. This would include the right to testify and to call witnesses on the student's behalf opposing the recommended expulsion.
3. Immediately following the presentation on behalf of the student, the Superintendent will recommend to the Board the formal action which is deemed appropriate and just.
4. The School Board will then excuse the student, parent(s)/guardian or person representing the student, and the Superintendent from the room and will deliberate on the action recommended by the Superintendent. Only the Board and Board attorney will be present. During the deliberations, there will be no extraneous information received pertaining to the recommended expulsion. The School Board will vote in an open meeting based upon matters presented to it in the presence of the student, parent(s)/guardian or person representing the student. If the action of the School Board is to expel the student, the action will specify a period of time for the expulsion.

Terms

1. The expulsion of a student will prohibit the student from attending school in the Arab City School System during the period of the expulsion.
2. A student will lose academic credit if he/she is removed from the school attendance roll through the expulsion process.
3. Students cannot request make-up work for credit lost during the period of the expulsion.
4. Students expelled from the Arab City Schools are no longer eligible for participation in any school related activity or event during the period of the expulsion (i.e., graduation, Baccalaureate, prom, club activities, athletics, senior class events, etc.).
5. Students who are expelled may not attend extracurricular activities after school hours including public activities such as football, baseball, volleyball, basketball games, band concerts, theatrical productions, etc.

STUDENT SEXUAL HARASSMENT POLICY **HARASSMENT STATEMENT**

It is the policy of the Arab City Board of Education not to discriminate on the basis of gender, age, race, color, disability, religion, sexual orientation, or national origin in the educational programs and activities, or admissions to facilities operated by the Arab City Board of Education. It is also the policy to comply with all appropriate laws and regulations relating to discrimination now in effect or hereafter enacted.

The Arab City Board of Education does not and will not tolerate harassment of our students or employees. The term "harassment" includes, but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, citizenship, sexual orientation, age, or disability. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature. Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including expulsion from school.

TITLE IX COMPLAINT PROCEDURE

Notice to Students, Parents, & Employees: If you believe a student or school employee is mistreating you on the basis of race, color, religion, gender, age, national origin, sexual orientation, or handicap, please tell any school employee in whom you have confidence. You may also contact your principal or the school system's Title IX coordinator for assistance:

Title IX Coordinator, Stacie Pace
Arab City Schools
750 Arabian Drive
Arab, AL 35016
(256) 586-6011

SEXUAL HARASSMENT DEFINED

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment, educational opportunities and other benefits provided by the school system; or
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, educational opportunities, or other benefits provided by the school system; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimidating, hostile or offensive working, learning or educational environment.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. Any sexual harassment as defined herein and perpetrated on any person by either an employee or a student of the school system will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. verbal harassment or abuse of a sexual nature;
2. offensive or unwelcome sexual advances or propositions;
3. subtle pressure for sexual activity;
4. any unwelcome or inappropriate sexually-motivated touching or touching of intimate body parts;
5. graphic or degrading verbal comments about an individual or his/her physical attributes;
6. display or sexually suggestive objects, pictures, cards or letters;
7. lewd or suggestive comments or gestures;

8. off-color language or jokes of a sexual nature;
9. demanding sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status;
10. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status;
11. employees dating students;
12. sexual violence, a physical act of aggression that includes a sexual act or sexual purpose.

Note: Welcomed sexual advances and inappropriate displays of affection among students are not appropriate behaviors in a school setting and are addressed in the Arab City Schools Code of Student Conduct. However, generally such displays of welcomed affection between students shall not be considered to be a violation of the Sexual Harassment Policy. Such displays between employees or school board representatives and students would be considered a violation of the Policy.

STUDENT COMPLAINT AND GRIEVANCES

The Arab City Board of Education is committed to providing an environment free of sexual harassment and all forms of discrimination on the basis of race, color, religion, gender, age, national origin, sexual orientation, or handicap. If any student believes that he or she is or has been the victim of sexual harassment or has knowledge of such action perpetrated against or by another student may utilize the four-step procedure, which is summarized below:

Step I

If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the principal, the local school system's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision within 10 working days.

Step II

If, after the meeting with the school principal, the student and/or parent is not satisfied with the principal's decision, a written appeal may be submitted to the district's Title IX coordinator within 10 working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review. The Title IX coordinator will inform the student and/or parents within 10 working days of receiving the appeal, his or her ruling on the principal's decision.

Step III

If, after receiving the decision from the Title IX coordinator, the student and/or parent is not satisfied with the Title IX coordinator's decision, a written appeal may be submitted to the district's superintendent within 10 working days of the receipt of the Title IX coordinator's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the Title IX

coordinator's decision, and be limited to the matter under review within 10 working days. The superintendent will inform the student and/or parent of his/her ruling of the Title IX coordinator's decision.

Step IV

If, after receiving the decision from the superintendent, the student and/or parent is not satisfied with the superintendent's decision, a written appeal may be submitted to the Arab City Board of Education. At its next regularly scheduled meeting, the School Board shall determine the appeal on the record but may hear from the parties or receive additional evidence if deemed proper. The Arab City Board of Education will inform the parents within 10 working days of their decision after hearing the appeal at their regularly scheduled meeting.

RIGHT TO ALTERNATIVE DISPUTE RESOLUTION PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include but are not limited to mediation, filing a charge with the Equal Employment Opportunity Commission (EEOC), filing a complain with the Office of Civil Rights (OCR), initiating a civil action or seeking redress under State Criminal statutes or policies and procedures, and/or federal laws. Information relative to alternative avenues of redress may be obtained from the Arab City Schools Title IX Coordinator.

SANCTIONS

Sexual harassment by student perpetrators will not be tolerated in the Arab City School System. Appropriate progressive disciplinary sanctions and rehabilitative actions will be taken to resolve the problem and to eliminate its recurrence. Disciplinary sanctions and rehabilitative actions may include but not be limited to:

1. consequences defined in Arab City Schools Code of Student Conduct;
2. student and/or family counseling;
3. sexual harassment training;
4. referral to outside agencies;
5. in-school and/or out-of-school suspensions;
6. development of sexual harassment research projects;
7. expulsion

Due process rights shall be afforded to students accused of sexually harassing other students.

CONFIDENTIALITY OF PROCEEDINGS

In all cases, the highest degree of confidentiality allowed by law will be maintained by school system employees to protect parties involved in investigations of sexual or sex-based misconduct.

Only those persons who have a need to know for purposes of the investigation or resolution of the complaint shall be informed of the case. Any individual who inappropriately releases information relative to the complaint or the investigation shall be subject to disciplinary actions up to and including termination.

Family Educational Rights & Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA), a federal law, provides that a local education agency that receives federal funds may not have a policy or practice of denying a parent/guardian the right to:

- Inspect and review educational records
- Seek to amend educational records
- Consent to the disclosure of personally identifiable educational records

If you have any questions and/or concerns related to these rights and/or possible procedures and would like to discuss them with a school official, please do not hesitate to contact your child's school.

As stated above, FERPA requires that the Arab City School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational record. However, the Arab City School System may disclose appropriately designated "directory information" without written consent, unless you have advised the school system to the contrary. Directory information, which includes such items as names, addresses, and phone numbers, is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent.

Incompliance with the *No Child Left Behind Act of 2001 (P.L. 107-110)* and the *National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)*, local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* are required to provide military recruiters, upon request, directory information unless a parent/guardian has advised the local education agency that they do not want their child's information disclosed without their prior written consent.

If you do not want the Arab City School System to disclose directory information from your child's educational record without your prior written consent, please indicate this by filling out the following request and returning it to your child's school. The Arab City School System has designated the following information as directory information: student's name, grade level, address, telephone listing.

**Family Educational Rights and Privacy Act
(FERPA)
Request for Non-disclosure of Directory Information**

As provided by the Family Educational Rights and Privacy Act, I am requesting that the Arab City School System **not** disclose my child's directory information to any organization without my prior written consent.

Student's Name

Grade

Parent/Guardian's Signature

Date

THIS FORM IS TO BE RETURNED TO YOUR CHILD'S SCHOOL. IF YOU HAVE ANY QUESTIONS OR CONCERNS RELATED TO THIS MATTER, PLEASE CONTACT YOUR CHILD'S SCHOOL.

ACKNOWLEDGEMENT

I, _____ enrolled in
Name of Student

Name of School School and my

parent(s)/guardian hereby acknowledge by our signatures that we have received and read, or had read to us, the foregoing Parent/Student Handbook.

(Signed) _____
Student

(Signed) _____
Parent/Guardian

(Signed) _____
Parent/Guardian

Date: _____

Note: The student is to sign the above statement. If the student lives with both parents, both parents are also to sign the statement. If the student lives with only one parent or guardian, only one is to sign with the student.

Please return this page to the homeroom teacher after signing.

~Notes~

**ARAB CITY SCHOOLS
SCHOOL CALENDAR**

2009 - 2010

Student's First Day— August 10, 2009

Student's Last Day— May 27, 2010

AUGUST 2009

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2009

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2009

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2010

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

New Teacher Orientation/Flex Day - August 4, 2009

Teacher's Last Day - May 28, 2010

MARCH 2010

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2010

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2010

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holidays for Students

Labor Day - September 7

Fall Break - October 12 - 13

Veteran's Day - November 11

Thanksgiving - November 20-21

Christmas - December 21 - January 4

MLK Day - January 18

President's Day / Long Weekend - February 19

Spring Break - March 15 - 19

School Friday - April 2

Memorial Day - May 31

Arab High School Graduation - May 28th at 7:00 p.m.

REPORTING PERIODS

PERIOD	DAYS
1st Six Weeks	August 10 - September 15
2nd Six Weeks	September 21 - November 8
3rd Six Weeks	November 16 - January 8
4th Six Weeks	January 11 - February 25
5th Six Weeks	March 1 - April 16
6th Six Weeks	April 19 - May 27
1st Nine Weeks	August 10 - October 5
2nd Nine Weeks	October 19 - December 13
3rd Nine Weeks	January 5 - March 12
4th Nine Weeks	March 22 - May 27

SEVERE WEATHER DAYS

1ST MAKE UP DAY - January 16

2ND MAKE UP DAY - February 15

3RD MAKE UP DAY - May 28

4TH MAKE UP DAY - June 1

Teacher In-Service - Aug. 31
 Professional Development - August 6, August 7, February 13
 Work/Flex Days - August 4, January 4
 Work Day - May 28
 NOTE: The timing of recesses varies on any Professional Development/In-Service/Inclusive Learning day as well as all employees MUST meet all professional development requirements as well as pay.

**Arab City Board of Education
586-6011**

**Arab Primary School 586-6005
Extended Day 931-9283**

**Arab Elementary School 586-6085
Extended Day 931-9298**

Arab Jr. High School 586-6074

**Arab High School 586-6026
Attendance 931-9203**