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# **STUDENT HANDBOOK**

## **PREFACE**

This handbook contains guidelines for student behavior and program options available to students enrolled at the Alabama School for the Blind. Parents and students should become thoroughly familiar with the contents.

While it does not cover every situation, it will be helpful for many. It is subject to annual revision according to need and changes in Alabama Institute for Deaf and Blind policy.

# **ALABAMA SCHOOL FOR THE BLIND**

## **Statement of Philosophy and Objectives**

### **PHILOSOPHY**

We believe that visually impaired children are considered to be more like normal seeing children than different from them; therefore, they are entitled to educational opportunities equal to their sighted peers.

It is our belief that our school should recognize and cope with the individual needs of all students; and each child (regardless of the severity of handicap) should be encouraged in all possible ways to reach his/her fullest potential. As a residential school, legally established by Code of Alabama in 1867, we should provide special equipment and qualified teachers to meet the physical, social, emotional, and academic needs of each visually impaired student. We should provide special equipment and facilities under the direction of a staff trained in the education of the visually handicapped that public school cannot provide. It is our duty to assist and educate those students meeting specific admission requirements in order that they might move freely and safely in their environment with dignity and poise and adjust to life in a changing world. It is essential that a positive and consistent learning environment be provided within where each student is encouraged to develop to his/her fullest potential.

We believe there should be a harmonious working relationship between other educational institutions and agencies serving visually handicapped students. We further believe the Alabama School for the Blind should serve in a resource capacity to other schools throughout the state upon request in order that visually impaired students throughout the state might benefit.

It is our belief that as a residential school, it is our responsibility to help each student discover and further develop a system of values which would enable that student to interact with society in a socially acceptable manner, and which would endow him with a sense of responsibility to society in general. We feel that each and every student should develop those attributes needed to become a responsible, contributing member of society and be a producer, not a consumer.

## **OBJECTIVES**

To provide a sequential academic education equivalent to that offered in the public schools (mathematics, science, English and history) to assist the students in achieving their maximum academic capabilities.

To provide prevocational and vocational opportunities appropriate to the needs and capabilities of the individual student; offering training in manual skills, motor development, job readiness, and career exploration.

To recognize each student as an individual and teach the social and educational skills necessary to enable him/her to develop fullest potential.

To teach each student those skills needed to interact socially on a level acceptable to society.

To provide and encourage each individual to participate in campus, extracurricular, and community activities.

To teach students to assume responsibility for their own actions and to respect authority and rights of others.

To provide all students with physical activities promoting maximum growth in muscular coordination and physical development.

To assist students in achieving their fullest potential through the use of specialized equipment, training techniques, and agencies while in a residential school, and upon leaving school.

To facilitate learning by utilizing tangible, audio, and visual aids.

To provide periodic evaluation of teaching-learning techniques, and to share promising techniques with staff through inservice programming, and with other schools and agencies serving the visually impaired.

To provide a healthy and happy classroom environment.

To provide instruction in Braille, Orientation and Mobility, Daily Living Skills and other skills necessary to the visually handicapped, as indicated by individual educational planning.

To provide facilities and equipment needed for extracurricular and recreational involvement.

To provide opportunity for character development.

To provide the qualified personnel, equipment, facilities, etc. needed for working with the student population.

To develop in all students an awareness and appreciation for music and the arts.

To recognize and develop special talents and skills.

To provide opportunities for the application of knowledge attained.

To provide educational and extracurricular activities in which visually impaired students can achieve success.

To adapt instruction to the capabilities and needs of students in relation to learning readiness.

To provide orientation and evaluation of prospective students.

To assist parents in a program of parental awareness in the nature and needs of the visually impaired.

To utilize local, state, and national agencies in the delivery of services to the visually handicapped learner before, during and after his education at this Institution.

To provide student centered activities such as clubs, student services organization, recreation program, student government, and athletics.

To provide building and grounds free of architectural barriers to the visually impaired children.

To provide a harmonious interrelationship between staff and students alike.

To provide clinical services with a professional staff to supply medical and dental care for students, and arrange appointments at specialized clinics for diagnosis and treatment.

To provide special services in the area of assessment and counseling.

The administration shall provide leadership, expertise, and an atmosphere conducive to efficient service delivery to students.



# Alabama School For The Blind

*Talladega, Alabama*

## Mission Statement

Our mission is to provide visually impaired students a comprehensive education that develops each student's maximum potential to become an independent, productive member of society.

Statements of Faculty and Staff Beliefs

1. Student learning needs should be the primary focus of all decisions impacting the work of the school.
2. It is the school's role to recognize each student as an individual and teach the social and educational skills necessary to enable him/her to develop to his/her full potential.
3. It is the school's role to provide a sequential academic education, equivalent to that offered in the public schools (mathematics, science, English, and history), and designed to assist the students in achieving their maximum academic capabilities.
4. Curriculum and instructional practices should incorporate a variety of learning activities to accommodate different learning styles.
5. Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
6. A student's self-esteem is enhanced by positive relationships and mutual respect between students and staff.
7. It is the school's role to teach students to assume responsibility for their actions, to respect authority and respect the rights of others.
8. It is the school's role to provide prevocational and vocational opportunities appropriate to the needs and capabilities of the individual student. The school should offer training in manual skills, motor development, job readiness, and career exploration.

## **STUDENT RIGHTS**

As a student at the Alabama school for the Blind, students have rights and should know their rights:

- Students have the right to their own personal possessions, their own clothing.
- Students have the right to be informed of rules of the dormitory upon assignment to the dormitory.
- Students have the right to proper medical care, protection, and supervision.
- Students have the right to dignity, privacy, and humane care.
- Students have the right to be treated with consideration and respect.
- Students have the right to voice their objection to planned activities and schedules.
- Students have the right to control money on their person and, by having such, assume full responsibility for care of it.
- Students have the right to grieve any matter that is unsuitable to them to any staff at ASB.
- Students have the right to expect that any restriction of privileges is done so with safeguards against abuse.
- Students have the right to see their records.
- Students have the right to be safe at school.

- Students have the right to be treated fairly.
- Students have the right to privacy.
- Students have the right to give their opinion.
- Students have the right to learn.
- Students have the right to complain about and report sexual harassment. The student should tell any staff, who is responsible for following ASB guidelines.

## **PARENT RESPONSIBILITIES**

Parents play a vital role in the educational process of children. The encouragement and support of parents is needed to make sure that each child reaches his/her potential while at the Alabama School for the Blind.

The following parent responsibilities are suggested to help facilitate your child's education:

- Stress the importance of an education with your child.
- Send your child to school whenever school is in session.
- Provide resources to enable your child to complete classwork and homework.
- Encourage your child to complete work on time and provide help when possible.
- Be involved with what goes on in your child's school.
- Keep in touch with the school about your child's progress.
- Attend IEP meetings and/or participate in conference calls.
- Make sure the school knows where or how to contact you.

- Cooperate with school staff in carrying out appropriate disciplinary measures.
- Review and discuss progress and report cards with your child.
- Review information in the Student Handbook with your child.
- Keep the school informed about any health problems your child may have.
- Be sure your child has up-to-date immunization and/or medical exam(s).

**ALABAMA SCHOOL FOR THE BLIND  
BELL SCHEDULE  
2018-2019**

7:55 A.M.	Report to First Period
8:00 - 8:45 A.M.	First Period
8:50 – 9:35 A.M.	Second Period
9:40 – 10:25 A.M.	Third Period
10:30 – 11:15 A.M.	Fourth Period
11:15 – 11:50 A.M.	Lunch
11:55 – 12:40 P.M.	Fifth Period
12:45 – 1:30 P.M.	Sixth Period
1:35 – 2:20 P.M.	Seventh Period
2:25 – 3:05 P.M.	Eighth Period

TEACHERS SHOULD BE IN THEIR ROOMS BY 7:45 A.M.  
TEACHERS SHOULD REMAIN IN THEIR CLASSROOMS UNTIL 3:15  
P.M.

## **Section I: GENERAL INFORMATION**

### **ARRIVAL**

Day students who do not ride the day bus should not report to school prior to 7:30 a.m. Students should report to the dining room upon arrival and remain there until the 7:55 a.m. bell rings.

### **SCHOOL BANK**

Completion of the “ASB Banking Parent/Guardian Consent Form” must be done for the student to have an ASB School Bank Account. The school bank is operated for the convenience of the students as well as the safe keeping of their money. Student accounts do not earn interest. Money may be sent directly to the Student Services Department for deposit to the student's account. The bank will be open on Monday, Wednesday, and Friday from 3:05 until 4:30 p.m. Returned check fees shall be the responsibility of the parent. Returned checks will necessitate the school only accepting deposits in the form of cash, money orders, and certified checks.

### **DINING ROOM**

Meals will be served according to the following schedule:

<i>Monday-Friday</i>	<i>Saturday</i>	<i>Sunday</i>
Breakfast 7:00	9:00-10:00	9:00-10:00
Lunch 11:15	12:00-12:30	12:00-12:30
Dinner 5:30	5:30-6:00	5:30-6:00

(Dinner will be at 5:00 p.m. when there is a home wrestling match) All students (except those who are orthopedically disabled) are required to go through the cafeteria line. Appropriate training in the use of the cafeteria line is provided for all students. Every effort is made by staff to teach students appropriate table

etiquette. Students shall be encouraged to eat a balanced diet and develop good nutritional habits. A salad bar is available to students in grade four and above. A student may be placed on a special diet if it is medically determined that his/her health is in jeopardy. A doctor's prescription is required.

## CLOSED WEEKENDS AND HOLIDAYS

The Alabama Institute for Deaf and Blind has developed a state wide transportation system to transport students home on a regular basis. The policies and regulations listed below are those of the Alabama School for the Blind.

### **Policies and Regulations:**

1. It is mandatory that each student go home on closed weekends and holidays. Students participating in a school sponsored athletic event on a closed weekend will be permitted to remain.
2. Each student will be assigned a specific bus route at the beginning of the school year. Students will be reassigned bus routes if their parents move during the school year. Students will not be permitted to change bus routes in order to visit other students for the weekend.
3. Students are allowed to carry home only one medium-sized piece of luggage underneath the bus and one small carry-on bag. Each piece of luggage must be clearly marked with the student's name and address.
4. Students riding weekly AIDB school buses are allowed only one bag that can be carried on their lap.
5. Buses are not provided to bring students to school at the beginning of school nor transport them home at the end of the school year.

6. It is the responsibility of parent/guardian to meet their child at the designated stop promptly at the correct time. If a child is not picked up at the proper time, the entire route is delayed.
7. Dormitories will be open at 5:00 p.m. for the return of students on Sundays or Mondays of closed weekends.
8. The school encourages parents to pick up their child for home weekends other than going home weekends whenever possible. Individuals who will pick up students, other than parents or guardians, must be designated in writing.
9. All rules pertaining to student behavior and dress code apply on AIDB transportation.

## **COUNSELING**

ASB has counseling services available through the Office of Health and Clinical Services. Students are welcome to visit with the school psychologist when they have problems or wish to discuss things in confidence. Students must either make appointments to see the school psychologist and/or have a pass from the Director's office. Parents are encouraged to call the school psychologist any time they have concerns regarding their child.

## **HEALTH SERVICES**

The Alabama Institute for Deaf and Blind provides a comprehensive program of health services to its students. This program provides both preventive and remedial care. Listed below are services and clinics which are provided to Alabama School for the Blind students:

Services provided include the following:

- Routine and emergency medical care
- Psychological services
- Dental services (preventive & emergency)
- Ophthalmological services
- Optometric services
- Audiological services
- Occupational Therapy services
- Speech Therapy

The following clinics are provided:

- Dental Clinic
- Low Vision Clinic
- Eye Clinic
- Psychiatric Clinic

The AIDB Student Health Center provides medical services for routine illnesses, diseases, and injuries. Nurses and nurse aides staff the Student Health Center twenty-four hours per day and a registered nurse is on call at all times. Emergency medical care requiring a physician is available at Citizens Hospital of Talladega. Medical consent forms shall be signed by the parent or guardian and will be updated annually when the child enrolls in school.

### **Medical Guidelines:**

Prescribed medication shall only be dispensed by nurses or authorized adult staff members as directed by a registered nurse.

Any medication sent from home must be immediately given to the bus guide, dorm staff, or nurse to be identified and properly dispensed. **Students will not be permitted to be in possession of any medication, prescription or**

**non-prescription. Failure to follow these guidelines may result in suspension.**

All medication will be kept in a cabinet or storage area which is equipped with a secure locking device. Please do not mail medications directly to the student.

The following guidelines will be used in referring students for treatment in the Student Health Center:

- Any fever of 100 degrees or more
- Severe headache not relieved by aspirin or Tylenol
- Vomiting, diarrhea or abdominal pain
- Earache
- Conditions involving injury other than minor
- Eye pain
- Wounds to be dressed
- Cold with or without fever
- Rashes
- Athlete's foot
- Any questionable complaint

It is the responsibility of the parent or guardian to pay for medical care or treatment at the local hospital and the cost of medication dispensed to your child. It shall be the responsibility of the parents to provide insurance carrier or Medicaid numbers to the school. A nominal fee to be determined annually will be charged for routine dental care.

If upon return from home a student is suspected of having a medical issue such as head lice, rash, etc., he/she must go to the nurse or Student Health Center before checking into the dorm. They must have a Permission to Return to Campus form signed by the medical staff.

A doctor's release and possibly a parental conference with the AIDB medical staff and school administration will be required for any student who has been hospitalized or had an extended absence from school.

It is the responsibility of the parent to provide documentation for medical absences.

#### **MAIL**

All mail sent to students at ASB should be addressed as follows. If you do not include the Alabama School for the Blind in the address, there is the potential for mail to be lost as it goes to other campuses within AIDB.

Name of Student  
Alabama School for the Blind  
P. O. Box 698  
Talladega, Alabama 35161

Please do not send cash in the mail.

#### **PROM GUIDELINES**

The ASB Prom is open to all students in grades 9 – 12 and pre-vocational students who are 16 years old and older. An ASB student who wants to bring a date to the prom who is not an ASB student must obtain written permission from their parent/guardian and the ASB Principal.

Boys are to wear a tuxedo or Sunday suit. Girls are to wear a prom dress, Sunday dress, or a formal pantsuit. Everyone must follow the school's dress code.

Due to the unique sensory impairment of vision loss, students are not allowed to bring automobiles on campus. ASB students and their dates are provided a bus ride to and from the prom.

ASB staff will provide supervision.

## **RELIGIOUS ACTIVITIES**

The AIDB Foundation makes available nondenominational Sunday school and church services to all students on campus. These services are provided by AIDB staff and community volunteers, including pastors from local churches. Students may attend local churches with written permission from their parent or guardian with approval by the Director of Campus Life or the Principal. It shall be the responsibility of the student or parent to arrange transportation with the local church. Parents shall be provided a form annually (at registration) to indicate permission for their child to be involved in religious activities and training.

There will be no chapel services the Sunday after the high school prom.

## **STUDENT FINANCIAL NEEDS**

Every ASB student is required to pay a **\$65.00** student fee for the year. This fee covers the student's activity card and yearbook.

While almost all education and housing needs are provided by ASB, all students have extra needs for which the parents must provide. Parents are encouraged to keep in touch with their children or school staff. Below is a list of student expenses that may occur during the school year:

- Athletic shoes
- Club/class dues
- School pictures, senior expenses i.e. class ring, cap and gown, invitations, etc.

- Personal items (deodorant, shampoo, etc.)
- Field trips
- Eyeglasses and repairs
- Spending money

### **VISITOR PROCEDURES (AIDB POLICY)**

**All visitors, including parents and family members, must report to the Principal's office during the school day for a visitor's pass and to the Extended Day office after school hours. Visitor passes must be visible at all times.**

Parents may visit their children at appropriate times and under certain conditions. Parents should be respectful of the instructional day, and visits will be limited to after-school hours and weekends when possible, preferably no longer than two hours. Parents should contact the school before visiting to ensure that their child is not participating in an off-campus event.

1. Visitors arriving on the campus should:
  - a. Report directly to the school office or dorm supervisor on duty upon arrival to obtain a pass.
  - b. Visiting is restricted to the designated areas.
  - c. A visitor must conduct himself/herself properly at all times.
  - d. Staff members are not considered visitors.
2. The parent/guardian should provide a permission form for those people authorized to visit their child.



## **Section II: POLICIES AND PROCEDURES**

### **ATHLETICS**

Students are encouraged to participate in the ASB program of interscholastic athletics. Student athletes must conform to the guidelines and academic standards set by the Alabama High School Athletic Association (AHSAA) and the South Central Association of Schools for the Blind (SCASB). Student athletes are expected to conduct themselves appropriately both in school and in athletic activities. The school may temporarily or permanently suspend eligibility and participation based on academic or student behavior issues.

### **ATTENDANCE/ABSENCES/TARDINESS**

Alabama Institute for Deaf and Blind students are expected to enroll for the current school year on the first day of school, as designated by the Institute calendar. After the third day absence, the Principal will contact the parents, guardian, etc., to determine the reason for non-enrollment.

### **ABSENCES**

Alabama law and the Alabama Institute for the Deaf and Blind places the responsibility for regular school attendance on the student and his/her parents/guardians. Parents/guardians of students of compulsory school age are responsible for notifying the school and providing a reason for the student's absences. **A student who has more than 10 absences during the school year is in danger of not receiving credit for coursework.** Parents should make every effort to schedule medical or other appointments at a time when students are scheduled to be at home, rather than during class time.

The Talladega County Juvenile Court System will be contacted and request made for assistance with students who have poor attendance records.

**General Guidelines:**

1. An excuse prepared by the parent/guardian is required for each absence, or it will be recorded as unexcused. The excuse should explain the nature of the absence.
2. Written excuses should be presented the day the student returns to school.
3. Students who are participating in a school related activity will not be counted as absent.
4. On any day that a student is absent, the student will be ineligible to attend an extracurricular event that night, unless it has been approved by an administrator.
5. If a student is absent on Friday, that student will be ineligible for Saturday/Sunday event participation, unless approved by an administrator.

**Acceptable Excuses:**

1. Statement from person in medical or dental profession.
2. Evidence the student has been required to appear in court or other legal appointment.
3. Chronic illness of the student (a doctor's statement must be on file).
4. Death in the family or family emergency. (No more than three days for death in family, unless

approved by administration before leaving school).

5. Religious holiday or observance.
6. Pre-approved absences (arrangements must be made with an administrator at least two days prior to the expected days of absence).
7. Arriving after 11:25 a.m. will be counted as one-half day. Leaving before 11:25 a.m. will be counted as one-half day.

### **Unexcused Absences:**

1. An unexcused absence is an absence not recognized by state law or the school.
2. Students extending their vacation.
3. Students going home early.
4. Students staying at home after long weekends.
5. Days missed when a student is suspended from school.
6. Other absences, which in the judgment of the school administration is not legitimate or reasonable.

### **TARDINESS**

Students who arrive at school after the start of the school day should report to the director's or principal's office to receive an admittance pass. No student who is tardy will be admitted directly into a classroom without an admittance pass. **No student will be allowed to check in without parent/guardian.**

Students must be punctual to class and should be in their assigned classrooms when the bell rings at the start of class. It is the teacher's responsibility to inform the student of his/her tardiness. The director's office should be notified, via intercom, when

a student has not arrived within five minutes of the start of the class period. Upon his/her arrival, the office should be notified and the previous procedure be used. Students must also adhere to the five minute guideline for returning to the dorms at the end of the school day. The dorm staff on duty should inform the DCL or Dorm Supervisor on duty of any tardy students.

Teachers who detain students after class should send an excuse slip with the student to the next class or the dormitory. The director's office should also be notified via intercom.

Three tardies that are reported will result in detention. Continued tardies will result in ISS for the student.

Students who have orthopedic disabilities and/or orientation and mobility problems will be given consideration, assuming that their tardiness is caused by their handicap or disability and not by willfully choosing to be late to class.

### **CANE POLICY**

An integral part of training students toward greater independence is our orientation and mobility (O&M) program. Simply stated, **orientation** is a sense of one's location and **mobility** is movement. For a child who is visually impaired, orientation means knowing where he/she is, where he/she wants to go and how to get there. Mobility refers to safe and independent travel.

O & M is ongoing training which teaches students with visual impairments to move safely and efficiently in home, school, work and community settings as

independently as possible. One of the tools by which O & M skills are taught is the cane. The cane has been and remains the primary tool utilized by the visually impaired individual in his/her travel through the environment. Safety and efficiency in travel is significantly reduced or eliminated altogether in the absence or inappropriate use of the cane.

The orientation and mobility teacher classifies students who demonstrate a need for the cane as “cane users.” This list is provided to faculty and staff. These students are required to use the cane in and around the immediate campus of ASB at all times and during all off-campus activities. Even if the student travels using human “sighted” guide he/she is required to have the cane.

## **DAY STUDENTS AFTER SCHOOL**

1. Day students who wish to remain on campus after school must secure approval from the appropriate ASB director and the Director of Campus Life.
2. Any day student who is on campus after school should sign in on the proper form in the dormitory to which he/she is assigned.
3. After the day student has signed in at the dormitory, he/she is under the supervision of the dorm staff and subject to the same rules and schedules as other students in that dormitory group. When the day student goes home, he/she must sign out in the assigned dormitory indicating the person with whom he/she is leaving.

4. If a student returns to campus after signing out for the day, he/she must again sign in and out at the dorm as per the above established procedure. Students who bring non ASB students as guests to special activities must receive prior approval from the administrative staff.
5. Day students who do not ride the day bus should not report to school prior to 7:30 a.m. Students should report to the dining room upon arrival and remain there until the 7:55 a.m. bell rings.
6. Day students with prior permission to visit other students at ASB on weekends or participate in weekend activities provided by the school are expected to sign in and out with the dorm staff as previously discussed.
7. If a day student needs to spend the night in the dorm because of some special activity, parents must send a written request or telephone the Principal or Extended Day Director one day ahead of time. Principal 256-761-3259; Extended Day Director 256-761-3761 or 256-751-3263.
8. Day students who stay on campus in the afternoon as per the above and who are not spending the night, should be picked up by or signed out to leave campus no later than 5:30 p.m. from the dorm to which they are assigned.
9. Written permission must be on file in the school office indicating which person(s) have authorization to pick up students after school if it is someone other than the parent.

10. The school shall reserve the right to exclude local students from living in the dorm or staying on campus after school when overcrowded conditions are created or the student is involved in disciplinary issues.

## **EMERGENCY PROCEDURES**

Students should be familiar with the correct procedures to be taken during emergencies for fire, bad weather, etc.

- ASB is a residential facility and, as such, will continue to operate if bad weather occurs. Please listen to local radio and TV stations for delayed opening.
- Specific plans are in place for the safe disposition of students and employees in each building for both a tornado watch and tornado warning.
- Consideration is given to any special modifications required because of students or employees with individual needs such as wheelchairs, crutches, or other unique mobility and/or communication problems.
- Fire drills are conducted once a month; a minimum of two tornado drills are conducted per year; and Intruder drills are twice a year.
- Off-campus activities are suspended whenever a tornado watch or warning has been issued for Talladega County.
- An alarm/communication system to notify personnel in each building of an impending tornado or intruder is in place. Students and employees are not permitted to return to regular rooms until the “All Clear” signal is given.

## **CHILD ABUSE AND NEGLECT**

Alabama State law requires all persons who have reason to believe that a child has been abused or neglected to make a report to the appropriate authorities (e.g. the police department, Department of Human Resources).

## **DORMITORIES AND CAMPUS BUILDINGS**

Students will not be allowed to go to dormitories during the school day without an ASB staff member. Campus buildings (shop, library, cafeteria, band hall) are off-limits to students during periods of time when no supervised activity is scheduled.

## **STUDENT PREGNANCY**

A student who becomes pregnant while enrolled at the Alabama School for the Blind shall notify the school Principal and the Director of Nursing after the pregnancy is confirmed. The student shall be permitted to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endanger the health and safety of the student. If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, her attendance shall be governed by the same standard of attendance as all other students. Students who are pregnant may be permitted to live in the residential dorms until the end of their second trimester of pregnancy. Students are not permitted to live in a residential dorm during their third trimester of pregnancy and up to six weeks after delivery.

AIDB will provide alternative education programs to meet the special needs of these students as decided in an IEP meeting with the parents and student.

### **SUICIDE PREVENTION/INTERVENTION**

Any indication that a student might wish to do harm to herself/himself is taken seriously at ASB. Parents are notified immediately. Depending on the severity of the threat as assessed by the Psychology Department Staff in conjunction with school administrators, parents may be asked to come to take the student to seek medical attention. Procedural guidelines will be followed. (AIDB Suicide Prevention/Intervention Policy and Procedures).

### **OLIVER HALL**

Students may not be in Oliver Hall before or after school hours without appropriate supervision.

### **SIGN IN/OUT**

Students who check in during the school day must be signed in through the Principal's/Directors' office with the parent or designated adult. **A student may not be checked out of school during the school day with someone other than their parent or legal guardian without the parent, or legal guardian making verbal contact with the school prior to the student being checked out.**

## **Section III: STUDENT PRIVILEGES**

### **DATING**

Students shall obtain written permission from parents for all dating. The school administration will not permit dating when an age difference of three or more years exists or it is believed that there is the potential for problems.

Dormitory students having on-campus dates with non ASB students must be 16 years of age or in the tenth grade and have written permission from parent/guardian indicating the person they may invite to ASB for a date. These dates will follow the date schedule provided by the administration.

Off campus dating privileges may be obtained by students 16 years of age or older or who are in the tenth grade under the following provisions:

1. The ASB student making the date must have written permission from parent or guardian.
2. The permission must give the following information:
  - a. Name of person to be dated.
  - b. Exact time and place for date(s).
  - c. Mode of transportation.
3. The student must have approval of the Principal or Extended Day Director Weekend dating must be scheduled according to extended day activities.

## **OFF CAMPUS ACCESS**

Students 16 years of age and over, with appropriate mobility approval and Extended Day Director permission, may leave the campus according to the following schedule.

Friday                    3:20-9:00 p.m.  
Saturday                9:30-11:30 a.m.; 1:30-9:00p.m.  
Sunday                   1:30-5:00 p.m.  
Monday – Thursday 3:30 – 5:00 p.m.

If a student is off campus with a parent/guardian Friday – Sunday, they do not have to return in time for supper.

If a student is off campus with another student, they must return by supper time Friday-Sunday. The student must call the dorm aide to let them know that they arrived at their destination and call them when they are departing.

Students residing in Ward I, Williams I, and the Independent Living Center, are eligible for off campus access privileges. Students eligible to go off campus may only go in groups of two or more. Students age 13 and younger may leave campus only when accompanied by an adult or staff member.

Each student is evaluated and placed in a travel classification by the mobility teacher and written permission is obtained from parent or guardian before he/she is issued a travel pass and allowed to travel off campus per pre-designated routes. This evaluation is done to determine the student's ability to travel safely.

Students with an “A” level pass have demonstrated independent mobility skills to safely travel in pairs in designated areas and routes. Students with a “B” level pass have limited independent mobility skills and are required to travel with a student with an “A” level pass. Students with a “C” level pass may only travel off-campus when accompanied by a staff member. Students with a “D” level restrictive pass are not allowed to travel unescorted on/off campus due to serious and/or repeated violations of the ASB Student Code of Conduct. Students residing in designated living settings who are 16 and older are eligible for consideration for an “A” level pass whereas students in these settings who are 14 or 15 are eligible for consideration for a “B” level pass.

All students must check in and out with the houseparent on duty in their respective living unit. Any student who is classified as a cane traveler leaving campus must use a cane. All off campus travelers must sign out to a specific location and may not check out to a general location or area.

Students are permitted to travel to those areas designated on their passes only if disciplinary actions are not on record that would limit their travel.

Boys and girls will not be allowed to leave campus unsupervised at the same time.

### **VISITING OTHER STUDENT’S HOMES**

In order for a student to visit another student's home, a written permission from the visiting child's parents requesting the visit must be on file in the DCL's office. A companion permission form from the host child's parents must also be in the DCL's office. These

permissions must be received by the school at least three days before the actual visit. Exceptions may be made by the Principal or DCL when extenuating circumstances exist. Students may not ride the homegoing buses to another student's home for a visit because of the limited seating space and the confusion by changing routes.

Students making other off campus visits must provide a written permission from their parents three days prior to the visit. This permission must be specific as to who the student may visit, where, when, anticipated return time, mode of transportation, etc. All students must also have the approval of the Principal or DCL. All permission forms must be mailed or delivered to the appropriate school officials. Permissions may not be delivered by the student. If students are delayed returning to school, they are asked to notify the appropriate dorm or school office.

## **CLUBS AND ORGANIZATIONS**

Some of the clubs and organizations available at ASB are:

Brownies	Drama Club
Boy Scouts	Beta Club
Girl Scouts	FCCLA
Mu Alpha Theta	Dorm Reps
Student Government Association	
Social Design Club	Student Ambassadors

All of these organizations are highly recommended for students at ASB; however, all clubs and organizations should be secondary to our primary goal of academic accomplishment. All school clubs and organizations must have at least one school/community service project each year.

## **CONCESSION STANDS**

1. Coin operated vending machines are available in the dormitory. Daily schedules will be determined and posted.
2. Over the counter sales of concession items are offered daily after school in the recreation department.
3. Students will not be permitted to purchase more than two items at the concession stand on any given day.
4. Students are not to use vending machines during the school day.

## **RECREATION**

The ASB Recreation Department provides opportunity for socialization in cooperation with the Extended Day and Athletic Departments. The goal of the program is to provide wholesome activities for all students.

Activities are planned to develop a healthier lifestyle, improve social and independent living skills, and to build positive attitudes.

The following are some of the activities scheduled and posted on a weekly basis:

- Special parties and events
- Field trips
- Dances
- Intramural sports and activities
- Boy Scouts & Girl Scouts

Recreation time is scheduled by dorm setting. Dorm staff may permit students to remain in the dorm

setting if adequate staff is available for supervision. Students wishing to return to the dorm before the scheduled recreation time is over must have permission from the recreation staff and contact between staff members must be made.

### **SENIOR PRIVILEGES**

The following are additional privileges that may be given to seniors at ASB during their entire senior year.

1. Seniors may miss breakfast and supper with supervision.
2. Seniors may go and come from recreation with supervision.
3. Seniors may watch television or listen to music during study hall if it does not disturb the rest of the dormitory.
4. Seniors may use dorm kitchens until 11:00 p.m. on week nights under supervision of dorm staff.
5. Seniors may miss church on Sunday only if there is a staff member remaining on campus.
6. Seniors may have their cell phone from 3:05 p.m. until 7:55 a.m. the next morning if it does not disturb the rest of the dormitory or their roommate; if they are awake and alert in class; and if it does not interfere with school work, homework, grades, etc.
7. Seniors are allowed to wear any type of hoodie during the school year (other than logos or designs related to alcohol, violence, the drug culture, gangs, obscene or suggestive pictures, or any other inappropriate items or issues.)

## **TELEPHONE**

Use of the telephone is a privilege. Abuse may result in restriction of its use.

1. Each dorm setting has a state wide line available at no charge to students to call home during the evening hours. These calls shall be limited to no more than ten minutes twice per week except in cases of emergency.
2. Students will not be permitted to use the telephone in the offices during the work day except in cases of emergency.
3. Students are not to answer the telephone in dorm staff rooms. Students may use the dorm staff's phone with permission only.

## **Section IV: INSTRUCTIONAL SERVICES**

**Special Services:** Students will be provided orientation and mobility, speech and language, and low vision training as determined by student evaluations.

### **Grading System**

The following grading scale shall be used to compute grades at ASB:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below
- I Incomplete

If, at the end of the school year, a pupil in grades one-eight has more than one F for the year, he/she may be retained in that grade. Students in grades nine-twelve who fail a semester of a course will be required to retake that semester of the subject.

### **USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST**

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

# ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

<i>(Alabama Administrative Code 290-3-1-02(8) and (8)(a))</i>			
Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.			
COURSE REQUIREMENTS			
<b>English Language Arts</b>	<b>Four credits to include:</b>	<b>Credits</b>	
	English 9	1	
	English 10	1	
	English 11	1	
	English 12	1	
<i>Equivalent options may include: Advanced Placement/International Baccalaureate/postsecondary equivalent courses</i>			
<b>English Language Arts Total Credits</b>		<b>4</b>	
<b>Mathematics</b>	<b>Three credits to include:</b>	<b>Credits</b>	
	Algebra I or its equivalent	1	
	Geometry or its equivalent	1	
	Algebra II w/Trigonometry or Algebra II, or its equivalent	1	
	<b>One credit from:</b>		
<i>Alabama Course of Study: Mathematics or Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary equivalent courses</i>		1	
<b>Mathematics Total Credits</b>		<b>4</b>	
<b>Science</b>	<b>Two credits to include:</b>	<b>Credits</b>	
	Biology	1	
	A physical science (Chemistry, Physics, Physical Science)	1	
	<b>Two credits from:</b>		
	<i>Alabama Course of Study: Science or Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary equivalent courses</i>		2
<b>Science Total Credits</b>		<b>4</b>	
<b>Social Studies*</b>	<b>Four credits to include:</b>	<b>Credits</b>	
	World History	1	
	United States History I	1	
	United States History II	1	
	United States Government	0.5	
	Economics	0.5	
	<i>Equivalent options may include: Advanced Placement/International Baccalaureate/postsecondary equivalent courses</i>		
<b>Social Studies Total Credits</b>		<b>4</b>	
<b>Physical Education</b>	Lifelong Individualized Fitness Education (LIFE)	1	
<b>Health Education</b>		0.5	
<b>Career Preparedness</b>		1	
<b>Career and Technical Education and/or Foreign Language and/or Arts Education</b>		3	
<b>Electives</b>		2.5	
<i>Local boards shall offer foreign languages, arts education, physical education, wellness education, career and technical education, and driver education as electives.</i>			
<i>*All four credits shall comply with the current Alabama Course of Study: Social Studies</i>			
<b>Total Credits</b>		<b>24</b>	

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

### **MAKE UP WORK**

It is the student's responsibility, whenever missing school, to ask for assignments and to make sure the work is completed and turned into the teacher.

**Students will have three school days to make up any work missed due to absences (excused or unexcused). After the third day, students will receive a zero for work not submitted unless other arrangements have been made.** Parents/guardians of students who have previously arranged absences should request the student's assignments before the requested absence. Students who are in ISS will receive class work for the day. Students who are suspended from school **will not** be given the opportunity to make up work.

### **HOMEWORK**

Students should turn in homework on the day it is due. If a student chooses to turn in the assignment the following day, 10 points will be subtracted from the score received.

### **STUDY HALL**

Hours set aside for study hall are designed and intended for what its name implies and is to be used wisely. This is to be a quiet time when students do their homework, study for tests, read library books, etc. If a student has no specifically assigned homework to prepare or tests to study for, he/she should have a library book to read. Students should not be playing games or otherwise wasting time. Study

Hall is not free time or recreation. It should be remembered that while this is a specific hour set aside for study, this is not the only time the students have to do their academic work. Students are encouraged to study whenever they find it necessary and proper arrangements will be made.

If other activities interfere with scheduled study time, it is the student's responsibility to find other time for lesson preparation.

1. Students may study together with permission only.
2. Doors to students' rooms will remain open during study hall.
3. Mandatory study hall time may be extended to one and a half hours for students who experience grade problems (6:00 p.m. to 7:30 p.m.). Evening study hall is located in the student center conference room and the old music center room upstairs Oliver Hall. Mandatory study hall will be canceled for major school events.
4. Students with "F/F's" after 3 weeks – one mandatory study hall – no recreation Monday – Thursday. "F/F's" after 6 weeks – two mandatory study halls – no recreation. "F/F's" at the end of the 9 weeks – administrators will contact parents and a decision will be made on the student's participation in extracurricular activities.
5. The restriction will be enforced uniformly Monday-Thursday, or Monday-Wednesday for closed weekends.

6. Only the Principal, when extenuating circumstances exist, may intervene with consequence adjustment.
7. Mid term grades in the D or F category will restrict the student to no off campus recreation trips for the remainder of the nine weeks (Monday-Thursday). Students with poor academic performance may also be assigned to afternoon tutorial study halls.

### **SEMESTER EXAMS EXEMPTIONS**

High school students in grades 9-12 may be exempt from semester exams using the following guidelines:

1. If a student has an A in a subject and has not been absent from that class more than three times (excused or unexcused);
2. If a student has a B in a subject and has not been absent from that class more than two times (excused or unexcused);
3. If a student has a C in a subject and has not been absent from that class more than one time (excused or unexcused).
4. If a student is required to take one exam the student came obtain administrative approval to take that exam early.
5. If a student is exempt from all exams the student will be able to leave school the Friday before semester exams are given.

6. If a student has to take two or more exams they will be required to attend class the entire week of exams. Unless a parent or guardian transports them to and from campus.

7. Seniors that are exempt from end of year semester exams must remain on campus for graduation.

8. This exemption policy is only for the end of the school year exams.

**Perfect Attendance Awards:** Perfect Attendance awards will be given at the end of the school year. Students who are in the Student Health Center will not be counted absent, but will not be counted for perfect attendance. Students who enroll late shall not be eligible for perfect attendance unless extenuating circumstances exist.

**Johnson Scholarship:** The purpose of the Johnson Scholarship Fund is to provide financial assistance to graduates of the Alabama Institute for Deaf and Blind who wish to pursue higher education (post secondary technical or academic) at an accredited institution).

The Johnson Scholarship awards can be for four academic years or until program completion (whichever occurs first). Recipients must submit quarter or semester grades to the President of the Alabama Institute for Deaf and Blind as verification of attendance and academic performance. Recipients are required to be enrolled in an institution of higher education for each month they receive scholarship funds. Additionally, all recipients are required to

maintain an overall “C” average or better in order to remain eligible to receive funds.

Applications: Applications for scholarships from the Johnson Fund may be obtained from the school psychologist. The deadline for applying for funds from the Johnson Scholarship Fund will be April 30 of each year. Applications will be reviewed during the month of May and scholarships will be awarded at Commencement.

Criteria for Awarding Scholarships:

- A high school graduate with a high school grade average of “B” or better or one or more years of post secondary attendance with an overall grade point average equivalent to “B” or better.
- History of participation in civic, charitable or service organizations or projects.
- Recommendation from high school principal.
- Demonstration of financial need as indicated by financial needs sections of application.

Awards Review Committee: The Johnson Scholarship Awards Review Committee shall consist of no more than seven members and shall be appointed by the President of the Alabama Institute for Deaf and Blind. Appointments shall be for a period of two years and appointees may be reappointed for successive two year periods. This committee shall review all applications annually and make recommendations to the President of the Alabama Institute for Deaf and Blind who will select the recipients.

**Virginia Hogan Scroll Award:** The Virginia Hogan Scroll shall be awarded annually to a student who best exemplifies the spirit of the Alabama School for the

Blind through honesty, cooperation, helpfulness, sportsmanship, courtesy, self-sufficiency, consistent attendance, and willingness to work. The recipient shall be chosen by faculty and staff members who worked with the students, i.e. dorm staff, teachers, teacher aides, directors or instruction and the principal.

The award is not to be based on academic achievement. The honoree need not be graduating when he/she receives the award, but he/she should be at least sixteen years old.

**Valedictorian and Salutatorian:** The valedictorian shall be the senior who, at the end of the first semester of his/her senior year, has the highest academic average for his/her entire high school record, and providing his/her average is 3.5 or above.

Should more than one student have an average of 3.5 or above, the student who ranks second in his/her class will be named salutatorian. If no student in the senior class has an academic average of 3.5 or above, there will be no valedictorian or salutatorian that year. A class spokesperson may be chosen.

**June Rice Woodward Alumni Achievement Award:** The June Rice Woodward Award is presented each year to a member of the graduating class who has maintained the highest record for scholarship, achievement and loyalty for the four years prior to graduation. All secondary teachers (9-12) who have taught members of the senior class and school administrators select the recipient of this award.

## **SPECIAL REWARD INCENTIVES**

There will be special trips and activities planned for students who maintain an A/B average, students who are recognized for outstanding behavior and achievement, and students with exemplary achievement in the vocational department.

## **Section V: RESIDENTIAL SERVICES**

ASB provides residential services to all students according to student needs. The extended day staff teach VI students independent living skills (ILS) as a part of the Expanded Core Curriculum of AIDB. The staff under the direction of the Extended Day Director, teach ILS skills, transition skills, O & M skills, and self-advocacy skills during the afternoon, evening, and weekends. They provide the skills in the dorm setting, during recreation time and through off-campus trips. This program is an essential part of the ASB mission of teaching the “whole” child. The following paragraphs explain some rules and regulations of our residential program.

### **Dorm Room Policy:**

1. Students may visit each other’s room on their floor. There can be no more than four students in a dorm room at one time and the door must be open.
2. There is no visiting from floor to floor.
3. Students cannot be in someone else’s room when the occupant of the room is not on campus. When students leave for the weekend they should close their dorm door so that others will know their room is off limits.

### **BEDTIME**

1. All lights are to be turned off and students are to be in bed at the designated times. Orr and Monroe Hall 9:00 p.m. Williams II and Ward II 10:00 p.m. Ward I and Williams I 11:00 p.m.

2. Students may watch television on weekends and some special programs after lights out, with permission of dorm staff. Grades 9-12 may have TV's in their rooms.
3. The use of electronic devices will not be permitted after lights out without permission from dorm staff.
4. Dorm staff may put younger children to bed earlier.
5. Students will not visit from dormitory to dormitory, or from floor to floor.
6. Students may not be checked out or return to school after 9:00 p.m. without prior permission.

## **CARE OF RESIDENCE FACILITIES**

Each student has the responsibility to keep his or her room and dormitory setting neat and clean. A routine check will be made each morning to see that tasks are being completed. If the room or dormitory area does not meet ASB standards, the student's privileges will be suspended until the problem is corrected.

## **CLOTHING AND PERSONAL NEEDS**

Parents are responsible for purchasing clothing and other necessary items. Clothing items must be properly labeled for identification purposes. Student needs for clothing and personal needs can be met by the following guidelines: (All linens are furnished by ASB).

### **CLOTHING NEEDS**

#### **BOYS**

1 dress shirt  
 5 school shirts  
 5 pair of trousers

#### **GIRLS**

5 school outfits  
 7 sets of underwear  
 1 lightweight jacket

1 suit or sports coat	or sweater
1 tie	1 coat or jacket
7 pair of socks	7 pair of socks, hose
7 sets of underwear	1 pair dress shoes
1 sweater or jacket	1 pair school shoes
1 heavy jacket or coat	1 pair tennis shoes
1 pair dress shoes	1 raincoat (younger students)
1 pair tennis shoes	
1 raincoat	1 dress up outfit

**PERSONAL NEEDS**

**BOYS**

Hair brush & comb  
 Shampoo  
 Toothbrush  
 Toothpaste  
 Deodorant  
 Nail clippers  
 Shaving equipment  
 Spending money  
 Hair rollers & pins

**GIRLS**

Brush & comb  
 Shampoo  
 Toothbrush  
 Toothpaste  
 Deodorant  
 Hair spray  
 Makeup  
 Hand lotion  
 Other personal hygiene items  
 Nail file  
 Spending money

**Note:** All clothing items should be properly fitted and worn in accordance with the ASB dress code. Clothing items that are inappropriate will be collected and held for return to parents.

Parents shall be responsible for providing their child with adequate spending money for trips, purchase of snacks, etc. Personal items such as radios, tape players, etc., are the responsibility of the student. ASB cannot accept responsibility for loss of or damage to personal items such as these. Engraving of personal items is recommended and is available through the Extended Day program.

## **INDEPENDENT LIVING CENTER**

The ASB Independent Living Center program is designed to enable students to transfer skills learned during the school day into an actual living environment while a strong support system is available to remediate demonstrated deficit skills. This program offers semi-independent housing and apartment housing.

Students are selected to participate in both programs according to their performance and skills development in their Home Economics class, and with approval of the Director of the Vocational Department. Visitation to the Independent Living Center by other ASB students must be approved by the dorm staff on duty.

## **LAUNDRY**

Many articles of clothing, along with pillow cases, sheets, and towels will be sent to the laundry on a regular basis. Dorm staff will supervise the washing of articles not sent to the laundry. Students who use the washing machines and dryers in the dorms will be trained to do so. Students will follow the posted laundry schedule in their residence setting.

## **DORM REPS**

Dorm representatives will be chosen in the fall by their dorm mates. Dorm reps will help to make sure the needs of the students on campus are met.

## **STUDENT WORKER PROGRAM**

Students are offered on campus paid employment during the school year. Applications and interviews will be handled in August.

## **UNIFORM AND GROOMING CODES**

The Alabama School for the Blind has two (2) sets of dress standards. The School Day Dress Code outlines the school uniform requirements for actual school days. (NOTE: The ASB school uniform requirements apply to students in grades 1-12.) The After School Day Dress Code defines what is and is not acceptable for after school hours. The Grooming Code states general grooming rules that apply at all times at the Alabama School for the Blind, on AIDB transportation, and on school trips. Violations of any of these requirements will result in application of administrative options found in the ASB Code of Conduct.

### **SCHOOL DAY DRESS CODE**

1. Shirts: Solid color (Shirts must have collar). Shirts must be tucked in.
2. Pants: Solid color Khaki (tan), Navy Blue, Black, Gray (Grades 4-12 – belted pants only).
3. Shorts: solid color Khaki (tan), Navy Blue, Black, Gray (No more than 3 inches above the knee).
4. Sweaters & Vests: Solid colors only. ASB logo permitted.
5. Jackets: Multi-colored jackets are acceptable. Not acceptable inappropriate words, phrases, images, printed or embroidered on them (e.g. alcoholic beverage advertisements, vulgar language, etc).
6. ASB logo hoodies are permitted. Hoods cannot be worn on the head inside any building.
7. Shoes: Socks must be worn depending on shoe/sandal style. Socks must be clearly visible when worn with sneakers.

8. Belts: Must be worn (Grades 4-12).
9. Jumpers, Dresses, Skirts (Girls): Khaki (tan), Navy Blue, Black, Gray (No more than 3 inches above the knee).

### **PERMITTED**

1. Shirts/blouses with collars that are dress, golf, or turtleneck type.
2. Shoes styles to be worn without socks. Sandals with backs.
3. Solid tee shirts under uniform shirts.
4. Logos on clothing/shoes that are no more than 1 inch in diameter.
5. Capri pants.
6. Sneaker/shoes with “shortie” socks.
7. Ties with dress shirts.
8. Light weight jackets permitted in the classroom
9. Casual Friday – tops, blouses, jeans, and coordinated outfits designed to be worn un-tucked are acceptable. Sweatshirts are permitted.

### **NOT PERMITTED**

1. Sleeveless shirts or tank tops.
2. Denim shirts or pants (any color) except on casual Fridays.

3. Clothing with cuts, slits, holes.
4. Any clothing or accessory related to gangs or gang activity.
5. Head gear (caps, hats, visors, etc.) unless it is needed to help vision by stopping glare. This must be per a doctor's order and included in the IEP.
6. Any t-shirts with words/designs.
7. Clothing too large/slacking.
8. Flip flops and shoes with no enclosed heel.
9. Shoes with heels higher than an inch.
10. Gym or short shorts (other than in P.E.)
11. Shirts/blouses that expose bare midriff.
12. Hair rollers, gloves, scrubs, bandannas.
13. Tight-fitting clothing (Including spandex/bike shorts).
14. Pullovers without zippers or buttons.

### **CONSIDERATIONS**

1. Clothing should be purchased to fit – not too large or too small.
2. Students should have at least one dress up or Sunday outfit.

3. Girls should have a dress or suit.
4. Boys should have a sport coat and tie.

### **AFTER SCHOOL DAY DRESS CODE**

The uniform dress code is not in effect when the school day ends. Guidelines for appropriate clothing after school include the following (in addition to that permitted during the school day).

#### **PERMITTED**

1. Overalls.
2. Tee shirts.
3. Blue jeans or denim pants and/or shorts on any color.
4. Colored tee shirts.
5. Colored and/or white tee shirts that have words or designs (other than logos or designs related to alcohol, violence, the drug culture, gangs, obscene or suggestive pictures, or any other inappropriate items or issues).
6. Sweat pants, sweatshirts or warm-up clothes. Hoodies are permitted but hoods cannot be worn on the head in buildings
7. Other clothing that is not revealing or inappropriate.
8. Shorts of appropriate length (weather permitting). Nike shorts are permitted. Short shorts are not permitted.

#### **NOT PERMITTED**

1. Revealing clothing (appropriate underclothing must be worn).
2. Clothing with inappropriate words, phrases, images, printed or embroidered on them (e.g. alcoholic beverage advertisements, vulgar language, etc.).
3. Clothing with cuts, slits, holes.
4. Any clothing or accessory making reference to gangs or gang related activities.
5. Head gear (caps, hats, visors, etc.) while in buildings unless it is needed to stop glare for certain students. This must be per a doctor's orders and in the IEP.
6. Slacking or clothing that is too large or baggy.
7. Shirts/blouses that expose bare midriff.
8. Hair rollers, gloves, scrubs, bandannas.
9. Tight-fitting clothing (including Spandex/bike shorts).
10. Items deemed inappropriate by staff.

### **CONSIDERATION**

1. Clothing should be purchased to fit – not too large or too small.
2. Students should have at least one dress up or Sunday outfit.
3. Girls should have a dress or suit.

4. Boys should have a sport coat and tie.

### **GROOMING CODE**

1. Students are to keep themselves well-groomed at all times. This includes clean bodies, hair, and clothing.

2. ALL students are required to wear their hair in such a manner that it is not considered unkempt, unclean, or covering their eyes. Students cannot have shaven head patterns, i.e. numbers, names, symbols, designs, etc. No haircuts may be given in the dormitories without permission from the Extended Day Director.

3. Neat cornrows are permitted.

4. Boys should be clean shaven. Well-groomed mustaches and beards are permitted.

5. Sideburns should reach no lower than the bottom of the ear.

6. Students may not put chemicals of any kind in their hair (perms, dye, Kool-Aid, etc.) while at school without prior permission from the Extended Day Director.

7. Students may not shave or cut their eyebrows.

8. Students should see that their clothes are repaired when needed.

9. Students are permitted to wear earrings (no more than 2 per ear).

10. Body piercing and/or tattooing while under ASB supervision is not permitted (i.e. tongue, naval, etc.).

11. Students are not allowed to wear jewelry, ornaments, gauges, or accessories which distract from the educational process or that may cause injury to the students. Students may not wear heavy metal chains, metal spiked apparel or accessories, etc. Facial, tongue, and navel jewelry is NOT allowed. NO decorative dental appliances, permanent or temporary, nor decorative contact lenses will be allowed.

12. ALL clothing must be worn appropriately, be neat in appearance, and worn in the manner it was designed, i.e. not wearing clothes backwards, inside-out, undone suspenders, pants worn too low, too long or excessively large. All clothing must not be too tight or too loose.

### **CONSEQUENCES FOR VIOLATING DRESS AND GROOMING CODES**

1. Students may be required to change clothes.
2. Students may be required to bathe, shave, etc.
3. Dress and grooming violations will be addressed within the ASB Student Code of Conduct.
4. Inappropriate dress/grooming/jewelry items may be confiscated and not returned.

# **ASB Electronic Device Use and Communications Guidelines**

## **I. Description of Items**

Students are permitted to have in their possession electronic devices while attending ASB. **All electronic devices, personal or private, on the ASB campus are subject to the terms of this policy.**

The following are examples of electronic devices:

Cellular telephones, Apple Products, Personal Computers, Tablets, Notetakers, Braille Displays, Digital Music Players, NLS Book Players, Video Games, and Cameras/ Web Cams.

Any device that can be used to communicate with another person is considered a communication device as well as an electronic device.

## **II. General Rules**

Students are not permitted to photograph or videotape students or staff unless permitted by an instructor or staff member.

Students are permitted “face-time” in designated areas only.

Do not share your passwords with another person.

Students are not allowed to wear headphones and/or ear buds during the school day, at the bus stop or at mealtimes. One ear bud can be worn at bedtime.

Do not use desktop computers for non-academic activities when others require the system for academic purposes.

Do not attempt to gain unauthorized access to the network or other system programs.

Do not download or install any form of software without specific instructor approval.

### **III. Personal Devices**

**Students must register any electronic device with the Technology Department/Extended Day Director/Dorm Supervisors as soon as it is brought on campus.**

Children too young to be responsible for electronic devices should leave these items at home.

ASB makes every effort to help students care for personal electronic devices, but does not assume any responsibility for their breakage, loss, or theft.

Students who unintentionally damage school issued property will also be held responsible for the cost of replacing the property.

Students who intentionally damage or destroy the property of another student, staff, or the school must pay to repair or replace that property and will be subject to code of conduct violations.

The lending and borrowing of electronic devices is not permitted. Students who lend their device to another will be held responsible for any damage, inappropriate content, or misuse that occurs as a result.

**Students are not permitted to use personal devices during the school day.**

### **IV. School Issued Devices**

Students are permitted to use school issued devices during the school day and in the extended day until lights out. No cell phone usage after 10:00 p.m. on school nights. On Friday and

Saturday eligible students can have phones. Sunday night is considered a “back to school night.” Cell phones are not allowed after 10:00 p.m.

Students are not allowed to take school issued devices on field trips, unless specific permission has been given.

Students who have school issued devices will be held responsible for their breakage, loss, or theft.

Removal of identification tags on any school device will result in an immediate code of conduct violation and loss of device privileges

Students are expected to charge their devices at night and not during the school day.

Students are not allowed to use their personal Apple ID or Windows Account on any school issued device. Failure to comply will result in an immediate code of conduct violation and loss of device privileges

Downloading programs or apps on school issued devices is not allowed.

Students who misplace their device should immediately inform an instructor or staff member. The sooner the device is reporting missing, the greater the chance of relocating it.

Students will keep protective coverings on electronic devices when not in use.

Students will keep electronic devices in book bags when traveling from one location to another.

Personal passwords of any kind are not allowed on school issued devices.

## **V. Use of Communication Devices**

**Communication device** – any device that can be used to communicate with another person is considered a communication device as well as an electronic device.

The use of all private and public electronic devices is a privilege and can be limited or restricted in accordance with the student code of conduct.

Students in Ward I, Williams I and the Independent Living Center will be allowed to keep their communication devices at all times with the following guidelines:

Communication on all devices shall cease at 10:00 p.m.

Phones will not be used during school hours.

Phones will not be used in study hall.

Students will accept responsibility for damage to or loss of their phone.

No borrowing/lending phones.

Music

Music will be accepted after communication hours with the following guidelines:

Music is not too loud.

Student does not use communication device for any other use after communication hours.

Only one ear bud can be used at night- no head phones.

## **VI. Types of Communication**

**E-mail:**

Students are provided with school issued e-mail addresses and are responsible for checking their account routinely.

Students must submit digital homework assignments using school issued e-mail addresses. Any other form of online communication will not be accepted.

Students must use school issued e-mail when e-mailing an instructor. Any other form of communication will not be accepted and will be reported.

**Social Networks:**

Social networks, or any online communication services, are viewed by many people and are generally not private. Information posted by a student will be subject to review by staff and other AIDB personnel.

**Inappropriate Material:**

Students who send or post inappropriate material or messages will be subject to the code of conduct violations.

**Cyber Bullying:**

Students who participate in cyber-bullying, such as sending harassing communications or spreading rumors will be subject to the code of conduct violations.

If you receive any threatening message from any place, inside or outside the school, you should report it immediately to a staff member.

**VII. Adult/Illegal Material**

You must not use any device to take inappropriate photos of yourself or other students. Do not use the network for illegal activities, i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang

activities, etc. Inappropriate means nudity, pornography, sex objects or photos of violence of any kind.

Do not access pornographic web sites. If you should hit one by accident, immediately close it and inform a staff member.

**Failure to comply with any portion of this policy will result in code of conduct violations.**

I acknowledge that I have read, understand and agree to all terms as outlined in the ASB Electronic Device Use and Communications Policy I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

\_\_\_\_\_ My child may use school issued e-mail, internet, and technology according to the rules outlined for academic and non-academic purposes.

\_\_\_\_\_ My child may use school issued e-mail, internet, and technology for academic purposes only.

\_\_\_\_\_ I would prefer that my child not use e-mail or the internet while at school.

\_\_\_\_\_ My child may be may be issued a school electronic device.

\_\_\_\_\_ My child may not be issued a school electronic device.

Date:

Parent Signature:

Date:

Student Signature:

# STUDENT CODE OF CONDUCT

## Consequences/Definitions for Disciplinary Actions

Level 1*	DEFINITION	1 <sup>st</sup> OFFENSE	REPEAT OFFENSES
1.1 Borrowing/ selling personal property	Borrowing, buying, lending or selling personal property or services is prohibited unless authorized by staff.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Meet with Director</li> <li>- Possible change of setting</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.2 Bus/ Public Transportat ion Misconduct	Improper conduct while riding the bus, such as annoying others, refusing to obey the bus driver, or other staff, or endangering the health and safety of bus passengers.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Assigned seat on next bus trip</li> <li>- Write or present on subject</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Suspension from bus on next trip</li> <li>- Possible loss of bus privileges</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
1.3 Disrespect	Being disrespectful in speech and action.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Director</li> <li>- 1 day suspension/restriction</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.4 Disruptive Behavior	Interference with the orderly academic process. Any conduct which disrupts the learning environment including but not limited to classroom disturbances, chewing gum, destruction of educational materials, and eating in class.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Director</li> <li>- 1 day suspension/restriction</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>

1.5 Dorm Duty	Failure to perform dormitory duties or maintaining dorm room and/or personal belongings to an acceptable degree and cleanliness as instructed by staff.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Meet with Director</li> <li>- Possible change of setting</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.6 Dress Code Grooming Code	Not following the Dress Code/Grooming Code as defined in the student handbook.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Return to dorm to change (dorm student)</li> <li>- Correction of violation</li> <li>- 1 day suspension/restriction</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Write or present on subject</li> <li>- Loss of privileges</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.7 Excessive Tardiness	Being late to a scheduled activity one is required to attend.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Grades may be affected</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.8 Failure to comply	Failing to completely follow through on an assignment or duty given by a staff member.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Complete assignment/Duty</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Grades may be affected</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.9 Littering	Discarding trash or other materials on the floor, grounds, or other inappropriate places.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- 30 minute clean-up</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.10 Not in assigned area	Being in an area without permission from staff.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>

1.11 Public display of affection	Socially unacceptable and/or inappropriate physical contact during the school day, after school, during school sponsored functions/trips or dormitory activities.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Meet with Director</li> <li>- Possible change of setting</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.12 Tobacco	Possessing tobacco (including smokeless and E-Cigarettes) products on school grounds, functions or trips.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Loss of privileges</li> <li>- Up to 2 days suspension/restriction</li> </ul>

\* Level 1 discipline codes may become level 2 infractions depending on repeated offenses and/or severity.

<b>LEVEL 2 *</b>	<b>DEFINITION</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>REPEAT OFFENSES</b>
2.1 Aggression to staff	Physical or verbal, inappropriate and unacceptable behaviors towards a staff member.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 1 day suspension/restriction</li> <li>- Restitution</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.2 Aggression to student	Physical or verbal, inappropriate and unacceptable behaviors towards another student and/or self; socially unacceptable behavior resulting in injury.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 2 day suspension/restriction</li> <li>- Possible contact of AIDB Security/Police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.3 Cheating/lying	Being dishonest, untruthful, or intentionally deceptive. Includes plagiarism, stealing, tampering, bribery, or receiving unauthorized assistance.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Written apology</li> <li>- Zero on assignment</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Zero on assignment</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.4 Destruction of Property	Destroying or damaging public or private property in a willful manner. For the purpose of this code, property damage is limited to damage <b>under \$100</b> .	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Up to 2 day suspension</li> <li>- Restitution</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

2.5 Disrespect/ insubordina tion	Regarding or treating a staff member with contempt or rudeness	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Student writes letter of apology</li> <li>- Up to 2 day suspension</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.6 Drill Violation	Willfully failing to adhere to or cooperate with any drill or emergency procedure (e.g. fire, tornado, intruder, evacuation).	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Student writes letter of apology</li> <li>- Up to 2 day suspension</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.7 Electronic Device, Communic ations Policy	Failure to follow guidelines or directions regarding electronic devices. Improper use of school/personal equipment, i.e., internet pornography, obscene language on emails, in chat rooms, etc. (includes cameras and video equipment)	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Confiscate equipment/materials</li> <li>- Up to 1 day suspension</li> <li>- Up to 1 day dorm restriction</li> <li>- Reapply for device privilege at the end of the 9 week grading period</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Loss of device privileges</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.8 Fighting	Engaging in a physical struggle or conflict between two or more individuals with the intent of causing pain or injury (FIG).	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Up to 2 days suspension/restriction</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

2.9 Gambling	Betting or taking part in a game of chance or skill for money or material gain.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 2 days suspension</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- Report to AIDB Security/Police</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.10 Gang related activity	Membership in or recruitment for gang/cult membership; possession, display or use of gang/cult emblems, symbols, language inciting other students to intimidate another person.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Notify AIDB Security/Police</li> <li>- Up to 2 days suspension/Restriction</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days school suspension/restriction</li> <li>- IEP Meeting (FBA/BIP)</li> </ul>
2.11 Harassment /Bullying (see AIDB Student Harassment Prevention Policy, J11, and Harassment Report Form adopted by the AIDB Board of Trustees on May 18, 2010 in AIDB Policies and Procedures Manual)	Inappropriate and repeated behavior against another student, e.g., teasing, e-mail/pager messages, pushing, shoving, gestures, etc. (See Definitions Section 1 and Reporting Section of AIDB Student Harassment Prevention Policy)	<ul style="list-style-type: none"> <li>- AIDB Policy J11 Harassment Report Form Required</li> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 2 days suspension/restriction</li> <li>- Possible change of setting</li> <li>- Possible contact of AIDB security/police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Report to AIDB Security/Police</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

2.12 Intimidation/ Threats	Verbal, written, electronic communication, and/or physical action which may result in physical or emotional harm to others.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Remove student from setting</li> <li>- Up to 2 days suspension/restriction</li> <li>- Contact AIDB Security/Police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/restriction</li> <li>- Contact AIDB Security/Police</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.13 Not in assigned area	Willful absence from class without authorization.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Up to 2 day suspension</li> <li>- Student may receive a zero</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- IEP meeting (FBA/BIP)</li> <li>- Up to 5 days suspension/restriction</li> </ul>
2.14 Obscene language or profanity	Using language or gestures inappropriate for use, such as name-calling, profanity, obscenity, or derogatory comments.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 2 days suspension/restriction</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- IEP meeting (FBA/BIP)</li> <li>- Meet w/Safety &amp; Security Director</li> <li>- Up to 5 days suspension/restriction</li> </ul>
2.15 On/off campus without permission	Being on or off campus without proper authorization or notification to staff (includes elopement).	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Revoke on/off campus privileges for up to 1 week.</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Revoke on/off campus privileges for up to 2 weeks</li> <li>- Up to 5 days suspension/restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

2.16 Petty Theft	Taking someone else's property without that person's permission. For the purpose of this code, stealing is limited to items valued <b>under \$100.</b>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Up to 2 days suspension</li> <li>- Restitution</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.17 Pornographic\ Inappropriate materials	Any student possessing pornographic materials, e.g., magazines, movies, etc. Can include age-inappropriate materials (NC-17, R-rated movies/materials)	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 2 days suspension/restriction</li> <li>- Loss of privileges</li> <li>- Meet with Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.18 Possession of illegal materials	Holding of any material that is statutorily illegal. Examples of illegal materials may include, but are not limited to, fake IDs, fireworks, counterfeit materials, stolen goods.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Confiscate materials</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/restriction</li> </ul>
2.19 Possession of OTC medication	Any student possessing legal over the counter medications.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

2.20 Sexual Harassment	Repeated words, signs, body movements, vocalizations, inappropriate touching, and or gestures that make someone feel nervous or uncomfortable.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 2 days suspension/restriction</li> <li>- Possible contact of AIDB Security/Police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- Notify AIDB Security/Police</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.21 Sexual Misconduct I	Sexually unacceptable behavior and/or inappropriate sexual physical contact with another person, whether consensual or not.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 2 days suspension/restriction</li> <li>- Possible change of setting</li> <li>- Possible contact of AIDB Security/Police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.22 Sexual Misconduct II	Engaging in consensual sexual activities, including but not limited to intercourse (includes oral), fondling, or exposure.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Immediate suspension/schedule IEP meeting</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/r restriction</li> <li>- Schedule IEP meeting (FBA/BIP)</li> </ul>
2.23 Slander/Libel	To make false statements about another person that damages that person's reputation.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Student writes letter of apology</li> <li>- Meet with Director/Safe &amp; Sec Director</li> <li>- Loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

<p>2.24 Threat to self (see AIDB Suicide Prevention and Intervention Procedures JLDBB-P, and Harassment Report Form adopted by the AIDB Board of Trustees on April 12, 2001 in AIDB Policies and Procedures Manual)</p>	<p>Verbal or physical action which may result in physical harm to self.</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Contact parent</li> <li>- Follow the AIDB Suicide Prevention/ Intervention for Youth and Children Policy JLDBB-P</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- IEP Meeting (FBA/BIP)</li> <li>- Required release from personal physician before return to school</li> </ul>
<p>2.25 Unauthorized petition</p>	<p>Passing a petition around school or dorm without permission from authorized administrative personnel.</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 2 days suspension/restriction</li> <li>- Possible change of setting</li> <li>- Possible contact of AIDB security/police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Report to AIDB Security/Police</li> <li>- Up to 5 days suspension/restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

2.26 Unlawful assembly	Forming or participating in a group of three or more persons to cause violence, to do unlawful acts, incite civil disorder, or to disturb others.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Up to 2 days suspension/restriction</li> <li>- Loss of privileges</li> <li>- Meet with Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Community Service (1-3 hrs)</li> <li>- Up to 5 days suspension/r estriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
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- Level 2 discipline codes may become Level 3 infractions depending on repeated and/or severity.

**Level 3 Incident Reports should be written for all Level 3 offenses. \*Alternate placement is possible.**

LEVEL 3	DEFINITION	1 <sup>st</sup> OFFENSE	REPEAT OFFENSES
3.1 Arson (attempted arson)	Intentionally setting fires or attempting to set fires when there is the probability they will cause property damage, bodily injury, or anxiety.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.2 Assault/battery	Inflicting physical pain or injury or beating another person in a violent manner.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.3 Bomb or terrorist/death threat	Falsely telling someone that you have a bomb, or stating the intent to obtain or use a bomb. Includes statements of intent to cause serious harm or death to others or widespread destruction using various means.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense

3.4 Break-in or forced entry	Breaking a lock, window, etc., or using force to get into a building, room, or vehicle.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.5 Child Pornography (Sexting)	Possession, distribution (including electronically/digitally) creation (including making pictures/videos of self or others), etc. of exposed or inappropriately displayed body parts, genitalia, breasts, facsimiles of sex, motions, lewd or lascivious actions, or any content considered to be of an inappropriate sexual nature of one or more minors.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.6 Criminal destruction of property (over \$100)	The willful destroying or damage to public or private property valued <b>over \$100</b> .	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Restitution</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense

3.7 Criminal Theft (over \$100)	Obtaining another person's property illegally. For the purpose of this code theft applies to property values at \$100 or more.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Restitution</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.8 Distribution/sale of drugs and/or alcohol	Selling/providing illegal drugs/alcohol including look-a-likes or paraphernalia that can be used to ingest drugs or alcohol.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.9 Extortion	Attempting to obtain or obtaining sex, drugs, money, or other valuables from another person through the use of force or coercion.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Restitution</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense

3.10 Forgery	Forging any document or using a forged document. Falsifying another person's name, altering dates, time, and grades.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.11 Hazing/harassment	Any activity, tradition, or amusement engaged in by students for the purpose of psychologically or physically endangering another student.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.12 Possession of drugs, drug paraphernalia or alcohol	Possessing material(s) that can be used to ingest illegal drugs or the possession of alcohol, illegal drugs, or look-a-likes.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense

<p>3.13 Possession/sale of stolen property</p>	<p>Having or selling property belonging to another person or the state without the consent of that person or the state.</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<p>- See 1<sup>st</sup> Offense</p>
<p>3.14 Possession/use/threat of use/brandishment/transfer of a dangerous weapon</p>	<p>Possession/use/transfer of any item that is used with the intent of causing bodily harm. The term “weapon” is defined in Section 921 of Title 18, United States Code, and includes, but is not limited to, BB guns, firearms, as defined in Section 1.1 of the Firearm Owners Identification Act. Use of weapon as defined in Section 24.1 of the Criminal Code, includes knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-alikes” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens maybe considered weapons if used or attempted to be used to cause bodily harm.</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<p>- See 1<sup>st</sup> Offense</p>

3.15 Sexual Assault (Rape)	An act of sexual penetration by use of force or threat of force. Statutory rape occurs when one person is an adult (16 or more years) and the other is a minor (under 16 years) provided the perpetrator is two years older than the victim.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.16 Sexual Battery	Knowingly behaving in such a way that is in violation of school and social rules, policies, and norms concerning sexual behavior (forced without consent).	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense

\*Students are subject to consequences as determined by local law enforcement, court system, AIDB Board of Trustees, and/or IEP team.

Consequences may be modified based on age and/or level of functioning.

Adj Specialist – Adjustment Specialist                      FBA – Functional Behavior Assessment

ISS – In-School Suspension

BIP – Behavior Intervention Plan                              IEP – Individualized Education Program

OSS – Out-of-School Suspension

Safe & Sec Director – AIDB Safety and Security Director

Community Service – Students must do work detail during the assigned hour.

No punishment shall carry over to the extended day department unless specified.

ISS – students can attend/ participate in any extracurricular competition practices if they are in ISS.

ISS – if a student is placed in ISS on game day and has additional ISS days, the student is not allowed to compete in extracurricular competition.

ISS – if a student is placed in ISS on competition day and is removed on competition day the student can compete.

OSS- students cannot participate or practice during an out of school suspension. They cannot attend extracurricular activities if that are out of school suspended.

\*Alabama School for the Blind faculty and staff are trained in Managing Crisis Safely (MCS).

Managing Crisis Safely is a program designed to prevent aggressive behavior and to manage behavior if necessary. MCS provides valuable tools for recognizing, averting and modifying, if necessary, aggressive behavior before it becomes critical. MCS also includes physical training techniques which may be utilized when non-physical techniques are unsuccessful or when there is no opportunity to avert physically aggressive behavior. These physical techniques are to be utilized as a means of last resort, when non-physical techniques are ineffective and the student might harm himself or others. MCS is sanctioned by the State Department of Education.

**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 94-782)**

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 94-794)**

A person commits the crime of assault (attack or threatened attack, verbally or physically) 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 94-783)**

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

**Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)**

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

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be 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.

The Alabama School for the Blind does not permit any student to possess or be under the influence of any substance which is considered as tobacco, alcohol, marijuana or a drug. The use of medication which is prescribed by a medical professional authorized by law to prescribe medication does not violate this rule. Information on all medications is to be shared with the school Health Center.

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

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or

serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger, or any club, baton, billy, blackjack, bludgeon, or metal knuckles). The Alabama School for the Blind does not permit firecrackers, flammable objects, knives of any kind or other potentially dangerous objects.

### **Vandalism (Act 94-819)**

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 94-820)**

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

### **Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in 16-28-30, Ala. Code 1975)**

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

or are the sole source of transportation for the parent. ASB does not permit student operation of motor vehicles at any time.

### **Alcohol (Act 47-532)**

Any person who sells, gives or dispenses any alcoholic beverages to any school student or anyone who has in possession any alcoholic beverages in or on the campus of a school is guilty of a felony.

### **Orderly Schools (Act 94-793)**

Any school board shall prescribe rules and regulations with respect to behavior and discipline of its students. ASB does not allow the use of violence, force, noise, threat, fear or other comparable conduct interfering with school purposes or urging other students in such conduct.

### **Sexual Activity (Act 75-26)**

Sexual activity between students must be reported to the Department of Human Resources. AIDB policies and procedures relative to this will be followed.

### **Theft (Act 77-607)**

A person who obtains or exerts unauthorized control over the property of another or who obtains control of the property by deception is guilty of the crime of theft of property. This includes shoplifting.

### **State Law Requires that reports to the legal authorities (police) must be made when:**

1. Property is damaged.
2. Physical assaults on students occur unless no dangerous weapons were used and no bodily harm requiring medical attention.

3. Any physical assault occurs on school personnel.
4. Any threatened physical harm to a student or school personnel occurs.
5. Any violation of state law regarding drugs, alcohol or weapons occurs.

## **SEARCH AND SEIZURE**

The staff has the right to conduct a search of a student and/or personal property when there is reasonable cause to believe the law is being broken. Any illegal drugs, alcohol, electronic pagers and communication devices, weapons, explosive devices, or stolen property will be seized and turned over to proper authorities for further action.

Student lockers, book bags, dorm rooms, and other personal effects are subject to inspection by school officials both randomly and upon reasonable suspicion of possession of inappropriate and/or illegal items.

A search in the absence of the student may be made when a suspected item poses a clear and present danger to health and safety.

## **Discrimination Complaint Procedures**

Individuals may file complaints regarding issues related to race, color, sex, religion, creed, national origin, handicapping condition, age or marital status and this will serve as the complaint procedure for Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments

of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

The procedure is:

1. Students, student applicants, parents or guardians are responsible for filing a written complaint of an alleged incident within ten calendar days of the occurrence. School staff will assist in filing this complaint when necessary. This must be filed with the Principal.
2. The Principal shall conduct an investigation and make a decision within fifteen calendar days of the date of filing.

### **Non- Discrimination Complaint Procedures**

If complaints other than those addressed above arise, they should be discussed with the teacher, houseparent, and/or counselor. If there is no resolution, the complaint should be brought to the appropriate administrator. If there is still no resolution, the complaint may be brought to the Principal. If there is no resolution, the complaint may be filed with the President. At this level the complaint must be in written form. The President will handle the complaint and report to the person filing the complaint.

## ***ABUSE/NEGLECT REPORTING AND PREVENTION***

### **I. PURPOSE**

In keeping with AIDB's desire to protect the health, safety, and welfare of all individuals including guests, students, clients, employees and other individuals, this policy will assist in identifying and reporting incidents of abuse and neglect. The general intent of this policy is to facilitate a sense of awareness on the part of all employees and to require their compliance with existing laws concerning abuse and neglect.

### **II. APPLICATION**

This policy and its procedures shall apply to all employees of the Alabama Institute for Deaf and Blind. The term "employee" shall also include all employees of contractors and subcontractors doing business on AIDB property.

### **III. PROTECTED PERSONS – ALL INDIVIDUALS**

A. Child. A person under the age of 19 years.

B. Protected Adult. Any person over 19 years of age subject to protection under the provisions of Alabama law or any person including, but not limited to, persons who are senile, mentally ill, developmentally disabled, mentally retarded, or any person over 19 years of age who is mentally or physically incapable of adequately caring for himself/herself and his/her interests without serious consequences to himself or others.

C. All other individuals.

### **IV. DEFINITIONS**

For the purposes of this policy, the definitions related to abuse and neglect which are set forth in the current applicable sections of the Code of Alabama, and as may be amended, are hereby adopted. The current definitions are cited in Attachment A.

### **V. RESPONSIBILITY FOR REPORTING**

A. Any employee of the Alabama Institute for Deaf and Blind who has any cause to believe that a guest, student, client, employee, and any individual(s) protected by the law whether a child or a protected adult as defined herein, has been (or is being) abused or neglected, shall immediately (at the time of awareness) make a verbal report to the Alabama Department of Human Resources and the appropriate law enforcement agency.

B. If an employee of the Alabama Institute for the Deaf and Blind has any questions or concerns regarding a suspicion of abuse or neglect, a call must be placed immediately to the Department of Human Resources inquiring as to whether a formal report needs to be made or not. The employee should document in writing

the date and time of the call, reference the name of the Department of Human Resources caseworker contacted, and record the suspicions as stated.

C. The employee shall immediately notify the Principal or unit manager or designee(s) responsible for the guest, student, client, employee or other individual of the report, the name of the person given the report, and the telephone number of the agency contacted. The Principal or unit manager or designee shall hold the name of the reporting person(s) confidential, in accordance with legal guidelines.

D. Upon receiving information that a report of abuse has been made, the Principal or unit manager or designee may wish to contact the Department of Human Resources and appropriate law enforcement and coordinate any requested cooperation.

E. The Principal or unit manager shall notify the President's office in writing as soon as possible when a report has been made to the Department of Human Resources and appropriate law enforcement.

F. The reporting party will file the appropriate forms with the Department of Human Resources.

G. Any person reporting abuse and neglect will be granted immunity from civil and/or criminal liability and confidentiality as provided by law.

## **VI.**

### **PROCEDURES FOR MEDICAL INVOLVEMENT**

The following options pertaining to medical evaluation and/or treatment shall be done after consultation with the appropriate law enforcement agency unless the health and safety of the individual is seriously at risk. The failure to follow the directions of the law enforcement agency could jeopardize the admissibility of any evidence obtained during the evaluation and treatment.

A. For guests, students, clients, employees, or other individuals suspected of having been physically abused, documentation should be initially obtained at AIDB's Health Center or campus nursing station. If an emergency medical situation is felt to be present, the student/client/adult should be transported to the nearest emergency room for immediate evaluation.

B. Students, clients, employees, or other individuals suspected of having been sexually abused should be taken to the emergency room of the local hospital for an examination immediately if the event occurred within the past 24 hours.

C. Individuals who are not AIDB employees should follow up with their local physicians or emergency room for appropriate care and documentation if physical or sexual abuse is suspected.

## **VII.**

### **INVESTIGATION**

A. The Department of Human Resources and/or the appropriate law enforcement agency will be responsible for conducting the investigation.

B. Employees of AIDB shall fully and promptly cooperate with the Department of Human Resources and/or the appropriate law enforcement agency in the investigation of any situation.

C. Once a report is filed, AIDB employees shall not conduct investigations or interviews without the advice of the Department of Human Resources and/or the appropriate law enforcement agency.

D. If a timely investigation is not initiated following the report, the Principal, unit manager, or designee should document contacts until a resolution is reached, if at all possible. AIDB's Director of Security shall be the liaison between AIDB and the investigating agencies and shall monitor and report to the President the status of all investigations.

#### VIII. CONFIDENTIALITY

A. All abuse/neglect reports, verbal discourse, related records, documents, photographs, and working papers used or developed shall be confidential and shall be disclosed only on a need-to-know basis and consistent with State law.

B. Any violation of confidentiality may result in the conviction of a misdemeanor and is punishable as such and also may be subject to discipline imposed by AIDB.

C. C. The Board of Trustees shall receive, in executive session, a report of all investigations being conducted under this policy. The names of individuals shall be disclosed only if relevant to the report.

#### IX. ADMINISTRATIVE ENFORCEMENT

The President or designee will be responsible for determining the severity of any employee's non-compliance and/or violation of this policy and any appropriate disciplinary action that may be taken.

A. Employee as Alleged Perpetrator: If a reported victim is a guest, student, client, employee, or other individual, the victim's safety is to be the primary consideration in determining whether an employee accused of abuse or neglect should be placed on administrative leave pending an investigation of the incident in question. Notice of an employee being considered an alleged perpetrator should be made to the appropriate administrative staff including the President.

B. Custodial Parent/Primary Caretaker as Alleged Perpetrator: The alleged victim's safety is to be given primary consideration if a report is made that the custodial parent/primary caretaker may be the alleged perpetrator. Should there be concern about the imminent safety of a guest, student, client, employee, or other individual, the Department of Human Resources' representative should be notified regarding the extent of concern when the initial report is made or at such time that such concern arises.

C. Student/Client as Alleged Perpetrator: If the alleged perpetrator is a guest, student, client, or employee, the safety of the alleged victim may necessitate that the parties be separated and/or supervision be increased to insure the safety of the alleged victim and others.

D. Parents or legal guardian, if applicable, should be notified immediately if the individual may have been abused, unless a guest's, student's, client's, or employee's safety needs to be considered. This might be applicable if a family member or

someone from the home area is stated to or believed to be the alleged perpetrator. In that circumstance, the Department of Human Resources should determine notification procedure.

**X. INSERVICE PLAN**

**A. An annual inservice training component for all staff regarding this policy will be arranged by the administration of AIDB units with their department heads and filed with the AIDB Human Resources Office. Documentation of annual training participation will be forwarded to employee's personnel file.**

**B. The department heads will establish staffings to provide information regarding this Policy.**

**C. This Policy and appropriate reporting forms will be maintained in specific locations known to the staff.**

**D. Contractors, sub-contractors, new employees and substitutes will receive and be expected to review and sign that they understand the policy prior to their working directly with students and/or clients or in areas frequently used by students and clients. An inservice regarding the policy will be provided to new employees and substitutes within 30 days of employment.**

Reference: Minutes — Board of Trustees Meeting, November 14, 1996; Minutes – Board of Trustees Meeting, May 15, 2012.

**ATTACHMENT A**

**DEFINITIONS OF ABUSE AND NEGLECT**

**1. Abuse:**

a. (1.) Child. Harm or threatened harm to a child's health or welfare by intentional physical or psychological injury, sexual abuse or attempted sexual abuse, or sexual exploitation or attempted sexual exploitation. "Sexual abuse" includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or having a child assist any other person to engage in any sexually explicit conduct or any simulation of the conduct for the purpose of producing any visual depiction of the conduct;

a. (2) The rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children as those acts are defined by Alabama law.

a.(3) "Sexual exploitation" includes but is not limited to, allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, sexting, filming, or depicting of a child for commercial or non-commercial purposes and the dissemination of same.

b. Adult. The infliction of physical pain, injury, or the willful deprivation by the caregiver or other person of services necessary to maintain mental and physical health and any form of abuse as defined herein.

c. Bullying: Abuse of any covered individual shall include any behavior that would be characterized as "bullying" as the term is generally used.

2. Neglect:

a. Child. Negligent treatment or maltreatment of a child, including the failure to provide adequate food, medical treatment, supervision, clothing, or shelter.

b. Adult. The failure of a caregiver to provide food, shelter, clothing, medical services, or health care for the person unable to care for himself or herself; or the failure of the person to provide these basic needs for himself or herself when the failure is the result of the person's mental or physical inability.

3. Adult in Need of Protective Services. A person 19 years of age or older whose behavior indicates that he is mentally incapable of adequately caring for himself and his interests without serious consequences to himself or others or who, because of physical or mental impairment, is unable to protect himself from abuse, neglect, or exploitation by others and who has no guardian or relative or other appropriate person able, willing, or available to assume the kind and degree of protection and supervision required under the circumstances.

4. Emotional Abuse of Protected Adults: The willful or reckless infliction of emotional or mental anguish or the use of a physical or chemical restraint, medication, or isolation as punishment or as a substitute for treatment or care of any protected adult.

5. Sexual Abuse of Protected Adults: Any conduct that is a crime as defined in the Code of Alabama.

6. Reason to Suspect: Even after a thorough investigation there is not sufficient evidence to support a disposition of indicated; however, there are particular facts and/or dynamics about the case which are "suspect" to the investigator.

7. Indicated: When credible evidence and professional judgment of the investigator indicates that child abuse/neglect has occurred. Credible evidence means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that a child was abused, bullied, or neglected. It is not necessary that the perpetrator be identified in order to have a disposition of indicated.

8. Not Indicated: When credible evidence and the investigator's judgment does not substantiate that abuse/neglect has occurred.

9. Duly Constituted Authority: The chief of police of a municipality or the sheriff, or the District Attorney, or the Department of Human Resources; or any person, organization, corporation, group, or agency authorized and designated by the Department of Human Resources to receive reports of abuse and neglect; provided, that a "duly constituted authority" shall not include an agency involved in the acts or omissions of the reported abuse or neglect.

Reference: Minutes - Board of Trustees Meeting, November 14, 1996; Minutes – Board of Trustees Meeting, May 15, 2012.

***POLICY STATEMENT ON STUDENT PREGNANCIES***

Upon the request of a pregnant student (and the parent or guardian, if applicable), the student shall be permitted to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endanger the health and safety of the student.

If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, her attendance shall be governed by the same standard of attendance as all other students. Students who are pregnant may be permitted to live in the residential dorms until the end of their second trimester of pregnancy. Students are not permitted to live in a residential status during their third trimester of pregnancy and up to six weeks after delivery.

AIDB will not provide medical supervision for a student's pregnancy nor permit a residential student to remain on campus for delivery at a local medical facility. Pregnant students must be under the care of a private physician to prevent danger to self or the unborn child during pregnancy.

AIDB will provide alternative educational programs to meet the special needs of these students. AIDB will arrange for students of the Alabama School for the Blind, the Alabama School for the Deaf, or the Helen Keller School to participate in an IEP meeting to include the student and others, as appropriate, to discuss a change in placement to provide homebound educational services from a teacher in their home area through the AIDB Regional Centers until her physician releases her to resume normal school activities.

Although pregnancy and the normal recuperative period following delivery does not automatically make a student eligible for services in a home program, AIDB's eligibility criteria states that a student requiring continuous medical care goes beyond the mission of AIDB and the capability of AIDB's health services. Therefore, a student's third trimester of pregnancy and recuperative period after delivery will be considered to be a temporary health disability.

In order to continue a responsible relationship with the school and to maintain grades and academic standing during the time the student is out of school, the student will be expected to fulfill the responsibilities that follow:

1. Notify the school Principal/Dean and the Director of Nursing after the pregnancy is confirmed.
2. Provide the Principal/Dean with a written statement from the physician. The statement should include the physician's recommendation concerning school attendance for the pregnant student, and courses/classes that should be eliminated due to health hazards, and confirmation of the expected date of delivery. For E. H. Gentry students, this should include any work restrictions or physical limitations which may apply.
3. Participate in a joint conference with the Principal/Dean (and the parent or guardian, if applicable). The required conferences shall be held for the purpose of determining the duration of the student's school attendance before the date of delivery, based upon the physician's recommendation.
4. The student, her husband, parents, or guardians, will be responsible for all transportation for the pregnant student's prenatal care (such as doctor/clinic visits).
5. Students of the Alabama School for the Blind, the Alabama School for the Deaf, or the Helen Keller School will participate in an IEP meeting to plan for alternative/homebound educational services during the time the student cannot attend full time.
6. Present a statement from her physician that she is able to physically resume school activities prior to returning to school after cessation of the pregnancy.
7. Although school officials shall not exclude a pregnant student from enrollment in school solely because of the student's pregnancy, school officials shall have the authority and responsibility to take appropriate disciplinary action against a pregnant student, as well as any other student for any actions or misconduct on school grounds which are either disruptive or in violation of AIDB school regulations.

Reference: Minutes - Board of Trustees Meeting, November 14, 1996.

## ***AIDB Student Harassment Prevention Policy***

### **Section 1. Harassment, Violence, and Threats of Violence Prohibited.**

No student shall engage in or be subjected to harassment, violence, threats of violence, embarrassment or intimidation by any other student that is based on any of the specific characteristics that have been identified by the AIDB Board of Trustees in this policy. Students who violate this policy will be subject to disciplinary sanctions.

### **Section 2. Definitions.**

- a. The term “harassment” as used in this policy means an act of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, photographic, written, electronic, verbal, or physical acts that are reasonably perceived as being related to any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3. (b) below. Harassment also shall include prohibited behavior occurring off school property that has the effect of harassing a student located on school property or upon the student’s return to school property. To constitute harassment, an act of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person, to his or her family members, to his or her student associates or damage to his or her property.
  - Have the affect of substantially interfering with the educational and social performance, opportunities, or benefits of a student.
  - Have the affect of potentially or substantially disrupting or interfering with the orderly operation of the school, dormitory and/or bus settings.
  - Have the affect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the affect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational and/or social environment for a student.
- b. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

c. The term “threat of violence” as used in this policy means an expression of intention to inflict injury to another student or to damage the property of another student.

d. The term “intimidation” as used in this policy means a threat or other action that is intended to cause embarrassment, fear or apprehension in a student, especially for the purpose of coercing or deterring the student from associating with other persons or participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

e. The term “embarrassment” as used in this policy means an expression or act intending to insult or demean any student in such a way as to cause substantial disruption in the orderly operation of the school or which has the effect of creating an uncomfortable or unwelcoming school environment for the student.

f. The term “student” as used in this policy means any individual who is enrolled in any of the programs of the Alabama Institute for Deaf and Blind.

### **Section 3. Description of Behavior Expected of Students.**

a. Students are expected to treat other students with courtesy, respect, and dignity and comply with their codes of student conduct. Students are expected (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict embarrassment, violence, injury, or damage to the student, their family, their friends or property of another student; and (3) to refrain from placing another student in fear of being subjected to embarrassment, violence, injury, or damage when such actions or threats are reasonably perceived as being related to any personal characteristic of the student that is identified in this policy.

b. Violence, threats of violence, harassment, embarrassment and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics or alleged personal characteristics of the victim of such conduct:

- The student’s race;
- The student’s sex;
- The student’s sexual orientation or dating relationships;
- The student’s religion;
- The student’s national origin;
- The student’s socio-economic status;
- The student’s disability or disabilities;

- The student's physical characteristics; or
- Other identifiable characteristics (i.e. group affiliation such as athlete or non-athlete).

Additionally, any actions that meet the definitions of harassment in Section 2. (a) through (f) are prohibited.

#### **Section 4. Consequences for Violations.**

A series of consequences for any violation of this policy will be those outlined in the codes of student conduct or any rule or standard adopted under authority of this policy.

#### **Section 5. Reporting, Investigation, and Complaint Resolution Procedures.**

a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the Principal's and/or School Psychologist's/Counselor's offices. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the Principal or the Principal's designee either by mail or personal delivery. At the written request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally. With the exception of the investigators, the name of the student filing the complaint shall not be disclosed without the approval of the President.

b. Upon receipt of the complaint, the Principal or the Principal's designee will, with the approval of AIDB Administration, determine if the complaint alleges a violation of this policy. Upon recommendation by the Principals, Unit Manager or their designee and approval by AIDB Administration, if the complaint alleges a serious violation, the President, the Vice President, the Principal or their designee will undertake an immediate investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s) with approval by the President. Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the Vice President, Principal or Unit Manager with approval by the President.

c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to

school officials under the codes of student conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the codes of student conduct.

d. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the Principal, School Psychologist/Counselor or their designee will immediately inform the student's parent or guardian, the School Psychologist/Counselor and AIDB Administration of the report.

**Section 6. Promulgation of Policy and Related Procedures, Rules, and Forms.**

a. This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents, and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the AIDB Web site.

b. At least once each semester, the students shall be provided a minimum of 30 minutes discussion on this policy, the acts prohibited, potential punishments for violations and potential harmful results from students being harassed.

Reference: Board of Trustees May 18, 2010

**Alabama Institute for Deaf and Blind  
Student to Student Harassment Report**

School System: \_\_\_\_\_ School Name: \_\_\_\_\_

Student Name:		ID#:	
		Grade:	

**Infraction Reported By:** \_\_\_\_\_ Student \_\_\_\_\_ Parent

Date		Time	
Location			

**Description**

**Other related information**

For example atypical adolescent behavior such as excessive absences, self injurious behavior, running away, depression, etc.

**HARASSMENT.** A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, photographic, written, electronic, verbal, or physical acts that are reasonably perceived as being related to any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the AIDB Board of Trustees. To constitute harassment, an act of behavior may do any of the following:

- a. Place a student in reasonable fear of harm to his or her person, to his or her family members, to his or her student associates or damage to his or her property.
- b. Have the affect of substantially interfering with the educational and social performance, opportunities, or benefits of a student.
- c. Have the affect of potentially or substantially disrupting or interfering with the orderly operation of the school, dormitory and/or bus settings.
- d. Have the affect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- e. Have the affect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational and/or social environment for a student.

Student		Date	
Parent/		Date	

