<table>
<thead>
<tr>
<th>Principal’s Office</th>
<th>Area Code (256)</th>
<th>Dormitories</th>
<th>Area Code (256)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Millard, Principal</td>
<td>761-3214</td>
<td></td>
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</tr>
<tr>
<td>Principal’s Videophone</td>
<td>474-0237</td>
<td>Graves Hall East</td>
<td>761-3617</td>
</tr>
<tr>
<td>Lavina Wiggins, Secretary</td>
<td>761-3215/256-761-3246</td>
<td>Graves Hall West</td>
<td>761-3618 or 375-2908 or (VP) 474-0481</td>
</tr>
<tr>
<td>Principal’s FAX</td>
<td>761-3278</td>
<td>Henderson Hall</td>
<td>761-3626 or 375-9720 or (VP) 474-0484</td>
</tr>
<tr>
<td>Stephen Cain, Interpreter</td>
<td>761-3577/493-9167</td>
<td>Jemison House</td>
<td>761-3628 or 375-8175 or (VP) 474-0200</td>
</tr>
<tr>
<td>Interpreter’s Videophone</td>
<td>474-0237</td>
<td>Mary Leonard Hall</td>
<td>761-3619 or 375-8016 or (VP) 474-0487</td>
</tr>
<tr>
<td>Elementary Dept (PreK-6th)</td>
<td></td>
<td>McDonald Hall</td>
<td>761-3627 or 375-4244 or (VP) 474-0483</td>
</tr>
<tr>
<td>Sara McConatha, Director</td>
<td>761-3341</td>
<td>Taylor Hall</td>
<td>761-3625 or 375-6981 or (VP) 474-0480</td>
</tr>
<tr>
<td>Director’s Videophone</td>
<td>474-0202</td>
<td>Thornton Hall</td>
<td>761-3624 or 375-3804 or (VP) 474-0486</td>
</tr>
<tr>
<td>Lisa Spencer, Secretary</td>
<td>761-3342</td>
<td>Weaver Cottage Boys</td>
<td>761-3620 or 375-8964 or (VP) 474-0498</td>
</tr>
<tr>
<td>Woods Center</td>
<td>761-3546</td>
<td>Weaver Cottage Girls</td>
<td>761-3621 or 375-3932 or (VP) 474-0278</td>
</tr>
<tr>
<td>Elementary Department’s FAX</td>
<td>761-3562</td>
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<tr>
<td>Riser Cottage</td>
<td>761-3285</td>
<td>Cafeteria</td>
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<tr>
<td>High School Department (7-12th)</td>
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<tr>
<td>Amy Locke, Director</td>
<td>761-3217</td>
<td>Library</td>
<td></td>
</tr>
<tr>
<td>Director’s Videophone</td>
<td>474-0236</td>
<td>Kim Moon, Librarian</td>
<td>761-3279 or (VP) 474-0204</td>
</tr>
<tr>
<td>Santori Little, Secretary</td>
<td>761-3216</td>
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<tr>
<td>High School Department’s FAX</td>
<td>761-3325</td>
<td>Health and Clinical Services</td>
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</tr>
<tr>
<td>Sara McConatha, Director</td>
<td>761-3341</td>
<td></td>
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</tr>
<tr>
<td>Director’s Videophone</td>
<td>474-0236</td>
<td>Kim Moon, Librarian</td>
<td></td>
</tr>
<tr>
<td>Career/Tech Department</td>
<td>761-3216</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Josh Sharpton, Director</td>
<td>761-3230 or (VP) 747-4299</td>
<td>TBA, Director of Nursing</td>
<td>761-3220</td>
</tr>
<tr>
<td>Jan Merrell, Secretary</td>
<td>761-3329</td>
<td>Mandy Griffin, Dir of Admissions</td>
<td>761-3551</td>
</tr>
<tr>
<td>Brooke Shepherd, Work Experience (WEP)</td>
<td>761-3497</td>
<td>Kathryn Duncan, Psychologist</td>
<td>761-3531 or (VP) 474-4712</td>
</tr>
<tr>
<td>WEP Coordinator’s Videophone</td>
<td>474-0233</td>
<td>Rhonda Jackson, Counselor</td>
<td>761-3268</td>
</tr>
<tr>
<td>Jim Fannin, Job Coach</td>
<td>761-3497</td>
<td>Nancy Foshee, Spanish Interpreter</td>
<td>761-3399</td>
</tr>
<tr>
<td>Sybil Garrett, Job Coach</td>
<td>761-3497</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandy Foshee, School Bank/Trading Post</td>
<td>761-3654</td>
<td>Transportaion</td>
<td></td>
</tr>
<tr>
<td>Career/Tech Department’s FAX</td>
<td>761-3336</td>
<td>Tim Randolph, Director</td>
<td>761-3443</td>
</tr>
<tr>
<td>Elementary Department’s FAX</td>
<td></td>
<td>Toll Free</td>
<td>1-800-815-7437</td>
</tr>
<tr>
<td>Athletics/After School Programs</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Walter Ripley, Director</td>
<td>761-3222</td>
<td>Chaplain</td>
<td></td>
</tr>
<tr>
<td>Director’s Videophone</td>
<td>474-0238</td>
<td>Vacant</td>
<td>761-3228</td>
</tr>
<tr>
<td>Kim Treptau, Secretary</td>
<td>761-3326</td>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td>761-3327</td>
<td>ASD</td>
<td>432-0595</td>
</tr>
<tr>
<td>McBride Gym</td>
<td>761-3213</td>
<td>AIDB</td>
<td>761-3266</td>
</tr>
<tr>
<td>Student Center Videophone – EAST</td>
<td>474-0235</td>
<td>Mike Hubbard, Director of Safety and Security</td>
<td>761-3755-office 322-5177-cell</td>
</tr>
<tr>
<td>Student Center Videophone – WEST</td>
<td>474-0231</td>
<td>Jimmy Medley, SRO</td>
<td>322-5054</td>
</tr>
<tr>
<td>Athletic/After School Program’s FAX</td>
<td>761-3574</td>
<td>Campus Safety FAX</td>
<td>761-3756</td>
</tr>
</tbody>
</table>

**Student Development**

<table>
<thead>
<tr>
<th>Principal’s Office</th>
<th>Area Code (256)</th>
<th>Dormitories</th>
<th>Area Code (256)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loretta Fleming, Secretary</td>
<td>761-3264</td>
<td>Talladega, Alabama 35161</td>
<td></td>
</tr>
<tr>
<td>Chad Fleming, Dorm Program Supervisor</td>
<td>(VP) 474-0482</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tamera Hardaway, Dorm Program Supervisor</td>
<td>761-3549 or (VP) 474-0494</td>
<td>Physical Address</td>
<td>205 South Street East</td>
</tr>
<tr>
<td>Machelle Williford, Dorm Prgm Supervisor</td>
<td>375-3489</td>
<td>Alabama School for the Deaf</td>
<td></td>
</tr>
<tr>
<td>Brian Thornsberry, Weekend Dorm Prgm Sup.</td>
<td>375-3488 or (VP) 474-4720</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Camilla Crump, Adjustment Specialist</td>
<td>474-4721</td>
<td>Talladega, Alabama 35160</td>
<td></td>
</tr>
<tr>
<td>TBA, Adjustment Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Development Department’s FAX</td>
<td>761-3378</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dear Students, Parents, Guardians,

Welcome to the 2017-2018 School Year at the Alabama School for the Deaf (ASD). Our dedicated and caring staff members commit to provide the best care we can for your children.

Please look through and read the ASD Student Handbook carefully. Keep it available as a reference as there is much information about most of what you would need to know regarding ASD, our services, rules, schedules, calendar, etc. We will also strive to keep you informed of what is happening at ASD. We will also be sure your child is in regular contact with you.

We expect students to follow the rules. Enforcement of our disciplinary code is done in a fair and consistent manner. However, we know that all children will make mistakes. We believe that is an important part of a healthy maturing process. Our sincere desire is to work with you as students, parents, guardians, and families. We wish to provide the best overall education and enrichment opportunities for all our students.

We appreciate that you have entrusted us with your child and realize this is a huge responsibility. Please feel free to contact us at any time.

Please follow us on our social media outlets listed below. Come as often as you can to spend time with your child and the rest of us, your ASD Family.

Social Media Sites:  www.aidb.org  
www.asdsilentwarriors.com  
Facebook.com/Alabama Institute for Deaf and Blind  
Facebook.com/asdsilentwarriors  
Twitter @ASDWARRIORS  
Instagram @ASDWARRIORS

Sincerely,

Paul Millard  
Principal
# Table of Contents

**Student Handbook**

## Section I: General Information

- Arrival/Departure ........................................................................................................... 4  
- Bank at the Trading Post ............................................................................................... 4  
- Cafeteria .......................................................................................................................... 4-5  
- Calendar Reference ........................................................................................................ 5  
- Closed Weekends and Holidays Explained .................................................................. 5  
- Counseling ...................................................................................................................... 6  
- Health and Clinical Services/Medications ................................................................... 6-7  
- ID Badges ...................................................................................................................... 7  
- Mail for the Students ..................................................................................................... 8  
- Electronic/Digital Devices (Phones, tablets, etc.) ......................................................... 8  
- Digital Devices During Testing (Alabama State Department of Education Policy) .... 8  
- Personal Items ................................................................................................................ 9  
- Prom Guidelines ............................................................................................................. 9  
- Religious Activities ...................................................................................................... 9  
- Safety and Security ..................................................................................................... 10  
- Store at the Trading Post ............................................................................................. 10  
- Student Financial Needs ............................................................................................... 10  
- Telephone/Videophones ............................................................................................... 10  
- Visitors .......................................................................................................................... 11

## Section II: Policies and Procedures

- Athletic Eligibility (No Pass/No Play) .......................................................................... 12  
- Attendance .................................................................................................................... 12-13  
- Withdrawals ................................................................................................................ 13  
- Communication and Language ................................................................................... 13-14  
- Day Students ............................................................................................................... 14  
- Emergency Procedures ............................................................................................... 14-15  
- Internet/E-mail/Electronic-Digital Device Technology Acceptable Use Policy .......... 15  
- Student Use of Computers, Labs, Electronic-Digital Devices ..................................... 15-16  
- Social Networking Face Book/Instagram/Etc. (Posting Restrictions) ....................... 16  
- Electronic/Digital Device Contract ................................................................................ 17  
- Internet/E-mail/Technology Acceptable Use Contract ............................................... 18  
- Child Neglect and Abuse ............................................................................................. 19  
- Moment of Silence ...................................................................................................... 19  
- Permissions for Off-Campus Visitation ....................................................................... 20  
- Residency ..................................................................................................................... 20  
- Selective Service Registration ..................................................................................... 21  
- Sexual Harassment/Abuse ............................................................................................ 21  
- Student Pregnancy ....................................................................................................... 21  
- Self Destructive Threats and Gestures ........................................................................ 22  
- Suicide Prevention/Intervention .................................................................................. 22  
- Uniform and Grooming Codes ..................................................................................... 22  
- Bullying .......................................................................................................................... 22

---

**Introduction**

Staff Telephone Directory ................................................................................................. Front Cover  
Letter from Principal ......................................................................................................... i  
Table of Contents ............................................................................................................... ii-iii  
Mission Statement and Beliefs ......................................................................................... 1  
Closed Weekend/Holiday Calendar .................................................................................. 2  
ASD Campus Map ............................................................................................................. 3
### School Dress & Grooming Code

#### Section III: Student Discipline (Laws)
- Parent Notification of Civil Liberties and Criminal Penalties ........................................ 26-27
- Discrimination Complaint Procedures ................................................................. 27-28
- Non-Discrimination Complaint Procedures ..................................................... 28
- Definitions of Disciplinary Terms ........................................................................ 28-29
- ASD Rules of Conduct ....................................................................................... 29
- Student Code of Conduct ................................................................................ 29

#### Code of Conduct Level 1 ........................................................................ 30-31
#### Code of Conduct Level 2 ........................................................................ 32-39
#### Code of Conduct Level 3 ........................................................................ 40-43

#### Section IV: Student Privileges
- Town .................................................................................................................. 44
- Vehicles ............................................................................................................ 44
- Rollerblades/Scooters/Bicycles/Etc. ................................................................. 45
- Dating/Relationships ......................................................................................... 45
- Public Displays of Affection ............................................................................. 45
- Athletics ........................................................................................................... 46
- After-School Programs ....................................................................................... 46
- Clubs and Organizations ................................................................................... 47
- Student Ambassadors ....................................................................................... 47
- Student Center .................................................................................................. 47
- Baynes Library .................................................................................................. 47

#### Section V: Instructional Services
- Individualized Education Program (IEP) ........................................................... 49
- Academic Departments (Elementary/High School) .......................................... 49-50
- Career/Technical Department ........................................................................... 50
- Physical Education, Athletic and After-School Program .................................. 50
- Transition ........................................................................................................... 51
- Grading Scale ................................................................................................... 51
- Graduation Credit Requirements ..................................................................... 52
- Valedictorian/Salutatorian Criteria ................................................................. 52
- Academic Probation ......................................................................................... 53
- Bell Schedule .................................................................................................... 53

#### Section VI: Residential Services
- Duties .................................................................................................................. 54
- Study/Reading Time ......................................................................................... 54
- Laundry ................................................................................................................ 54
- Dormitory Grades ............................................................................................. 54-55
- Sign In/Out Procedures ..................................................................................... 55
- Visitation ............................................................................................................ 55
- Independent Living Dormitory Program ......................................................... 55
- Forfeiture of Residential Privilege ................................................................... 56
- Dormitory Rules ................................................................................................. 56

#### ASD Monthly Calendar of Events ................................................................. 57-68

#### Staff E-mail Directory .................................................................................... Back Cover
ASD MISSION STATEMENT

Our mission is to provide quality individualized educational programs, unique experiences, and fully accessible services for students who are deaf and heard of hearing that empower them to be functioning, productive, and responsible members of society.

ASD SCHOOL BELIEFS

We believe...

• Student learning is the chief priority. The educational needs of students will be the primary focus of all decisions impacting the school.

• Each student is a valued individual with unique physical, social, emotional, and intellectual needs. It is the responsibility of the school to recognize, respect, and nurture those unique talents by providing special services and resources as needed.

• Individual learning styles of students will be accommodated across the curriculum with a variety of instructional activities.

• Each student's preferred mode of communication and primary language will be considered when implementing instructional approaches.

• Students learn best when they are actively engaged in the educational process and can demonstrate their understanding of essential knowledge and skills.

• Positive relationships and mutual respect between staff and students enhance the self-esteem of both.

• Students will be encouraged to pursue further training and/or education to become confident, self-directed, and lifelong learners.
ALABAMA SCHOOL FOR THE DEAF  
2017-2018 CLOSED WEEKEND/HOLIDAY CALENDAR

July 31-August 4, 2017  Staff In-Service Days  
August 6, 2017  Student Registration (Sunday)  
1st Nine Weeks  
Monday, August 7, 2017  August 7-October 6, 2017  
September 2-5, 2017  Classes begin for students (Mon)  
September 6, 2017  School closes, long weekend, (Sat-Tue)  
October 4-5, 2017  Classes Resume (Wed)  
2nd Nine Weeks  
October 7-9, 2017  Nine week Exams  
October 10, 2017  
November 18-26, 2017  October 10-December 15, 2017  
November 27, 2017  School Closes, Long Weekend (Sat-Mon)  
December 13-14, 2017  Classes Resume (Tue)  
Dec 16, 2017-Jan 2, 2018  Thanksgiving holidays (Sat-Sun, 1 week)  
3rd Nine Weeks  
January 3, 2018  Classes Resume (Wed)  
January 13-15, 2018  School Closes, Long Weekend (Sat-Mon)  
January 16, 2018  Classes Resume (Tue)  
February 10-12, 2018  School Closes, Long Weekend (Sat-Mon)  
February 13, 2018  Classes Resume (Tue)  
March 21-22, 2017  Nine week Exams  
March 24-April 2, 2018  Spring Break (Sat-Sun, 1 week)  
4th Nine Weeks  
April 3, 2018  April 3-May 25, 2018  
April 21-23, 2018  Classes Resume (Tue)  
April 24, 2018  School Closes, Long-Weekend (Sat-Mon)  
May 12-14, 2018  Classes Resume (Tue)  
May 15, 2018  School Closes, Long Weekend (Sat-Mon)  
May 16-17, 2018  Classes Resume (Tue)  
May 24, 2018  Semester Exams  
May 25, 2018  Baccalaureate and Commencement  
Last Day of School
Section I: GENERAL INFORMATION

Arrival/Departure

When arriving or departing ASD with a parent/guardian, a student must be checked in/out of the department office or residential hall or other arrangements must be made with the Department Director.

Bank at the Trading Post

- The ASD Trading Post/Bank helps students learn to care for their money.
- Students can make deposits and withdrawals.
- The School Banker and Student Development staff will help students keep their accounts balanced. Students should not keep more than $10.00 with them without good reason.
- Students should deposit money into the school bank rather than keep it in their rooms.
- ASD is not responsible for money that is lost or stolen unless it is deposited in the school bank or given to a staff member.
- School accounts in the Elementary Department (Pre-K – 6th) are kept separate from dormitory accounts and are handled by the homeroom teacher.
- Student account balances will not earn interest.
- For complete ASD Banking Procedures, you may request a copy from ASD Career/Tech.
- Checks over 90 days old will not be accepted, cashed or processed. (In the event a check over 90 days old is accepted by mistake, the check will be returned to the person responsible for the deposit or the account holder.)
- No personal checks will be accepted, cashed, or processed the last 30 days of the school term. Only cash and money orders will be accepted.
- In the event of a returned check for insufficient funds, the account holder must provide cash or money order in the amount of the returned check plus any fines/penalties within 5 working days of being informed that the check has been returned. Once a check has been returned, the ASD Bank may no longer accept checks from that account holder—only cash or money orders will be accepted.
- In the event of a returned check, the principal and appropriate staff will be informed of the situation. Checks may no longer be accepted from that account holder.

Cafeteria

- Enter dining room at the assigned times using correct entrances and exits.
- Students are to attend all meals. Independent Living Dorm students may cook their own meals on weekends and other occasions. They are not permitted to visit in or around the dining room during meal times unless special permission is given.
- Clean up food or liquid that is spilled.
- Do not enter the kitchen area. Ask a Cafeteria Staff Member for things needed (as per Health Department rules).
- Leave table neat and clean after eating.
- Use good table manners and appropriate conduct.
- Dress appropriately while in the cafeteria.
- Do not be wasteful with food and take reasonable helpings.
- Return all trays and dishes to the window when finished eating.
- Trays may be prepared by staff if students waste food.
• Do not take food or drinks from the cafeteria.
• Do not bring in food to the cafeteria unless ASD staff gives permission.
• Always respect food service staff.
• High School students (7-12th grades) must bring their student ID cards with their meal number on it to all meals. Staff of Elementary school and dormitory students will be responsible for ID cards.
• Do not leave campus at mealtime without permission from the Director.

Calendar

A copy of the ASD School Calendar is included at the end of this Handbook. This calendar will note events that are of interest to parents and students. Department Directors may send periodic lists of updated events. The students should be informed of activities that go on during the school year, so periodically, ask your child if there are special activities in which he or she is involved. This information will also be posted on ASD Social Media.

Students may have personal planners to keep up with school events and assignments.

Closed Weekends and Holidays

AIDB provides a statewide transportation system at no cost to parents. However, parents must bring their children to ASD at the opening and closing of school. Transportation will not be provided for the opening and closing of school. The transportation regulations are listed below:

• It is the parents’/guardians’ responsibility to meet the bus on closed weekends and holidays at the designated time and place. A letter is sent to each home at the beginning of school with a schedule of closed weekends and holidays with times and places of pick up (dates are also listed on the school calendar and in this handbook).
• It is required that each student goes home on closed weekends and holidays, except when participating in a school-sponsored event.
• Students must ride the bus they are assigned to at the beginning of the school year. Changing routes to ride home with a friend is not permitted.
• Dormitories open at 4:00 p.m. on the day students return to campus.
• Students riding closed weekend buses are allowed to have one medium-size piece of luggage underneath the bus, and one small carry-on bag.
• Students riding weekly AIDB school buses are allowed only one bag that can be carried on their lap.
• No footlockers, trunks, or luggage of that size are allowed, unless the principal, director or Transportation Director gives prior permission.
• See bus guide or driver for what can and cannot be on the bus.
• Each piece of luggage must be clearly marked with the student’s name, home address, and bus stop.
• Misbehavior on the bus, repeated violations, and/or failure of parents/guardians to meet child at designated time and place may lead to the loss of one or more trips by bus.
• Staff may make seat assignments.
Counseling

ASD has counseling services available through the Office of Health and Clinical Services’ Department of Psychology. Students are welcome to meet with the school psychologists or counselors when they have problems or wish to discuss issues in confidence. Students must either make appointments to see the school psychologist or counselor and/or have a pass from the director’s office. The school psychologist and counselor also work with groups of students in areas of common concern and with those who have personal needs. Parents are encouraged to call the school psychologist or counselor any time they have concerns regarding their child. Permission will be obtained from the parents or guardians when appropriate.

School Psychologist’s and School Counselor’s Telephone Numbers and E-mail addresses are:

- Kathryn Duncan, Ed.S. (256) 761-3531 duncan.kathryn@aidb.org
- (256) 474-4712 (VP)
- Rhonda Jackson, M.S. (256) 761-3268 jackson.rhonda@aidb.org

Health and Clinical Services

ASD provides a quality educational program within a residential setting and a public day school for Deaf and Hard of Hearing students throughout Alabama and a public day school for students living within AIDB’s existing bus routes. ASD/AIDB also provides a variety of services to assist students with needs and to help make school and campus life more enjoyable. Health and Clinical Services (HCS) provides both preventive and remedial care. Some of the services and programs that ASD/AIDB has available are:

- Dowling Infirmary/Health Care Center
- Psychological Services (including counseling services)
- Dental Services
- Ophthalmological Clinic
- Optometry Services
- Audiological Services
- Occupational/Physical Therapy Services

Dowling Infirmary/Health Care Center

- Physician and/or Nurse services are available daily during regular clinic hours to provide medical evaluation, diagnosis, and treatment for non-acute medical issues.
- Provision is made for student care for routine illnesses.
- Nurses are on duty twenty-four hours a day while students are in school.
- Emergency medical treatment is available for acute medical problems at Citizens BMC Hospital in Talladega (256-362-8111).
- Medical consent forms are updated each school year and must be signed by the parent or guardian at registration in order for medical services to be given.

Clinics

- Provided through the Health Center.
- Available as scheduled throughout the school year.
- Some cost may be paid by the parents depending on the service.
• Special health clinics available if determined warranted:
  1. Dental
  2. Orthopedic/Physical Therapy
  3. Psychiatric
  4. Ear, Nose, and Throat
  5. Low vision

• Parents are expected to take their own children to doctor appointments and clinics not sponsored by AIDB.

Medication Guidelines

• Students must have a pass from the school or dorm to go to the Health Center. The Health Center doors are locked at 4:30 p.m. and must be accessed by pressing the door buzzer.
• All prescription and non-prescription medicine will be given by a nurse or their designee.
• Any medication brought from home must be taken immediately by the parents/guardians to the Health Center to be identified and given to the proper staff member. Students are not allowed to transport medication.
• The Health Center voice number is (256) 761-3218, and the VP number is (256) 474-0485. Please remember there are times when only one nurse is on the floor and may not always be able to answer the phone without delay. If after several rings there is no answer, try your call a few minutes later.
• All medication will be kept in a cabinet or storage area that is securely locked.
• It is critical for your child’s care for the Health Center staff to have a current phone number on file in order to reach parents when your child is ill. (If the child needs to go home, staff must know how to reach someone who is permitted to pick up the child.)
• If the child should have an illness such as chicken pox, flu, etc. or an illness that will cause extended time away from school, parents must arrange for transportation to come pick up their child.
• The Health Center nurses serve ASD, ASB, and HKS.
• Students must have a physician’s excuse to return to school when they are hospitalized with an illness.
• All medication must contain a current prescription label and be in the original bottle. Over the counter medicines (example: vitamins) require a doctor’s order. We cannot administer any medications to your child without a doctor’s order.
• Please keep the Health Center informed about any medical updates on your child such as allergies, immunizations, medications, illnesses, surgeries, etc. You may call any of the Health Center numbers or email asdnurse@aidb.org with the information.

ID Badges

Students in grades 7-12 must have their ID badges with them at all times during the school day and on/at school-sponsored trips/events. Students will be issued a badge at the beginning of school. If a student loses or misplaces his/her badge, the second badge is free. Any additional badges will cost $2.00 each.
Mail for the Students

Students will receive mail through the Student Development Department if a residential student and through the Day Program department in which they are served (High School Department, grades 7 – 12 and Elementary Department, grades in grades Pre-K – 6).

- Mail sent to students should be addressed as follows:
  
  (Student Name)
  (Department Name)
  Alabama School for the Deaf
  PO Box 698
  Talladega, AL  35161

Electronic/Digital Devices: This includes Cell Phones, Smart Phones, Smart Watches, Tablets, Cameras, Radios, DVD-CD Players, Recorders, Personal Laptops, emerging digital devices, etc.

- Electronic/Digital devices are not permitted in school during the school day without prior permission.
- Electronic/Digital devices must be registered in the Student Development office. If a student does not register his/her electronic/digital devices, they will be confiscated.
- All student contract information must be on file with the High School/Elementary Director, with a copy on file with Student Development.
- A copy of the Electronic/Digital Device contract must be read and signed both by the student and parent/guardian and be on file at ASD.
- **ASD is not responsible for lost, stolen, or damaged electronic/digital devices.**
- Students who loan electronic/digital devices to other students may lose their electric/digital device privilege.
- Electronic/Digital devices can only be used after school without director/principal permission.
- Electronic/Digital devices must be checked in/out with the dorm supervisor for residential students and/or elementary/high school office staff for day students.
- Students who are on academic probation may lose their electronic/digital devices privileges.
- Staff will collect all electronic/digital devices at bedtime.
- Students in the 8th grade and below must meet with Student Development Staff to determine eligibility and access to electronic/digital devices (day students must meet with their Academic Director).
- The use of electronic/digital devices after school will follow guidelines developed by the SBG/principal, ASD Management Team, etc. which includes a signed contract.

Use of Digital Device During the Administration of a Secure Test (Al Stated Dept. of Ed.)

- The possession of a digital device including but not limited to, cell phones, cameras, iPads/Tables, and/or any 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 electronic/digital device during the administration of a secure test, the device will be confiscated.
- If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing and the student’s test will be invalidated.
Personal Items

- Children too young to be responsible for personal items, such as electronic/digital devices, should leave these items at home.
- While the school makes every effort to help students care for personal items, **ASD does not assume responsibility for their breakage, loss, or theft.**
- Students who intentionally damage or destroy the property of another student, staff member, or the school must pay to repair or replace that property.
- Student Development office staff may approve electronic/digital devices including electronic games. Failure to be responsible with these items may result in the loss of these privileges. **ASD is not responsible for loss, breakage, or theft.**
- Televisions, refrigerators, and microwaves are not allowed from home. These are provided by the school in each of the dormitories.
- Toys, games, music players, electronic/digital devices, and other items which may cause distractions (fidget spinners) must be kept in the dorm and not taken to school.
- Remote Control cars, boats, drones, etc. require approval from the Student Development Department and/or Principal before being brought to campus.

Prom Guidelines

- Prom is open to all ASD High School students in grades 9-12\textsuperscript{th} grades.
- Dates attending prom who are not ASD students must have prior approval from the High School Director to attend.
- The junior class and its sponsors are responsible for the organization of the prom. They will stay until the end of the prom.
- ASD staff will provide supervision.
- Parents are welcome to attend.

Religious Activities

- Students may choose to attend religious services and activities at the AIDB Chapel and other locations (some of which may require special parent permission in addition to that included in the registration packet).
- Music players and/or headsets are not allowed in the AIDB Chapel.
- The AIDB Chapel is non-denominational.
- The AIDB Chapel schedule is TBA.
- Parents/guardians may give permission for their children to attend religious services off campus with appropriate supervision (such permission will be kept on file).
Safety and Security

- The safety and security of your children is of utmost importance to ASD and AIDB. For that reason, AIDB has put in place a Director of Safety and Security and a School Resource Officer. They review, recommend and implement plans that better secure the safety and security of ASD and AIDB students. Mr. Michael Hubbard is AIDB Security Director. His contact information is on the inside cover of this Student Manual.

Store at the Trading Post

The Trading Post has a variety of items available for purchase or order:
- Clothing including shirts, jackets, t-shirts, sweatshirts, etc.
- Assistive devices for Deaf and Hard of Hearing individuals including light signal devices, alarm clocks, etc. (Items not in stock, may be ordered from our supplier)
- Novelties and gift items
- Sign language books
- Yearbooks
- And other items

Student Financial Needs

Every ASD student is required to pay a $100.00 student fee for the year. This fee covers the student’s activity card, yearbook, P.E. uniform, etc. (all fees must be paid in full before receiving a yearbook). Only cash or a money order for $100.00 made payable to the Alabama School for the Deaf is accepted. No personal checks.

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

- Athletic shoes
- Club/class dues
- Driver’s license exams
- Field trips
- Hearing aid batteries
- Class ring, Senior portraits, Senior trip, cap and gown
- Personal items (deodorant, shampoo, etc.)
- Spending money (approximately $50 per month)
- Transportation expenses (bus tickets, taxi fares, etc.)

Telephone/Videophones (VPs)

- Cell phones/Smart Phones/Smart Watches/Tablets, etc. are not permitted during the school day.
- Students are not permitted to call home for another student unless permission is given from the Department Director.
- Parents may request staff to allow their child to call home on certain days/hours of the week. Please notify Student Development and/or Department Director.
- Students are expected to use the videophones appropriately.
- Student use of videophones may be monitored by ASD staff at any time.
Visitors

For the Safety and Security of all our students, 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 or Dormitory 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 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 activity.

Summary:

1. Visitors arriving on the campus are required to:
   a. Report directly to the ASD Principal’s Office during the school day or Student Development Office/Dormitory after school hours 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 must provide a permission form for those people authorized to visit their child.

Only students enrolled at ASD are allowed to visit in the Student Center after school hours.

Students not enrolled at ASD, alumni, and other guests can visit only during athletic events and other activities that are open to parents and the community unless given special permission by the Principal.
Section II: POLICIES AND PROCEDURES

Athletic Eligibility (No Pass/No Play)

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

Students entering the 8th and 9th grades must have passed, during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Students entering the 7th grade for the first time are eligible.

These rules also apply to extracurricular activities such as cheerleading, clubs, conventions, and parades per the Alabama High School Athletic Association.

Attendance

Students must attend classes whenever school is in session. If a student is absent from school, a parent/guardian is REQUIRED TO CALL the Director’s office, the Principal’s office, or the Student Development office as quickly as possible.

<table>
<thead>
<tr>
<th>Department Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Department Office (PreK-6th)</td>
<td>(256) 761-3341</td>
</tr>
<tr>
<td>High School Department Office (7th-12th)</td>
<td>(256) 761-3216</td>
</tr>
<tr>
<td>Student Development Office (dorms)</td>
<td>(256) 761-3264</td>
</tr>
</tbody>
</table>

It is essential that ASD students attend classes each day in order to successfully master all assignments and tests. It is unlikely that a pupil can do work satisfactorily enough to merit a passing grade and receive credit unless she/he is in attendance. This means that a student should not have more than ten (10) days of unexcused absences per semester to receive credit.

Parents/Guardians must fax, email, or send a written excuse explaining the absence. All absences will be marked unexcused until a written excuse is received. If your child has 10 or more unexcused absences in the school year, they may be required to repeat the grade (as per federal law). It is the student’s responsibility (4-12th grade) to contact each teacher to make up schoolwork missed. Upon returning to school, the student must have a written excuse explaining the absence. Absences may be excused for the following reasons (including but not limited to):

1. Medical and dental appointments
2. Illness
3. Family emergency (funerals, etc.)
4. Religious holiday/celebrations

Excused absences require a signed statement from parents. Parents/guardians taking students out of school must sign students out from the Department Director’s office.
For an **excused absence**, a student may receive a zero until the work is made up. Students are allowed time to make up the work equal to twice the length of the absence (i.e., if absent for two days, student has four days to make-up work).

For an **unexcused absence**, a student may receive a zero. *If students have unexcused absences for more than 10 class periods (of the same class) per year,* they may be required to repeat that course (as per federal law). Unexcused absences may affect the student’s participation in special events.

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.

**Withdrawals**

Students who withdraw from ASD must go through the AIDB Admissions Procedures to be readmitted to school. To withdraw a student from ASD, parents/guardians will need to obtain/receive a withdrawal form to sign and will indicate the reason(s) for withdrawal. They will also need to indicate where the student will attend school (if applicable) and give permission for educational records to be sent to the receiving educational agency.

**Communication and Language**

**ASD Communication Policy**

ASD continually strives to meet the needs of all Deaf and Hard of Hearing individuals, (i.e., students, faculty, staff, and the community) by creating an atmosphere that respects the rights, integrity, and ability of each individual to communicate in their preferred mode of communication. ASD recognizes the possible use of a variety of communication modes to enhance mutual understanding both in and out of the classroom. Consistent with the individualized approach to education at ASD, the selective use of all means of communication is explored, including but not limited to, American Sign Language (ASL), fingerspelling, written English, and spoken English with or without simultaneous signed representation. Such use does not require that any single mode or language be used exclusive of all others. Instead, the needs of students and specific situations will determine the languages and modes of communication to be used.

Use of personal hearing aids and cochlear implants by ASD students is strongly encouraged, especially by children in the Elementary Department. While at ASD, these devices will be monitored by Speech/Language Pathologists, teachers, residential instructors, etc. during and after traditional school hours. ASD is not responsible for the loss or damage of hearing aids or cochlear implants.

**ASD Language Policy**

It is the philosophy of ASD that all languages and cultures are equal. ASD also believes that every student has a right to an education in his or her preferred mode of communication. English is the primary language for most people in the United States. American Sign Language (ASL) is the predominant language of most Deaf people in the United States. These two languages are,
therefore, most likely to be useful to Deaf and Hard of Hearing students at ASD. ASD recognizes that some students come to the school without an established first language. For these students, the initial goal will be to develop primary competence in whichever of the two languages is most accessible to the individual student.

ASD recognizes the importance of English literacy and knowledge of Deaf Culture for all students. Therefore, writing and reading will be strongly encouraged at all grade levels. ASD recognizes the value of speech and auditory skills for those students who can use audition for communication and will endeavor to encourage those skills. ASD will strive to develop ASL literacy and knowledge of Deaf Culture in all students. ASD will also strive to expose all students to other cultures and languages.

All ASD staff members will work cooperatively to create a barrier-free communication environment which respects all persons, be they Deaf, Hard of Hearing, or hearing, at all times (this includes students with cochlear implants). All ASD staff members employed after 1989 will come under the communication standards established by the Sign Communication Proficiency Interview (SCPI) for their respective positions. It is further expected that all ASD staff members, regardless of when their tenure at ASD began, will continually strive to improve their sign communication skills to meet or exceed the skill level standard assigned to individuals within their job classification. The sign communication skill criteria will be given high priority in the annual performance appraisal process of all ASD staff members.

ASD will monitor and make philosophy/curriculum changes through the appropriate procedures based on educational, developmental, linguistic, auditory and other related research dependent on scientific methodology as such becomes verified and accepted as best practice.

**Day Students**

- Day students must report directly to the cafeteria until school begins at 7:45 a.m. unless arrangements have been made with Directors. Students arriving after 7:45 a.m. must report directly to the Director’s office accompanied by a parent or guardian. If day students remain on campus after 3:05 p.m., they **must** report to their assigned dormitory.
- Day students may return on nights and weekends for special activities with permission from the Student Development office. Plans should be made in advance.
- Students who leave and return to campus must check in and return to assigned area.
- Day students will be allowed to stay overnight if bed space is available and approved by Student Development office staff in advance.
- Day students who stay or return to campus must follow all school rules no matter if they have been checked out or are accompanied by parents/guardians or not.
- Day students must report to their assigned dormitory and sign in before they participate in any activity.
- Day students may not leave campus at meal times without permission from the Director.
- Day students with vehicles must turn in car keys to the High School Director’s office every day.
Emergency Procedures

Students and staff should be familiar with the correct procedures to be taken during emergencies for fire, severe weather, armed intruder, etc.

- Charts and floor plans showing escape routes and “safe” areas within buildings are posted in appropriate areas.
- If bad weather occurs, the local radio stations will announce the schedule for city and county schools for openings and/or closings. If the city schools are opening at a later hour or if they are closed all day because of the weather, AIDB schools will remain open as per media and school cast announcements. Use best judgment and do not travel when it is not safe.
- Specific plans are in place for the safe disposition of students and employees in each building for both a tornado watch and a tornado warning. These plans are in accordance with Civil Defense guidelines.
- 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 take place periodically.
- Off-campus activities are suspended whenever a tornado watch or warning has been issued for Talladega County.
- Students who drive will not be allowed to leave campus until the warning has been lifted.
- An alarm or communication system to notify supervisory personnel in each building of an impending tornado is in place. Students and employees are not permitted to return to regular rooms until the "All Clear" signal is given.
- SchoolCasts will send out texts, voicemails and/or emails when there is an emergency situation to the parents’/guardians’ contact information provided in the registration packets.

Fire Drills

Unannounced fire drills will be held each month. Staff members in direct control of a group of students are responsible for seeing that they leave the building safely and that students are a minimum of 300 feet away from the building. Please exit the building as quickly as possible. Refer to the exit route in each classroom.

Tornado Drills

Unannounced tornado drills will be held at least twice a year. The established signal for tornado drills will be used. Staff members in direct control of a group of students are responsible for seeing that the students are correctly positioned in the appropriate location. Students should not be positioned in front of doors or windows during a tornado drill.

Intruder Alert Plan

The AIDB Intruder Alert Plan will go into effect when deemed necessary. Each department has specific procedures that will be followed. Students are not permitted to be checked out when the plan is in effect.
Evacuation Plan/Shelter-in-Place

The AIDB Emergency Evacuation/Shelter-in-Place Response Plan will go into effect when deemed necessary. Each department has specific procedures that will be followed. Students are not permitted to be checked out when the shelter-in-place plan is in effect.

Internet/E-mail/Electronic-Digital Device/Technology Acceptable Use Policy

The Internet/E-mail/Electronic-Digital Device/Technology Acceptable Use Policy is designed to provide guidelines for using the internet, e-mail, electronic/digital device, and other technology in classrooms, labs, library, and dormitories. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. A copy of the Internet/E-mail/Electronic-Digital Device/Technology policy must be read and signed both by the student and parent/guardian and be on file at ASD.

All network storage areas are subject to review by network administrators. Users should not expect that files stored on the network servers would always be private. The server will be checked randomly to maintain system integrity. Any student violating the terms of this policy will be held accountable for any inappropriate activity. Consequences might include loss of privileges and/or punishment as defined in the Student Code of Conduct.

ASD does not permit students to create, observe, or monitor unsupervised webpages, blogs, social media, etc. on campus. Parents are encouraged to monitor student use of home computers and personal electronic/digital devices, and particularly social networking sites such as Facebook, Twitter, Instagram, Snapchat, and all such social media programs.

Student Use of ASD Computers/Labs/Electronic-Digital Devices, Etc.

- ASD technology (Chromebooks, Laptops, I-Pads, Electronic/Digital Devices, Computer labs, etc.) are to be used as dictated by ASD in school and the dormitories (homework, assignments, etc.)
- No students are allowed in computer labs without a teacher or staff member present.
- No food, drink, or gum allowed near any ASD computer.
- Games, internet surfing, and personal email are only allowed on dormitory computers.
- No downloading of music, shareware, freeware, etc. from the internet onto ASD technology without prior permission.
- Print only to a designated printer, and do not print more than 25 pages.
- Do not change settings on any computer/technology/etc. without prior permission.
- All homework and classwork should be saved to a flash drive or other memory storage device. Nothing should be saved onto the computer without permission.
- Avoid blocking air vents to prevent overheating.
- Never tamper with or remove any power cords or cables (mouse and keyboard).
- Never restart or reset any equipment without permission. Inform teachers or staff if you have trouble with any computer equipment.
- Never tamper with or attempt to disrupt any computer operating system.
- Never use anyone else’s password to access the site network or any computer.
(Student Use of Computers continued)

- NEVER GIVE OUT PERSONAL INFORMATION OVER THE SITE NETWORK OR THE INTERNET.

Social Networking

While ASD recognizes the popularity and emerging technology associated with blogging, texting, Twitter, Face Book, Instagram and other social networking, we do not permit students to access these technologies while at school. We include educational instruction as to the appropriate and safe use of such technologies. For the purpose of instruction, some students may access and develop similar technologies for and/or at ASD. This is to be done under the strict supervision of ASD staff members.

Facebook, Instagram, Etc. Posting of ASD Students

Parents/Guardians and students of ASD may only post pictures of their own children to their personal Facebook/Instagram or other social media sites unless copied from ASD/AIDB Media Posts. This regulation is in place to protect the confidentiality and security of all students at ASD. You may share and/or “like” pictures from ASD/AIDB posts to your personal media pages. ASD/AIDB posts only those pictures of students whose parents have given permission to do so.
ELECTRONIC/DIGITAL DEVICE (Cell Phones, Smart Phones, Smart Watches, Tablets, Cameras, Radios, DVD-CD-Game Players, Recorders, Personal Laptops, Etc.) CONTRACT
Alabama School for the Deaf

Name: __________________________________________
Model/Type: ___________________________ Serial No.: ___________________________
(Additional devices may be listed on the back of this form) Phone Number:_________________

I, ____________________________, agree to follow the rules listed in this contract. In return, I may use my electronic/digital device on campus. I also understand and agree that if I break these rules, I will lose my electronic/digital device privileges.

1. I understand that electronic/digital devices are not permitted in school during school hours.

2. I must have a 70/C- average in my classes and in the dorm.

3. I cannot have an “F” on any report cards.

4. If I receive three Level 2 or Level 3 incident reports, I may lose my electronic/digital device privileges.

5. Students receive their electronic/digital devices after study time as determined by staff based on age and activity. For older students, electronic/digital devices will be collected 30 minutes before bed time.

6. Day students should leave their electronic/digital device with the High/Elementary School Office. Dorm students that go home before 3:05 must check-in their electronic/digital device to the High School/Elementary Office until the student checks out to go home.

7. I understand that the school is not responsible for lost, stolen, or damaged electronic/digital devices.

8. Students who have lost their electronic/digital device privileges may check them out for communication with parents.

9. I will show courtesy in using my electronic/digital device. I will not use my electronic/digital device in study hall, the cafeteria, in meetings, or during Dorm Night programs.

_____________________________ ___________________________
Student Signature Date

_____________________________ ___________________________
Parent Signature Date

p.c. Parent; Student

Updated 7/2017

AIDB/ASD cannot be held responsible for inappropriate use of electronic/digital devices (sending and/or receiving) regarding words, symbols, images, etc. that could not have been prevented through reasonable care and/or supervision.
Dear Parents and Students:

The Alabama School for the Deaf Internet/E-Mail/Technology Acceptable Use Policy is designed to provide guidelines for using the internet and e-mail in classrooms, labs, library, computer club, dormitories, etc.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege—not a right.

Network access and e-mail information storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored will always be private.

This policy must be read and signed both by the student and parent/guardian, and then returned to ASD. Any student violating the terms of this policy will be held accountable for any inappropriate activity. Consequences might include loss of privileges and/or punishment as defined in the Alabama School for the Deaf Student Code of Conduct. Students will not be granted permission to use the internet or e-mail until this and all appropriate permission forms are signed and returned.

Your child’s teacher will have an in-class discussion of this policy as well. If you have any questions, please feel free to contact ASD.

Thank you,

ASD Administration

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Please return this form as soon as possible.

I acknowledge that I have read, understand, and agree to all terms outlined in the Internet/E-mail/Technology Acceptable Use Policy. I further understand that this agreement will be kept on file at ASD for the academic year in which it was signed.

_________________________ My child may use the internet while at school according to the rules outlined.

Yes or No

_________________________ My child may use e-mail while at school according to the rules outlined.

Yes or No

_________________________________________ __________________________________________

Student’s Name (Printed) Parent/Guardian’s Name (Printed)

__/__________/__________/__________/__________/__________

Student’s Signature Date Parent/Guardian’s Signature Date

AIDB/ASD cannot be held responsible for inappropriate use of technology available at ASD that could not have been prevented through reasonable care and/or supervision.
Child Neglect and Abuse

Alabama State law requires all persons who have reason to believe that a child may have been abused or neglected to make a report to the appropriate authorities (e.g. the police department, Department of Human Resources). This includes the misuse of pagers, messages, e-mail, cameras, etc. It will be the practice of ASD to report to the authorities noted above any report of sexual harassment, misconduct, self-made photos or videos, etc. (sexting).

Moment of Silence

As per state regulations, all public schools in Alabama will begin each day with a moment of silent reflection. This will be done in each classroom at the Alabama School for the Deaf.

Permission for Off-Campus Visitation

- Students going home with other students must have written permission from both sets of parents, two or more days in advance before they want to go home. The written permission must specify who will pick up the student and when she/he will arrive. Changing bus routes to ride with another student is not permitted.
- Students leaving campus with anyone other than their parents or guardians must have written parental permission with the specific date for visitation.
- Only in an emergency will telephone calls be used as permissions. These must be followed with written permission from the parent/guardian.
- Parents are advised to be familiar with the other student and family when giving permission for their child to visit.
- All permissions must be renewed each year.

Residency

Students who have Alabama residency and meet admission criteria are qualified for enrollment or continued enrollment. Non-Alabama residents who meet admission criteria other than residency may be considered on a tuition basis provided that such enrollment does not deny admission to any qualified applicant who is a resident of Alabama.

Selective Service Registration

Alabama State Law requires schools to insure that their male students 18 and older are registered with the U. S. Selective Service (registered for the draft). ASD has a Selective Service Registrar that will manage this process.

Important: All male U. S. citizens are required by Federal Law to register for the draft upon reaching 18 years of age. At this time, individuals who are Deaf or Hard of Hearing are not eligible to serve in the U. S. Military and will not be drafted (even if a draft is instituted).
Sexual Harassment/Abuse

It is the policy of AIDB to provide a work and educational environment for students which is free of illegal discrimination, including all forms of sexual harassment/abuse, intimidation, and exploitation.

Any student who feels that he/she is being sexually harassed/abused should follow these procedures:

1. In circumstances in which the student thinks that he/she will not be jeopardizing his/her safety or academic standing, he/she should communicate clearly to the offender that the behavior is not welcomed and should cease immediately. If the student does feel jeopardized by such a confrontation, he/she should go to Step 2.

2. If the harassment/abuse does not cease, the student shall report the complaint to his/her Director, Dorm Program Supervisor, or school designee.

3. The supervisor receiving the complaint of sexual harassment/abuse shall initiate the process for an immediate investigation. The completed investigation shall be reviewed by the Principal and the President or designee for prompt and appropriate action, if warranted.

4. A written response to the student’s complaint will be provided to the complainant by the principal or designee of the school within 45 days of the date of the complaint.

The right of confidentiality of all parties will be respected insofar as it does not interfere with the school’s legal obligation or ability to investigate the complaint or to take corrective action when it has been established that misconduct has occurred. (Please see the AIDB Policy GBEAA)

Student Pregnancy

A student who becomes pregnant while enrolled at the Alabama School for the Deaf 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 educational programs to meet the special needs of these students as decided in an IEP meeting with the parents and student. (Please see the AIDB Policy Statement on Student Pregnancies in the AIDB Policies and Procedures)
Self Destructive Threats and Gestures

The safety of all students and staff is our first priority. ASD staff are trained in Managing Crises Safely (MCS) strategies, used to reduce anger and aggressive behaviors.

Suicide Prevention/Intervention

Any indication that a student might wish to do harm to herself/himself is taken seriously at ASD. 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. (Please see the AIDB Suicide Prevention/Intervention Policy and Procedures)

Uniform and Grooming Codes

The three charts on the following pages are the School Dress Code, the After-school Dress Code, and the Grooming Code. All students are required to adhere to the ASD Uniform School Dress Code.

Bullying

Bullying will not be tolerated at ASD. Instances of bullying will be dealt with as per the Student Code of Conduct. ASD has implemented a school wide Bullying Prevention Program. We continue to research additional resources to accompany our bullying prevention program.
# School Day Dress Code

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Permitted</th>
<th>Not Permitted</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirts</strong> - White, Maroon, Navy Blue, Black, Red, Grey (Shirts with collar, solid colors only. ASD Logo permitted. Shirts must be tucked in.)</td>
<td>Shirts/Blouses with collars that are golf, dress shirt, turtleneck type</td>
<td>Sleeveless shirts, overalls, t-shirts</td>
<td>Clothing should be purchased to fit—not too large/not too small.</td>
</tr>
<tr>
<td></td>
<td>Sandals and/or Birkenstock-style shoes without socks</td>
<td>Blue jeans or denim pants and/or shirts of any color</td>
<td>Students should have at least one dress-up or Sunday outfit.</td>
</tr>
<tr>
<td></td>
<td>Solid white t-shirts under uniform shirts</td>
<td>Clothing altered by slits, cuts, holes, and/or slashes</td>
<td>Girls should have a dress or pantsuit.</td>
</tr>
<tr>
<td></td>
<td>Logos on clothing/shoes that are not more than 1 inch in diameter</td>
<td>Any clothing or accessory that makes reference to gangs or gang activity</td>
<td>Boys should have a tie and sport coat.</td>
</tr>
<tr>
<td></td>
<td>Cargo pants and Capri Pants</td>
<td>Caps, hats, visors, and/or other head gear while in the buildings</td>
<td>Coats should be placed in lockers.</td>
</tr>
<tr>
<td></td>
<td>Sneakers/Shoes with socks</td>
<td>Colored t-shirts under uniforms</td>
<td>Senior boys must have a white shirt, black pants, and a tie.</td>
</tr>
<tr>
<td></td>
<td>Ties with dress shirts</td>
<td>Colored and/or white t-shirts that have words and/or designs on them</td>
<td>Senior Girls must have a dress.</td>
</tr>
<tr>
<td></td>
<td>Shorts – Elementary school age children at the discretion of the parents/houseparents during cold weather</td>
<td>Slacking or clothing that is too large or clothing that is too tight</td>
<td>“Formal Dress” days will be optional one or more times per month.</td>
</tr>
<tr>
<td></td>
<td>Long Sleeve Thermal Shirts (white only) under uniform shirt</td>
<td>No flip-flop shoes or shoes with wheels.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hoodies may be worn in class (hoods may not be worn in the building, hoodies may not be worn to “hide” clothing that does not meet dress code standards)</td>
<td><strong>Shorts</strong> shorts, gym shorts (other than while in P.E. activities)</td>
<td></td>
</tr>
<tr>
<td><strong>Pants</strong> - Khaki (tan), Navy Blue, Black</td>
<td></td>
<td>Shirts/blouses that expose bare midriff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hair rollers, gloves, hospital shirts and pants, bandannas, doo rags</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inappropriately tight fitting clothing (including spandex/bicycle shorts)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hoods may not be worn in building</td>
<td></td>
</tr>
<tr>
<td><strong>Shorts</strong> - Khaki (tan), Navy Blue, Black (not more than five inches above the knees).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sweaters, Vests, Sweatshirts, and Jackets</strong> - Maroon, Navy Blue, Gray (V-neck, crew neck, cardigan, solid colors only. ASD Logo permitted.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shoes</strong> - Socks should be worn depending on shoe/sandal style.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Belts</strong> - Must be worn if pants have belt loops.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Jumpers, Dresses, Skirts (Girls)</strong> - Khaki (tan), Navy Blue, Black (not more than 3 inches above the knee)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students in 7-12th grade should have their ID badges with them at all times.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## After School Dress Code

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Permitted</th>
<th>Not Permitted</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Uniform Dress Code K-12 is no longer in effect when the school day ends. Guidelines for appropriate clothing after school include the following, in addition to that permitted in the Uniform Dress Code K-12.</td>
<td>Sleeveless Shirts/Tank Tops (bra must be concealed)</td>
<td>Revealing clothing (appropriate underclothes must be worn)</td>
<td>Clothing should be purchased to fit—not too large/not too small.</td>
</tr>
<tr>
<td></td>
<td>Overalls</td>
<td>Clothing with inappropriate words, phrases, images, printed and embroidered on them (i.e. alcoholic beverage advertisements, vulgar language, etc.)</td>
<td>Students should have at least one dress-up or Sunday outfit.</td>
</tr>
<tr>
<td></td>
<td>T-shirts</td>
<td>Clothing altered by slits, cuts, holes, and/or slashes</td>
<td>Girls should have a dress or pantsuit.</td>
</tr>
<tr>
<td></td>
<td>Blue jeans or denim pants and/or shirts of any color</td>
<td>Any clothing or accessory that makes reference to gangs or gang related activity</td>
<td>Boys should have a tie and sport coat.</td>
</tr>
<tr>
<td></td>
<td>Colored t-shirts under uniform shirt/blouse</td>
<td>Caps, hats, visors, and/or other head gear while in the buildings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colored and/or white t-shirts that have words and/or designs on them</td>
<td>Slacking or clothing that is too large (baggy) or clothing that is too small</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gym shorts/warm-up clothes</td>
<td><strong>Short</strong> shorts, skirts, or skorts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sweatpants</td>
<td>Shirts/blouses that expose bare midriff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other clothing that is not revealing or inappropriate</td>
<td>Hair rollers, gloves, hospital shirts and pants, bandannas, doo rags</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shorts – Elementary school age children at the discretion of the parents/houseparents during cold weather</td>
<td>Inappropriately tight fitting clothing (including spandex/bicycle shorts)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other items that may be determined inappropriate by ASD Staff</td>
<td></td>
</tr>
</tbody>
</table>

Clothing should be purchased to fit—not too large/not too small.

Students should have at least one dress-up or Sunday outfit.

Girls should have a dress or pantsuit.

Boys should have a tie and sport coat.
## Grooming Code

<table>
<thead>
<tr>
<th><strong>Grooming Code</strong></th>
<th><strong>Consequences for Violating Dress and Grooming Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are to keep themselves well groomed at all times. This includes clean bodies, hair, and clothing. Boys’ hair should be neatly cut off at the top of the neck (no rat-tails, pony tails, twists, shaved head Mohawks, etc.) Braids/hair extension braids must not extend past the shoulder. No haircuts in the dormitory without permission from Dorm Program Supervisor. Neat braids are permitted. Boys must keep their hair braided or cut. Boys’ haircuts are limited to *five inches. Boys’ and Girls’ haircuts/hairstyles determined to be a distraction are not permitted. Boys’ should be clean shaven (no beards, mustaches). Sideburns may come to the bottom of the ear. Exception: Boys on the A/B Honor Roll with no out of school suspensions are allowed to have a neatly trimmed mustache and beard (as determined by the directors/principal). Students may not put chemicals of any kind (perms, dye, Kool-Aid, etc.) on their hair without permission from the Student Development Office. Students are not allowed to shave or cut their eyebrows. Students should see that their clothes are repaired when needed. No earrings are permitted for boys in or out of school. Girls are permitted to wear earrings (not more than 3 per ear). No tongue or nose rings. Body piercing and/or tattooing while under ASD supervision is not permitted (i.e., tongue, navel, eyebrows, etc.). Body piercings are not to be worn while at ASD, other than earrings for girls. No removable tooth grills and covers. Doo rags are permitted ONLY in the dorms.</td>
<td>Students may be required to change clothes if their appearance is too distracting to other students. Students may be required to bathe, shave, etc. if their appearance is too distracting to other students. Dress and Grooming Code violations will be addressed in the Student Code of Conduct. (This especially applies to repeated violations.)</td>
</tr>
</tbody>
</table>
Section III: STUDENT DISCIPLINE (LAWS)

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 (Code of Alabama, Section 16-28-12)
Each parent/guardian or other person having control or custody of a child required to attend school who fails to have the child enroll, regularly attend school, or compels the child to not properly conduct himself/herself as a pupil in accordance with the written policy and behavior code adopted by the school shall be guilty of a misdemeanor, and, upon conviction, shall be fined not more than $100 and may also be sentenced to hard labor for the county for not more than 90 days.

Teacher Assault (Code of Alabama, Section 13A-6-21)
A person commits the crime of assault in the second degree 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 (Code of Alabama, Section 6-5-72)
A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Code of Alabama, Section 16-1-24.1)
The school Principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the Principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 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 Deaf 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 (Code of Alabama, Section 13A-11-72)
No person shall knowingly, with intent to do bodily harm, carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Level 3 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 Deaf does not permit any firecrackers, flammable objects, or other potentially dangerous objects on campus.

Vandalism (Code of Alabama, Section 6-5-380)
The parents or guardian of any minor under the age of 18 shall be liable for the actual damages sustained to school property, plus court costs, caused by an intentional, willful or malicious act of the minor.

Child Abuse and Neglect Reporting (Code of Alabama, Section 26-14-1)
Certain persons and institutions are required by law to report suspected child abuse or neglect under a penalty of a misdemeanor, fine or sentence. Those who are required by law to report are: hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, or any other person called upon to render aid or medical assistance to a known or suspected victim of child abuse or neglect.

Electronic Pagers or Communication Devices in School (Code of Alabama, Section 16-1-27)
A local board of education may permit any pupil to carry a pocket pager, cellular telephone, or other electronic communication device while on school property and may permit any pupil to use a pocket pager, cellular telephone, or other electronic communication device, when such use is expressly and specifically permitted by the school administrator, teacher, or employee who is acting in supervisory capacity at the time of the use.

Each local board of education may adopt a local policy that pertains to pocket pagers, cellular telephones, and other electronic communication devices.

Search and Seizure
The staff has the right to conduct a reasonable 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 can be seized and turned over to proper authorities for further action. Another staff member must witness all searches.

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. An administrator should be present if at all possible.

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

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 15 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 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.

**Definitions of Disciplinary Terms**

**In-school suspension (ISS)** - Students are removed from the classroom and/or the dormitory as a result of inappropriate or disruptive behavior. No student may be continuously suspended in-school for more than three consecutive days. Suspension may be carried over from the dorm setting to the classroom or vice-versa at the discretion of the Director and/or Principal.

**Out-of-school suspension (OSS)** – A student may be suspended from school as a result of serious misbehavior such as possessing alcoholic beverages, sexual misconduct, or other actions described in the Student Code of Conduct. Suspensions shall be for a period not to exceed ten school days.

**Expulsion** – A student may be expelled from school for serious offenses. Examples of behavior which could possibly warrant expulsion include, but are not limited to, possession and sale of illegal drugs, bomb threats, etc. The authority to expel a student is retained by the President and Board of Trustees of the Alabama Institute for Deaf and Blind.

**Campus Restriction** – Students are restricted to the ASD campus and denied town and Student Center privileges.

**Dormitory/Room Restrictions** – This restriction confines the student within his/her dormitory and/or room and denies participation in extracurricular activities as determined by staff.

**Due Process** – The student has the right to tell his/her side of the story to school staff before being disciplined. The student or parent/guardian has the right to talk to the Principal about the action.

**Manifestation Hearing** – A meeting of the IEP team to determine if inappropriate or disruptive behavior is a direct result of a child’s disability.
Functional Behavior Assessment (FBA) – A team process of problem solving to develop an understanding of the behavior of a student and how it relates to his/her environment. Information is gathered about when, where, why, and with whom, problem behaviors occur and do not occur. Information is then used to guide effective programs or for a Behavior Intervention Plan.

Behavior Intervention Plan (BIP) – A written plan which describes positive behavioral interventions and other strategies that will be implemented to address goals for a student with the context of the IEP process.

ASD Rules of Conduct

1) Be honest. Do not lie, cheat, or steal.
2) Respect yourself and others at all times.
4) Follow the established ASD Dress and Grooming Code at all times.
5) Display good manners and appropriate etiquette at all times.
6) Be punctual (on-time) to class, meetings, and other activities.
7) Respect school property and property belonging to yourself and others.
8) Gum, candy, or other foods are allowed after school hours only.
9) Complete homework assignments on time and come to class prepared.
10) Strive to represent yourself, your family, and ASD with pride and a positive attitude at all times.

Student Code of Conduct

Students are expected to behave in a manner that is appropriate for both school and the community at large. The disciplinary guidelines* included provide definitions of inappropriate behaviors and lists of possible consequences.

There are three levels of disciplinary action with Level 3 being the most severe. Level 1 incidents are relatively minor which may or may not result in parent contact. Repeated level 1 incidents will require parent contact and may result in level 2 consequences. Level 2 and 3 offenses will result in an incident report being written and parents notified. School suspension is possible for Level 2 and 3 incidents. Although a police report may be made for some Level 2 offenses, it is required for all Level 3 offenses. The Department of Human Resources (DHR) may be contacted as well.

All Level 1, 2, and 3 offenses (first and repeated) require a written report. For all Level 2 and 3 offenses (first and repeated), the student’s parents or guardian will be notified.

Consequences of student actions may be modified based on age and/or functional level. These disciplinary guidelines do not cover every possible situation that may arise.

*Violations of the Code of Student Conduct by students with disabilities will be addressed in accordance with the Individuals with Disabilities Act Amendments of 1997, Public Law 105-17.
# STUDENT CODE OF CONDUCT

Consequences/Definitions for Disciplinary Actions

<table>
<thead>
<tr>
<th>Level 1*</th>
<th>DEFINITION</th>
<th>1st OFFENSE</th>
<th>REPEAT OFFENSES</th>
</tr>
</thead>
</table>
| 1.1     | Borrowing/selling personal property | Borrowing, buying, lending or selling personal property or services is prohibited unless authorized by staff. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor  
- Meet with Director  
- Possible change of setting | - See 1st Offense  
- Contact parent  
- Up to 2 days suspension/restriction |
| 1.2     | Bus/ Public Transportation 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. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor  
- Assigned seat on next bus trip  
- Write or present on subject  
- Meet with Director/Safe & Sec Director | - See 1st Offense  
- Contact parent  
- Suspension from bus on next trip  
- Possible loss of bus privileges  
- IEP meeting (FBA/BIP) |
| 1.3     | Disrespect | Being disrespectful in speech and action. | - Loss of privileges  
- Community service  
- Meet with Director  
- 1 day suspension/restriction | - See 1st Offense  
- Contact parent  
- Up to 2 days suspension/restriction |
| 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. | - Loss of privileges  
- Community service  
- Meet with Director  
- 1 day suspension/restriction | - See 1st Offense  
- Contact parent  
- Up to 2 days suspension/restriction |
| 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. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor  
- Meet with Director  
- Possible change of setting | - See 1st Offense  
- Contact parent  
- Up to 2 days suspension/restriction |
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Possible Actions</th>
<th>Consequences</th>
</tr>
</thead>
</table>
| 1.6  | Not following the Dress Code/Grooming Code as defined in the student handbook. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor  
- Return to dorm to change (dorm student)  
- Correction of violation  
- 1 day suspension/restriction | - See 1st Offense  
- Contact parent  
- Write or present on subject  
- Loss of privileges  
- Up to 2 days suspension/restriction |
| 1.7  | Being late to a scheduled activity one is required to attend. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor | - See 1st Offense  
- Contact parent  
- Grades may be affected  
- Up to 2 days suspension/restriction |
| 1.8  | Failing to completely follow through on an assignment or duty given by a staff member. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor  
- Complete assignment/Duty | - See 1st Offense  
- Contact parent  
- Grades may be affected  
- Up to 2 days suspension/restriction |
| 1.9  | Discarding trash or other materials on the floor, grounds, or other inappropriate places. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor  
- 30 minute clean-up | - See 1st Offense  
- Contact parent  
- Up to 2 days suspension/restriction |
| 1.10 | Being in an area without permission from staff. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor | - See 1st Offense  
- Contact parent  
- Up to 2 days suspension/restriction |
| 1.11 | Socially unacceptable and/or inappropriate physical contact during the school day, after school, during school sponsored functions/trips or dormitory activities. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor  
- Meet with Director  
- Possible change of setting | - See 1st Offense  
- Contact parent  
- Up to 2 days suspension/restriction |
| 1.12 | Possessing tobacco (including smokeless and E-Cigarettes) products on school grounds, functions or trips. | - Loss of privileges  
- Community service  
- Meet with Adj Specialist/Counselor | - See 1st Offense  
- Contact parent  
- Loss of privileges  
- Up to 2 days suspension/restriction |

* Level 1 discipline codes may become level 2 infractions depending on repeated offenses and/or severity.
<table>
<thead>
<tr>
<th>LEVEL 2 *</th>
<th>DEFINITION</th>
<th>1ST OFFENSE</th>
<th>REPEAT OFFENSES</th>
</tr>
</thead>
</table>
| 2.1 Aggression to staff | Physical or verbal, inappropriate and unacceptable behaviors towards a staff member. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Up to 1 day suspension/restriction  
- Restitution  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |
| 2.2 Aggression to student | Physical or verbal, inappropriate and unacceptable behaviors towards another student and/or self; socially unacceptable behavior resulting in injury. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Up to 2 day suspension/restriction  
- Possible contact of AIDB Security/Police  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |
| 2.3 Cheating/lying | Being dishonest, untruthful, or intentionally deceptive. Includes plagiarism, stealing, tampering, bribery, or receiving unauthorized assistance. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Written apology  
- Zero on assignment  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense  
- Zero on assignment  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |
| 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 **under $100**. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Up to 2 day suspension  
- Restitution  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1\textsuperscript{st} Offense  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |
| 2.5 Disrespect/insubordination | Regarding or treating a staff member with contempt or rudeness | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Student writes letter of apology  
- Up to 2 day suspension  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1\textsuperscript{st} Offense  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |
| 2.6 Drill Violation | Willfully failing to adhere to or cooperate with any drill or emergency procedure (e.g. fire, tornado, intruder, evacuation). | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Student writes letter of apology  
- Up to 2 day suspension  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1\textsuperscript{st} Offense  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |
<table>
<thead>
<tr>
<th>Section</th>
<th>Policy Summary</th>
<th>Consequences</th>
</tr>
</thead>
</table>
| 2.7     | Electronic Device, Communications Policy | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Confiscate equipment/materials  
- Up to 1 day suspension  
- Up to 1 day dorm restriction  
- Reapply for device privilege at the end of the 9 week grading period  
- Meet with Director/Safe & Sec Director |
| 2.8     | Fighting | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Up to 2 days suspension/restriction  
- Loss of privileges  
- Meet with Director/Safe & Sec Director |
| 2.9     | Gambling | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Up to 2 days suspension  
- Loss of privileges  
- Meet with Director/Safe & Sec Director |
| 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. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Notify AIDB Security/Police  
- Up to 2 days suspension/  
- Restriction  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense  
- Up to 5 days school suspension/restriction  
- IEP Meeting (FBA/BIP) |
| 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) | - AIDB Policy J11 Harassment Report Form Required  
- Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Up to 2 days suspension/restriction  
- Possible change of setting  
- Possible contact of AIDB security/police  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense  
- Report to AIDB Security/Police  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |
| 2.12 Intimidation/Threats | Verbal, written, electronic communication, and/or physical action which may result in physical or emotional harm to others. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Remove student from setting  
- Up to 2 days suspension/restriction  
- Contact AIDB Security/Police  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense  
- Up to 5 days suspension/restriction  
- Contact AIDB Security/Police  
- IEP meeting (FBA/BIP) |
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Action 1</th>
<th>Action 2</th>
<th>Action 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.13</td>
<td>Not in assigned area</td>
<td>Contact parent</td>
<td>Community service</td>
<td>Up to 2 day suspension</td>
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<tr>
<td></td>
<td>Willful absence from class without authorization.</td>
<td></td>
<td></td>
<td>Student may receive a zero</td>
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<td></td>
<td></td>
<td>Loss of privileges</td>
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<td></td>
<td>Meet with Director/Safe &amp; Sec Director</td>
</tr>
<tr>
<td>2.14</td>
<td>Obscene language or profanity</td>
<td>Contact parent</td>
<td>Community service</td>
<td>Up to 2 days suspension/restriction</td>
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<tr>
<td></td>
<td>Using language or gestures inappropriate for use, such as name-calling,</td>
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<td></td>
<td>Loss of privileges</td>
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<td></td>
<td>profanity, obscenity, or derogatory comments.</td>
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<td></td>
<td>Meet with Director/Safe &amp; Sec Director</td>
</tr>
<tr>
<td>2.15</td>
<td>On/off campus without permission</td>
<td>Contact parent</td>
<td>Community service</td>
<td>Up to 2 days suspension/restriction</td>
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<td></td>
<td>Being on or off campus without proper authorization or notification to</td>
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<td>Loss of privileges</td>
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<td>staff (includes elopement).</td>
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<td>Meet with Director/Safe &amp; Sec Director</td>
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<td>See 1st Offense</td>
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<td></td>
<td>IEP meeting (FBA/BIP)</td>
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<td>Up to 5 days suspension/restriction</td>
</tr>
<tr>
<td>2.16</td>
<td>Petty Theft</td>
<td>Contact parent</td>
<td>Community service</td>
<td>Up to 2 days suspension</td>
</tr>
<tr>
<td></td>
<td>Taking someone else’s property without that person’s permission.</td>
<td></td>
<td></td>
<td>Restitution</td>
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<td>For the purpose of this code, stealing is limited to items valued under</td>
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<td></td>
<td>Loss of privileges</td>
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<td>$100.</td>
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<td></td>
<td>Meet with Director/Safe &amp; Sec Director</td>
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<td>See 1st Offense</td>
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<td></td>
<td>IEP meeting (FBA/BIP)</td>
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<td>Up to 5 days suspension</td>
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<td>Description</td>
<td>Actions</td>
<td>Consequences</td>
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<tr>
<td>2.17</td>
<td>Pornographic\Inappropriate materials</td>
<td>Any student possessing pornographic materials, e.g., magazines, movies, etc. Can include age-inappropriate materials (NC-17, R-rated movies/materials)</td>
<td>Contact parent - Community service - Meet with Adj Specialist/Counselor - Up to 2 days suspension/restriction - Loss of privileges - Meet with Director</td>
<td>See 1st Offense - Up to 5 days suspension/restriction - IEP meeting (FBA/BIP)</td>
</tr>
<tr>
<td>2.18</td>
<td>Possession of illegal materials</td>
<td>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.</td>
<td>Contact parent - Community service - Meet with Adj Specialist/Counselor - Confiscate materials - Report to AIDB Security/Police - Immediate suspension/schedule IEP meeting (FBA/BIP) - Loss of privileges - Meet with Director/Safe &amp; Sec Director</td>
<td>See 1st Offense - Up to 5 days suspension/restriction</td>
</tr>
<tr>
<td>2.19</td>
<td>Possession of OTC medication</td>
<td>Any student possessing legal over the counter medications.</td>
<td>Contact parent - Community service - Meet with Adj Specialist/Counselor - Report to AIDB Security/Police - Loss of privileges - Meet with Director/Safe &amp; Sec Director</td>
<td>See 1st Offense - Up to 5 days suspension/restriction - IEP meeting (FBA/BIP)</td>
</tr>
<tr>
<td>2.20</td>
<td>Sexual Harassment</td>
<td>Repeated words, signs, body movements, vocalizations, inappropriate touching, and or gestures that make someone feel nervous or uncomfortable.</td>
<td>Contact parent - Community service - Meet with Adj Specialist/Counselor - Up to 2 days suspension/restriction - Possible contact of AIDB Security/Police - Loss of privileges - Meet with Director/Safe &amp; Sec Director</td>
<td>See 1st Offense - Up to 5 days suspension/restriction - Notify AIDB Security/Police - IEP meeting (FBA/BIP)</td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
<td>Description</td>
<td>Actions</td>
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</tbody>
</table>
| 2.21 | Sexual Misconduct I | Sexually unacceptable behavior and/or inappropriate sexual physical contact with another person, whether consensual or not. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Up to 2 days suspension/restriction  
- Possible change of setting  
- Possible contact of AIDB Security/Police  
- Loss of privileges  
- Meet with Director/Safe & Sec Director  
- See 1st Offense  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |
| 2.22 | Sexual Misconduct II | Engaging in consensual sexual activities, including but not limited to intercourse (includes oral), fondling, or exposure. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Immediate suspension/schedule IEP meeting  
- Loss of privileges  
- Meet with Director/Safe & Sec Director  
- See 1st Offense  
- Up to 5 days suspension/restriction  
- Schedule IEP meeting (FBA/BIP) |
| 2.23 | Slander/Libel | To make false statements about another person that damages that person’s reputation. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Student writes letter of apology  
- Meet with Director/Safe & Sec Director  
- Loss of privileges  
- See 1st Offense  
- Up to 5 days suspension  
- IEP meeting (FBA/BIP) |
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Level 2 Disciplinary Actions</th>
<th>Level 3 Disciplinary Actions</th>
</tr>
</thead>
</table>
| 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) | - Contact parent  
- Meet with Adj Specialist/Counselor  
- Contact parent  
- Follow the AIDB Suicide Prevention/ Intervention for Youth and Children Policy JLDBB-P  
- Meet with Director/Safe & Sec Director | - See 1st Offense  
- IEP Meeting (FBA/BIP)  
- Required release from personal physician before return to school |
| 2.25 | Unauthorized petition | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Up to 2 days suspension/restriction  
- Possible change of setting  
- Possible contact of AIDB security/police  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense  
- Report to AIDB Security/Police  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |
| 2.26 | Unlawful assembly | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Up to 2 days suspension/restriction  
- Loss of privileges  
- Meet with Director | - See 1st Offense  
- Community Service (1-3 hrs)  
- Up to 5 days suspension/restriction  
- IEP meeting (FBA/BIP) |

- Level 2 discipline codes may become Level 3 infractions depending on repeated and/or severity.
<table>
<thead>
<tr>
<th>LEVEL 3</th>
<th>DEFINITION</th>
<th>1ST OFFENSE</th>
<th>REPEAT OFFENSES</th>
</tr>
</thead>
</table>
| 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. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense |
| 3.2 Assault/battery | Inflicting physical pain or injury or beating another person in a violent manner. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st 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. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense |
| 3.4 Break-in or forced entry | Breaking a lock, window, etc., or using force to get into a building, room, or vehicle. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st 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. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense |
## Level 3 Incident Reports should be written for all Level 3 offenses. *Alternate placement is possible.*

<table>
<thead>
<tr>
<th>Code</th>
<th>Offense Description</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 3.6  | Criminal destruction of property (over $100) | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Restitution  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1<sup>st</sup> Offense |
| 3.7  | Criminal Theft (over $100) | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Restitution  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1<sup>st</sup> Offense |
| 3.8  | Distribution/sale of drugs and/or alcohol | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1<sup>st</sup> Offense |
| 3.9  | Extortion | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Restitution  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1<sup>st</sup> Offense |
| 3.10 | Forgery | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - 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. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st 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. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense |
| 3.13 Possession/sale of stolen property | Having or selling property belonging to another person or the state without the consent of that person or the state. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense |
| 3.14 Possession/use/threat of use/brandishment/transfer of a dangerous weapon | 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-a-likes” 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. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st Offense |
# Level 3 Incident Reports should be written for all Level 3 offenses. *Alternate placement is possible.

| 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. | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st 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). | - Contact parent  
- Community service  
- Meet with Adj Specialist/Counselor  
- Report to AIDB Security/Police  
- Immediate suspension/schedule IEP meeting (FBA/BIP)  
- Loss of privileges  
- Meet with Director/Safe & Sec Director | - See 1st 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. |
Section IV: STUDENT PRIVILEGES

Town

- Must be 16 years old or older, or in the ninth grade or above.
- Students cannot walk to town alone (unless approved by Student Development Office).
- Boys walk with boys; girls walk with girls. Boys and girls cannot walk together.
- Girls – Monday, Wednesday, Saturday by schedule.
- Boys – Tuesday, Thursday, Saturday by schedule.
- Seniors and Independent Living Dorm – seven days a week.
- Come back from town by 5:00 p.m. When time changes to Standard Time, students must come back from town by 4:30 p.m. or request special permission from Student Development to stay later.

Vehicles

- Every year, a student must pick up an application form from the Student Development office, fill out the form, and return it to the Student Development office.
- Students must have automobile liability insurance.
- Students must have completed the Student Vehicle Information Form.
- Student Development staff and Principal must sign the form.
- The school is not responsible for the damage to or theft of vehicles.
- The school is not responsible for students using their vehicle improperly.
- Students can use their vehicles for driving back and forth to their home.
- Students cannot use their vehicles for pleasure trips, school activities, or off campus jobs, unless approved by the parent and the Principal.
- Girls must park their vehicles behind Jemison House, and boys must park in the Student Center parking lot. An AIDB "hangtag" must be displayed.
- Day students are to park in a designated parking area during school time and school activities. Day students are to leave immediately after the school activity.
- Students must return by 8:00 p.m. on Sunday, or the day the buses return, unless staff is informed by phone or letter by the parent/guardian.
- Vehicle keys must be turned in to dorm/school staff until the next trip home, unless a resident of the Independent Dorms. Day students should turn their keys in to the High School Director’s office daily.
- A student must have written permission from their parents to transport or ride in another student's vehicle.
- If a dorm student checks out of the dorm for the weekend but comes back to school for an activity, they must park their vehicle in an assigned area (boys – Student Center parking lot; girls – Jemison House) and check into their dormitory. The student is to leave after the activity.
- Students who leave and return to campus must check in and return to assigned area.
- Students who stay or return to campus must follow all school rules.
- Students are not allowed to drive other students' or staff persons' vehicles.
- AIDB has a 5-mph speed limit on all campuses.
Skateboards, Roller-skates, Roller-blades, Scooters, Bicycles, Etc.

• Such items as listed above must be approved by the Student Development Director and/or Principal before they can be brought to or used at ASD.

Dating/Relationships

• It is a parental/guardian responsibility to be aware of friendships and dates their child may have.
• Dating is not permitted when an age difference of three or more years exists, or it is believed that there is the potential for problems.
• Parents/guardians must give written permission for his/her son or daughter to date non-ASD students. All permissions must be on file in the Student Development office prior to the date.
• Students 16 years old or in the 9th grade may date at school sponsored activities.
• Students must behave appropriately at on-campus and off-campus activities and on all buses.
• Students are to sign in at the dorm after school and then sign out for the activity.
• Students who have responsibilities to dorms, school, clubs, or sports must finish those responsibilities first.
• Students under age 16 are not permitted to date due to the possible ramifications of under age relationships and legal consequences based on age of consent.

Public Displays of Affection

• Students in grades 8 and below are not allowed to show public displays of affection.
• High school students (9-12th grades) may hold hands only. Other public displays of affection are not permitted.
• Public displays of affection are not permitted between students when an age difference of three or more years exists, or it is believed that there is the potential for problems.
Athletics

The Athletics Department provides opportunities for students to participate in organized athletic competition with hearing, Deaf, and Hard of Hearing peers in intramural and interscholastic contests. ASD has a comprehensive athletic program competing in the following sports: (Refer to Athletic Eligibility - No Pass/No Play)

- Varsity Football
- Junior High Football
- Varsity Boys Basketball
- Varsity Boys “B” Basketball
- Junior High Boys Basketball
- Boys Recreational Basketball
- Varsity Boys Track
- Coed Soccer
- Varsity Volleyball
- Junior Varsity Volleyball
- Varsity Girls Basketball
- Junior High Girls Basketball
- Girls Recreational Basketball
- Varsity Girls Track
- Varsity Cheerleading
- Junior High Cheerleading

After-School Programs

The After-School Programs consist of the following:

Recreation
The Recreation Department provides opportunity for socialization in cooperation with the Student Development 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
- Arts and Crafts
- Rider’s Club – Equestrian program

Tutoring
The Tutoring Program provides additional individualized assistance in academic areas.

Clubs
Club meetings are scheduled to coordinate with the Student Development, Athletic, Recreation Department and School schedules.
Clubs and Organizations

- ASD has a variety of clubs and organizations.
- Additional clubs and organizations may be started if there are sponsors and enough interest.
- Each club/organization has its own membership requirements.
- Any student interested in joining one of these groups should contact a club member or sponsor.
- Clubs and organizations at ASD may include:
  1) Scouting Programs
  2) Junior National Association of the Deaf
  3) PeeWee National Association of the Deaf
  4) Student Body Government
  5) Class Organizations
  6) Big Brother/Big Sister
  7) Academic Bowl
  8) Future Business Leaders of America (FBLA)
  9) YAiT (Young Adults in Transition)
  10) FOCUS
  11) Junior High School Math Team
  12) Battle of the Books Teams

Student Ambassadors

We have implemented a student ambassador program for students in grades 6-12. Students interested in becoming an ambassador for ASD must complete an application and interview process. Those chosen will be our school representatives for tours, classroom visits by potential students, and videos; sharing the ASD story! The ambassadors must have and maintain a “C” average in all classes in order to be chosen.

Student Center

The ASD Student Center houses the following:
- Trading Post (school store and bank)
- Warrior Snack Bar
- Arcade Room
- Wide-screen TV pit
- Gilchrist Room (used for dances, banquets, proms, parties, etc.)
- Student Development offices
- Athletic offices
- Gymnasium
- Hall of Fame
Baynes Library

Policy Statement:

The Baynes Library is an essential resource within the Alabama School for the Deaf. The library is present to support teaching and learning in the context of curriculum requirements. The library provides teachers with resources to teach the curriculum and students with resources for individual learning and recreational reading.

Check Out Policy:

1. Students are allowed to check out five books at a time.
2. Students have a two-week check-out period.
3. Students with books more than two days overdue will be fined five cents (5¢) per book, per day.
4. Books that are not located within 6 months of the due date will be labeled as lost. Once labeled as such, the book will have a replacement cost assigned to the user.
5. Failure to pay overdue fines or replacement costs will result in suspension of check-out privileges.
6. Students that lose a book will be expected to pay the replacement cost in full before checkout privileges are restored.

Library Use Policy:

Students are expected to behave in accordance with the Student Code of Conduct while in the library.

Students are allowed to use library computers for:
   a) Academic research
   b) Accelerated Reader Quizzes
   c) Accelerated Math Quizzes
   d) STAR Diagnostic Tests
   e) Recreational reading (Interactive books, etc.)
   f) Other activities with prior approval

Students will NOT do the following on library computers:
   a) Chat online
   b) Download programs
   c) Change backgrounds/screensavers
   d) Play games without explicit permission from the librarian, library assistant, or teachers.
   e) Any other activities as discussed in the Student Code of Conduct
Section V: INSTRUCTIONAL SERVICES

Individualized Education Program (IEP)

The Individualized Education Program (IEP) is a written statement of the special education and related services needed by a child based on his/her current level of functioning. It assigns responsibility for the delivery of these services, sets forth the anticipated change in the child’s skills or behavior, and describes how these changes will be measured.

For students age 16 and above (and younger students as agreed upon by the IEP team), a transition plan from school to work is discussed and developed as a part of the IEP meeting. Transition needs are addressed. Goals and objectives to meet each student’s individualized transition needs are developed.

Each student must go through the re-eligibility process every three (3) years. The results are presented at the IEP meeting, and the information is used to construct the IEP.

IEP team meetings are scheduled annually during the school year with the parents and the representative from the student’s local school district. However, a parent may request an IEP meeting at any time should concerns arise which require such attention.

A notice and reminder regarding the date and time of your child’s comprehensive IEP conference will be sent. We encourage your attendance at these meetings so that you may have input regarding your child’s education. In the event that you are unable to attend this meeting, if you have any questions regarding the IEP process, or if you need to reschedule the IEP meeting for a more convenient time, please contact your child’s Department Director. If you cannot attend the IEP in person, a conference call IEP or possibly a videoconference can be set up so you can participate.

Academic Departments

The Elementary Department includes Preschool through 6th grade classes. The Elementary Department utilizes three buildings: Graves Hall, the Woods Language Arts Center, and Riser Cottage. Classes begin daily at 7:45 a.m. and conclude at 3:05 p.m. Students’ schedules include Art, Physical Education, Computer, and Library periods as well as the usual subject areas of Language Arts, Math, Science, and Social Studies. Depending on the individual student’s needs, Speech therapy is also provided. Preschool through 3rd grade classes are self-contained. The 4th, 5th and 6th grade students rotate to different classes through the school day. Progress reports and Report cards are sent out every nine weeks for every student. Mid-term progress reports are sent out every 4 ½ weeks.

The Alabama School for the Deaf Elementary Department includes the Listening and Spoken Language Program (LSLP). Riser Cottage houses this program. The Listening and Spoken Language Program provides intensive spoken language instruction to preschool and kindergarten students who have access to sound and have demonstrated the ability to acquire spoken language. Decisions about whether a student may be accepted to the program are made in the context of the student’s IEP meeting.
The **High School Department** is made up of 7-12th grades. Classes begin daily at 7:45 a.m. and conclude at 3:05 p.m. This department is housed in Johnson Hall and Johnson Hall Annex. Electives include Yearbook, Physical Education, Driver Education, Career Tech Classes, American Sign Language, Work Experience classes, and cooperative work training. Report Cards are sent every 9 weeks, and mid-term reports are sent 4 ½ weeks into each 9-week period for all students. Students entering the ninth grade are eligible to earn an Alabama High School Diploma. Please see page 52 for more details.

**Career/Tech**

- Kindergarten through 6th grade students may receive instruction in Art and Keyboarding.
- 7th and 8th grade students may receive instruction in the areas of Career Exploration, Family and Consumer Science, Agriscience, and Computer Essentials.
- High school students may receive instruction in any one or more of the following areas:
  1. Agriscience
  2. Creative Arts
  3. Career Preparedness (required)
  4. Business Technology Applications/Multi-Media Publications
  5. Family and Consumer Science
  6. Work-Based Experience/Cooperative Education
  7. WEP Cooperative Career/Technical Education Program
  8. Driver Education (available to high school students based on individual need and availability)

- Additional Career/Technical training opportunities may be possible in cooperation with E.H. Gentry and area Career/Technical Centers.

**Physical Education, Athletic, and After-School Programs**

**Physical Education**

- PE classes are scheduled throughout the day depending on grades, ages, and individual needs.
- Elementary through High School receives PE instruction.

**Athletic and After-School Program**

- The Recreation Department serves students in Elementary through High School grades in cooperation with the Student Development and Athletic Departments.
- The Athletic Department provides opportunities for students to participate in organized athletic competition with hearing, Deaf, and Hard of Hearing peers. Elementary though High School students are able to participate.
- Tutoring services are offered through the After-School Program for all ages.
- Many clubs and organizations are available through the After-School Program.
Transition

The Career/Tech Department helps coordinate transition from school to work.

- The Work Experience Program is designed to provide students with on-the-job training in the local community (unpaid training activities).
- The Summer Work Program gives many students an opportunity to develop essential work skills through monitored summer employment in their home communities (paid by the employer).
- The Cooperative Career/Technical Education Program places students in competitive employment that may earn school credit. Paid summer employment is also considered part of this program.
- The Alabama Department of Rehabilitation Services (ADRS) and ASD work cooperatively. Students at ASD become Vocational Rehabilitation clients in high school (or earlier if needed). Transition services are coordinated with the student, parents, ASD, and ADRS to best meet individual needs after graduation.
- Services are provided after graduation from ASD. Many students have an opportunity to upgrade their graduation document after leaving ASD. Each upgrade is evaluated and determined individually based on verification of paid employment hours, passing the Alabama High School Graduation Exam, completion of Carnegie units, passing the GED, and/or other factors.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
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<tr>
<td>A</td>
<td>94-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>74-76</td>
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<tr>
<td>C-</td>
<td>70-73</td>
</tr>
<tr>
<td>D+</td>
<td>67-69*</td>
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<tr>
<td>D</td>
<td>64-66</td>
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<tr>
<td>D-</td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
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</tbody>
</table>

*Any grade of 69 or below is an unsatisfactory grade and the student is placed on academic probation.*
Graduation Credit Requirements  
Alabama School for the Deaf  
2017-2018

<table>
<thead>
<tr>
<th>COURSES</th>
<th>Alabama High School Diploma Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>4</td>
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<tr>
<td>Reading</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
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<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Health Education</td>
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<tr>
<td>Career Preparedness</td>
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<tr>
<td>Career/Tech/Foreign Lang/Arts Ed.</td>
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<td>Work Experience</td>
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<tr>
<td>Total Credits Needed:</td>
<td>26</td>
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</tbody>
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High School Diploma/Exit Document standards are set by the Alabama State Department of Education (ALSDE). Students at the Alabama School for the Deaf (ASD) are required to meet or exceed these standards to earn an Alabama High School Diploma/Exit Document. Diplomas/Exit Documents awarded by ASD are recognized by the ALSDE and post-secondary education/training entities as those awarded by any high school in Alabama. The type of Diploma/Exit Document pathway for each student will be discussed annually at their Individual Education Program meeting beginning in ninth grade.

Valedictorian/Salutatorian Selection Criteria
The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian is considered the top student of his/her class with the highest GPA; the Salutatorian is considered the second highest student in his/her class with the second highest GPA. Additional criteria for selection are listed below:

- Cumulative GPA of 3.0 or higher in all courses taken during grades 9-12.
- Less than 10 unexcused absences each year during grades 9-12.
- Enrolled Alabama School for the Deaf continuously in grades 11-12.
- Complete all requirements for receiving an Alabama high school diploma through the General Academics Pathway
Academic Probation

Academic Probation is given to High School students (9-12th grades) who earn an unsatisfactory grade (69/D or below).

The guidelines for academic probation are:
- Mandatory study hall for students on academic probation will be held throughout the school year.
- No students with an “F” on a report card are permitted to live in the Independent Living/Honor Dorms.

*A modified form of academic probation may be used with Elementary School students.*

Bell Schedule

2017-2018

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:45-8:10</td>
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<tr>
<td>First Period</td>
<td>8:13-9:05</td>
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<tr>
<td>Second Period</td>
<td>9:08-10:00</td>
</tr>
<tr>
<td>Third Period</td>
<td>10:03-10:55</td>
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<tr>
<td>Fourth Period</td>
<td>10:58-11:50</td>
</tr>
<tr>
<td>Fifth Period (Lunch)</td>
<td>11:53-12:20</td>
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<tr>
<td>Sixth Period</td>
<td>12:23-1:15</td>
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<tr>
<td>Seventh Period</td>
<td>1:18-2:10</td>
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<tr>
<td>Eighth Period</td>
<td>2:13-3:05</td>
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</tbody>
</table>
Section VI: RESIDENTIAL SERVICES

The mission of the Alabama Institute for Deaf and Blind Residential Program is to provide a safe environment, promote educational excellence, and encourage the social, intellectual, emotional, and physical development to achieve the full human potential and maximum personal growth of each student. AIDB encourages and facilitates communication between parents, instructional staff, and residential staff. We believe students develop best in a challenging and supportive environment where academic and personal development is integrated, realizing learning continues beyond the classroom.

Duties

- Students are expected to accept responsibility for the cleanliness of their dorm.
- Duties are posted and are shared by all students.
- Students are required to know and obey the rules of their dormitory.
- Bulletin boards should be read daily for announcements and notices.

Study/Reading Time

- Students may study in their rooms. Staff may move a student to study in the lobby.
- Study time is time for homework, studying for tests, remediation, reading library books, or an approved hobby.
- Students are given a grade in study hall.
- If you miss the scheduled study time because of activities, it is your responsibility to find other time for your lessons.
- Students should do homework daily.
- Consequences for not doing homework – See Student Code of Conduct.

Laundry

- Twice weekly laundry services are available for free.
- A two-week supply of clothing is recommended.
- Dry cleaning is available for a small charge.
- All clothing should be clearly and permanently marked by the parents.
- ASD is not responsible for damaged, lost, or stolen items.
- Washers and dryers are in each dorm.
- Abuse of the washers and dryers may result in loss of laundry privileges.
- Students in the older age dorms must provide their own detergent.

Dormitory Grades

- Grades used in the dormitory are:
  A - Excellent
  B - Good
  C - Average
  D - Needs improvement
  F - Unacceptable
• Grades are given daily for:
  1) Table manners
  2) Dorm care
  3) Personal appearance
  4) Study time
  5) Conduct
• Grades of "D" or "F" may have additional consequences.

**Sign In/Out Procedures**

• The older student dorms have sign in/out sheets.
• Students must sign in and out of the dorm for any reason other than meals.
• Students may not sign in or out for another student.
• Parents or anyone taking a student home or off campus must sign them out.

**Visitation**

• 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 or Dormitory after school hours.
• No visiting during the academic day unless approved through the Principal’s Office.
• No visiting in Graves Hall, Mary Leonard Hall, Weaver Cottage Boys/Girls by older students.

**Independent Living Dormitory Program**

• First, seniors are chosen, second are juniors, third are sophomores, and last are freshmen.
• Students must maintain "C" grade point average (GPA).
• No student with an “F” on a report card is permitted to live in the Independent/Honor Dorms.
• Students are responsible to study on their own.
• Students on academic probation must study in a designated area supervised by staff and will be graded during study hall.
• Medications are kept at the Health Care Center.
• Students will participate in community service (e.g. Big Brother/Big Sister program, help staff with activities on and off campus).
• Students must show good attitude, behavior, and leadership in dorm and school.
• Students should be willing to help others.
• Students are reviewed, and the final decision is made by Student Development.
• Violation of the Student Code of Conduct may result in being indefinitely moved to another dorm and/or permanently removed from independent dorms.
• Students pay a $3.00 key deposit for each key received; money will not be refunded if keys are lost.
• Students must turn in keys before leaving for Thanksgiving, Christmas, and Spring Break.
• Additional Independent Living procedures may be implemented based on need.
Forfeiture of Residential Privilege

• A student may be sent home and/or forfeit the privilege of living in the dormitory for inappropriate behavior.

Dormitory Rules

• No horseplay
• Water balloons and other related activities must have office approval first.
• Laser pens are not permitted.
• Music with profane, vulgar, or obscene language is not permitted. Volume should be set so as to not create a disturbance.
• R-rated movies and printed material - must be 17 years old and approved by the Student Development office before they are shown or read in any dorm.
• All students must attend all meals except when special plans have been made and the dining room has been notified.
• Do not borrow money, clothes, personal items, etc., from other students.
• All students (except those involved with sports or other excused activities) must be in their dormitory no later than 5:00 p.m.
• Students using the kitchen and laundry room should clean them immediately after use.
• Always sign out when leaving the dormitory and give location. Be sure to sign in as soon as you come into the dorm. Write your full name clearly. Do not sign out or in for another person.
• If you break anything in the dormitory, you may be responsible to pay for repairs or replacements.
• No room visitation without staff permission – visit in the lobby.
• Each student is responsible for keeping the dormitory clean inside and out as assigned by the dorm supervisors.
• "Plasti-tak" or some similar material should be used to put posters, pictures, etc. on dormitory walls. Scotch tape, masking tape, staples, etc. are not to be used.
• Do not put your feet on the chairs. No running inside or slamming doors. No yelling.
• No incense or candles.
• No haircuts, tattooing, or piercing in the dorm/or in town.
• Respect your friends and staff. We may not like every person, but we can be polite.
**August 2017**

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<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<td>Registration/Work Day Comp time for 230 staff</td>
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<td>Classes Resume School Pictures Senior Drape Pictures Midterm</td>
<td>Volleyball-Home BB Comer @ ASD (JV/V) 5:00 pm</td>
<td>Volleyball-Away ASD @ Wadley (JV, V) 5:00 pm</td>
<td>Volleyball-Away ASD @ Indiana-2:00 pm Volleyball Invitational Tourney (V) 8:00 am</td>
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<td>10</td>
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<td>Volleyball-Away ASD @ F'ville/W'boro-(V) 5:00 pm</td>
<td>Volleyball-Away ASD @ Wadley (JV, V) 5:00 pm</td>
<td>Psych Clinic</td>
<td>Volleyball-Away ASD @ Indiana-2:00 pm Volleyball Invitational Tourney (V) 8:00 am</td>
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<td>Dorm Night Program</td>
<td>Volleyball-Away ASD @ AASD/GSD (V) 5:00 pm (EST)</td>
<td>Volleyball-Away ASD @ VCS (JV, V) 5:00 pm Low Vision Clinic</td>
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<td>Volleyball-Home Munford @ ASD (JV, V) 5:00 pm Low Vision Clinic Galludet Presentation 10:00 am</td>
<td>Volleyball Talladega County Tourney (JV) TBA</td>
<td>Volleyball-Away ASD @ JCA- 7:00 pm Special Olympics-HKS</td>
<td>Football-Away ASD @ Indiana-2:00 pm Volleyball Invitational Tourney (V) 8:00 am</td>
<td>Volleyball-Away Tall County Tourney @ C’burg-(V) 8:00 am</td>
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<td>1st 9 week Exams</td>
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<td>Students Return</td>
<td>Volleyball-Home</td>
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<td>VCS @ ASD (JV, V) 5:00 pm Classes Resume</td>
<td>Wadley @ ASD (JV, V) 5:00 pm</td>
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<td>Start of 2nd 9 weeks</td>
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<td>VCS @ ASD (JV, V) 5:00 pm</td>
<td>Wadley @ ASD (JV, V) 5:00 pm</td>
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<td>High School Honor Assembly-1:00 pm</td>
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<td>Volleyball-Away ASD @ FSDB-2:00 pm</td>
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<td>Volleyball-Away Area Tournament-TBA</td>
<td>Low Vision Clinic</td>
<td>Volleyball-Away Regional Tournament-TBA Red Ribbon Week</td>
<td>Volleyball-Away Regional Tournament-TBA Red Ribbon Week</td>
<td>Volleyball-Away Regional Tournament-TBA ASD Youth Ambassadorship Program</td>
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SPRING BREAK
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<td>Start of 4th 9 weeks Classes Resume</td>
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<td>ACT+Writing (Required State testing for Juniors)</td>
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<td>ACT Testing (Optional)</td>
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Closed Easter Students Return Start of 4th 9 weeks Classes Resume
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<tr>
<td>Graduation Practice LSLP Pre-K &amp; Kindergarten Graduation-9:00 am Woods Pre-K &amp; Kindergarten Graduation-10:30 am</td>
<td>6th Grade Graduation 9:00 am Elementary Awards 12:00 pm High School Awards 1:30 pm</td>
<td>Baccalaureate-10:00 am Commencement-3:30</td>
<td>Last Day of School End of 4th 9 weeks Last Day for 187 staff Grades Due</td>
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### JUNE 2018

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<td>Last Day for 207 Staff</td>
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<td>SUMMER BREAK FOR 230 DAY PERSONNEL</td>
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<td>JUNE 25-JULY 6</td>
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# E-MAIL DIRECTORY (2017-2018)

<table>
<thead>
<tr>
<th>Principal's Office</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Millard, Principal</td>
<td><a href="mailto:millard.paul@aidb.org">millard.paul@aidb.org</a></td>
</tr>
<tr>
<td>Lavina Wiggins, Secretary</td>
<td><a href="mailto:wiggins.lavina@aidb.org">wiggins.lavina@aidb.org</a></td>
</tr>
<tr>
<td>Stephen Cain, Interpreter</td>
<td><a href="mailto:cain.stephen@aidb.org">cain.stephen@aidb.org</a></td>
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<table>
<thead>
<tr>
<th>Elementary Department (PreK-6&lt;sup&gt;th&lt;/sup&gt;)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Sara McConatha, Director</td>
<td><a href="mailto:mcconatha.sara@aidb.org">mcconatha.sara@aidb.org</a></td>
</tr>
<tr>
<td>Lisa Spencer, Secretary</td>
<td><a href="mailto:spencer.lisa@aidb.org">spencer.lisa@aidb.org</a></td>
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<thead>
<tr>
<th>High School Department (7-12&lt;sup&gt;th&lt;/sup&gt;)</th>
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<tbody>
<tr>
<td>Amy Locke, Director</td>
<td><a href="mailto:locke.amy@aidb.org">locke.amy@aidb.org</a></td>
</tr>
<tr>
<td>Santori Little, Secretary</td>
<td><a href="mailto:little.santori@aidb.org">little.santori@aidb.org</a></td>
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<table>
<thead>
<tr>
<th>Career/Technology Department</th>
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<tbody>
<tr>
<td>Josh Sharpton, Director</td>
<td><a href="mailto:sharpton.josh@aidb.org">sharpton.josh@aidb.org</a></td>
</tr>
<tr>
<td>Jan Merrell, Secretary</td>
<td><a href="mailto:merrell.jan@aidb.org">merrell.jan@aidb.org</a></td>
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<thead>
<tr>
<th>Recreational/Athletics</th>
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<tbody>
<tr>
<td>Walter Ripley, Director</td>
<td><a href="mailto:ripley.walter@aidb.org">ripley.walter@aidb.org</a></td>
</tr>
<tr>
<td>Kimberly Treptau, Secretary</td>
<td><a href="mailto:treptau.kimberly@aidb.org">treptau.kimberly@aidb.org</a></td>
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<thead>
<tr>
<th>Student Development Department</th>
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<tbody>
<tr>
<td>John Jernigan, Director</td>
<td><a href="mailto:jernigan.john@aidb.org">jernigan.john@aidb.org</a></td>
</tr>
<tr>
<td>Loretta Fleming, Secretary</td>
<td><a href="mailto:fleming.loretta@aidb.org">fleming.loretta@aidb.org</a></td>
</tr>
<tr>
<td>Tamera Hardaway, Dorm Program Supervisor</td>
<td><a href="mailto:hardaway.tamara@aidb.org">hardaway.tamara@aidb.org</a></td>
</tr>
<tr>
<td>Chad Fleming, Dorm Program Supervisor</td>
<td><a href="mailto:fleming.chad@aidb.org">fleming.chad@aidb.org</a></td>
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<tr>
<td>Brian Thornsberry, Weekend Dorm Program Supervisor</td>
<td><a href="mailto:thornsberry.brian@aidb.state.al.us">thornsberry.brian@aidb.state.al.us</a></td>
</tr>
<tr>
<td>Machelle Williford, Night Dorm Program Supervisor</td>
<td><a href="mailto:williford.machelle@aidb.state.al.us">williford.machelle@aidb.state.al.us</a></td>
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<tr>
<td>Camilla Crump, Adjustment Specialist</td>
<td><a href="mailto:crump.camilla@aidb.org">crump.camilla@aidb.org</a></td>
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<tr>
<td>TBA, Adjustment Specialist</td>
<td>TBA</td>
</tr>
<tr>
<td>Graves Hall Dormitory</td>
<td><a href="mailto:graves@aidb.org">graves@aidb.org</a></td>
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<tr>
<td>Henderson Hall Dormitory</td>
<td><a href="mailto:henderson@aidb.org">henderson@aidb.org</a></td>
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<tr>
<td>Jemison House Dormitory</td>
<td><a href="mailto:jemison@aidb.org">jemison@aidb.org</a></td>
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<tr>
<td>Mary Leonard Hall Dormitory</td>
<td><a href="mailto:maryleonard@aidb.org">maryleonard@aidb.org</a></td>
</tr>
<tr>
<td>McDonald Hall Dormitory</td>
<td><a href="mailto:mcdonald@aidb.org">mcdonald@aidb.org</a></td>
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<tr>
<td>Preuitt Hall Dormitory</td>
<td><a href="mailto:preuitt@aidb.org">preuitt@aidb.org</a></td>
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<tr>
<td>Taylor Hall Dormitory</td>
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</tr>
<tr>
<td>Thornton Hall Dormitory</td>
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</tr>
<tr>
<td>Weaver Cottage Boys Dormitory</td>
<td><a href="mailto:hall2.weaver@aidb.org">hall2.weaver@aidb.org</a></td>
</tr>
<tr>
<td>Weaver Cottage Girls Dormitory</td>
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<td>Kim Moon, Librarian</td>
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<td>Teresa Tackett, Director</td>
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<tr>
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<td>Karissa Twymon, HCS Director</td>
<td><a href="mailto:twymon.karissa@aidb.org">twymon.karissa@aidb.org</a></td>
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<tr>
<td>TBA, Director of Nursing</td>
<td>TBA</td>
</tr>
<tr>
<td>Mandy Griffin, Director of Admissions</td>
<td><a href="mailto:griffin.mandy@aidb.org">griffin.mandy@aidb.org</a></td>
</tr>
<tr>
<td>Kathryn Duncan, School Psychologist</td>
<td><a href="mailto:duncan.kathryn@aidb.org">duncan.kathryn@aidb.org</a></td>
</tr>
<tr>
<td>Rhonda Jackson, School Counselor</td>
<td><a href="mailto:jackson.rhonda@aidb.org">jackson.rhonda@aidb.org</a></td>
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