

# ALABAMA SCHOOL FOR THE DEAF



## **Student Handbook 2021-2022**

**TELEPHONE DIRECTORY (2023-2024)**

Persons answering these numbers may be Deaf and speaking to you through a video relay interpreter.

<b>Principal's Office</b>	<b>Area Code (256)</b>	<b>Dormitories</b>	<b>Area Code (256)</b>
Principal	761-3214		
Principal's Videophone	474-0237	Taylor Hall	761-3625 or 375-6981 or (VP) 474-0481
Administrative Assistant	761-3215/761-3246	Henderson Hall	761-3626 or 375-9720 or (VP) 474-0484
Principal's FAX	761-3278	Baynes House	761-3618 or 375-8175 or (VP) 474-0480
Andy Keith, Assistant Principal	761-3887	Johnson Hall	
Stephen Cain, Interpreter	761-3577/493-9167	Mary Leonard Hall	761-3619 or 375-8016 or (VP) 474-0487
Interpreter's Videophone	474-0237	McDonald Hall	761-3627 or 375-4244 or (VP) 474-0483
Guidance Counselor		Preuitt Hall	761-3741 or 375-4109 or (VP) 474-0488
<b>Elementary Dept (PreK-6<sup>th</sup>)</b>		Graves Hall East	761-3625 or 375-2908 or (VP) 474-0481
Antwan Miller, Director	761-3341	Graves Hall West	
		Riser Cottage	256-761-3285
Director's Videophone	474-0202	Thornton Hall	761-3624 or 375-3804 or (VP) 474-0486
Brooke McDaniel, Administrative Assistant	761-3342	Weaver Cottage Boys	761-3620 or 375-8964 or (VP) 474-0498
Woods Center	761-3546 or (VP) 474-4711	Weaver Cottage Girls	761-3621 or 375-3932 or (VP) 474-0278
Elementary Department's FAX	761-3562	<b>Cafeteria</b>	
Riser Cottage	761-3285	Director	761-3211
<b>High School Department (7-12<sup>th</sup>)</b>		<b>Library</b>	
Director	761-3217	Brandi McIntyre, Librarian	761-3279 or (VP) 474-0204
Director's Videophone	474-0739		
Evelyn Jordan, Administrative Assistant	761-3216	<b>Health and Clinical Services</b>	
High School Department's FAX	761-3325	Health Care Center	761-3218 or (VP) 474-0485
		Karissa Twymon, Director	761-3248 / 767-3274
<b>Career/Tech Department</b>		Dee Fuller, Dir. Nursing	761-3220
Rachel Neighbors, Director	761-3230	Mandy Griffin, Dir. of Admissions	761-3551
Director's Videophone	474-4299	Melissa Moore, Behavior Specialist	761-589-0422 (VP) 474-4712
Tabetha Fields, Administrative Assistant	761-3329	Leona Jennison, Psychologist	(VP) 229-4835
Brooke Shepherd, Work Experience (WEP)	761-3497	Nancy Foshee, Spanish Interpreter	761-3399
Work Experience (WEP) Videophone	474-0233	Shenequia Cole, FACE Specialist	761-3861
Jim Fannin and Amanda Turner, Job Coach	761-3497	<b>Transportation</b>	
Job Coach (VP)	474-0233	Sammy Gilliam, Director	761-3443
Trading Post	761-3654	Toll Free	1-800-815-7437
Career/Tech Department's FAX	761-3336		
		<b>Security</b>	
<b>PE/Athletics/After School Programs</b>		John Jackson, ASD SRO	432-0595
Cedric Tyson, Director	761-3222	AIDB	761-3266
Director's Videophone	474-0238	Mike Hubbard, Director of Safety and Security	761-3755- office 322-5177- cell
Administrative Assistant	761-3326		
Recreation Staff	474-0484 (VP)	Campus Safety FAX	761-3756
PE/Athletic/After School Program's FAX	761-3327		
		<b>AIDB Chaplain</b>	
			761-3228
<b>Student Life</b>			
Tammy Jacobs, Director	761-3235	<b>Mailing Address:</b>	
Director's Videophone	474-0495	Alabama School for the Deaf	
Administrative Assistant	474-2443 (VP)	P.O. Box 698	
Chad Fleming, Dorm Program Supervisor	(VP) 474-0482	Talladega, Alabama 35161	
VACANT, Dorm Program Supervisor	(VP) 474-4720		
Matthew Dixon, Night Dorm Prgm Sup.	375-3489	<b>Physical Address:</b>	
Isabella Natalie, Weekend Dorm Prgm Sup.	474-0725 (VP)	Alabama School for the Deaf	
Cliff Geffen, Adjustment Specialist	375-3493 or (VP) 474-4721	205 South Street East	
Adjustment Specialist	649-0013 or (VP) 474-0706	Talladega, Alabama 35160	

Student Life Department's FAX	761-3378		
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## ASD Student Handbook

Dear Students, Parents, Guardians,

Welcome to the 2023-2024 School Year at the Alabama School for the Deaf (ASD). Our dedicated and caring staff members are committed to keeping your child safe and providing every opportunity we can for your children.

Please take a minute and read the ASD Student Handbook closely and 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 make sure your child is always accessible to you.

We expect students to attend school as per state law. We also expect them to adhere to school policies and procedures. Enforcement of our disciplinary code is done in a fair and consistent manner, however, we know that all children will make mistakes and will address each situation with care. 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 strive to provide the best overall education and extracurricular opportunities for all our students.

We appreciate that you have entrusted us with your child and realize this is a huge responsibility and we do not take that lightly. We want to make the experience that our students have an exciting and memorable one. Please feel free to contact us at any time.

Please follow us on our social media outlets listed below for announcements and more. 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](http://www.aidb.org)  
                                  [www.asdsilentwarriors.com](http://www.asdsilentwarriors.com)  
                                  Facebook.com/Alabama Institute for Deaf and Blind  
                                  Facebook.com/asdsilentwarriors  
                                  Twitter @ASDWarriors  
                                  Instagram @ASDWarriors

Sincerely,

Principal  
Alabama School for the Deaf

## **ASD MISSION STATEMENT**

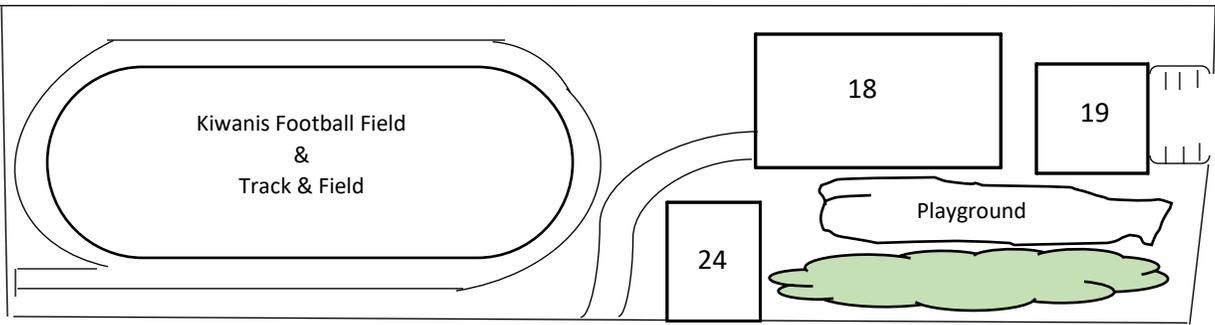
The Alabama School for the Deaf provides a positive and language-rich environment, empowering our diverse students through a strong partnership with families and communities to be life-long learners.

## **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.

Robert Weaver Way



Olen Tate Dr

Gulsby Drive



Cherry Street

Olen Tate Dr

Oak St



South Street

LEGEND

- 1. Manning Hall
- 2. Baynes Hall
- 3. Johnson Hall
- 4. Johnson Hall Annex
- 5. McFarlane Auditorium
- 6. John Teague Student Center
- 7. McBride Gym & Pool
- 8. McBride Voc (Career Tech)
- 9. Graves Hall
- 10. Riser Cottage
- 11. Dowling Health Center
- 12. Preuitt Hall
- 13. Henderson Hall
- 14. McDonald Hall
- 15. Taylor Hall
- 16. Thornton Hall
- 17. Mary Leonard Hall
- 18. Weaver Cottage
- 19. Woods Learning Center
- 20. Chapel
- 21. Jemison House
- 22. Grace Hall
- 23. Alabama Power Nursing Clinic
- 24. Outdoor Restrooms

# ALABAMA SCHOOL FOR THE DEAF

## **Section I: GENERAL INFORMATION**

### **Arrival/Departure**

When arriving or departing ASD with a parent/guardian, a student must be checked in/out of the Principal's office or residential hall or, in case of emergencies, 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 Life 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 – 6<sup>th</sup>) are kept separate from dormitory accounts and are handled by the homeroom teacher.
- Student account balances will not earn interest.
- 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 the 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 the 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 (as per federal nutrition rules).
- Return all trays and dishes to the window when finished eating.

- Trays may be prepared by staff if students waste or do not get appropriate portions of food.
- Do not take food or drinks from the cafeteria, unless staying in the independent dorms.
- Do not bring in food to the cafeteria without permission from ASD Staff.
- Always respect food service staff.
- Students are not permitted to leave campus during mealtime without permission from the Director/Principal.
- 11<sup>th</sup>-12<sup>th</sup> graders have permission to have coffee.
- 9<sup>th</sup>-12<sup>th</sup> graders have permission to have tea.

## 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/AIDB Social Media.

Students may use 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 copy is given to each family 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. and close at 9 p.m. on the days 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/held 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 children at designated times and locations 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/principal's office. The school psychologists and counselors 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:  
Leona Jennison, Ed.S (256) 229-4836 (VP) [jennison.leona@aidb.org](mailto:jennison.leona@aidb.org)

## **Health and Clinical Services**

ASD provides a quality educational program along with a residential component for Deaf and Hard of Hearing students throughout Alabama. AIDB provides for daily bus routes for students who live within AIDB's scope of bus routes as well. 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:

- Alabama Power Foundation Nursing Clinic
- Psychological Services (including counseling services)
- Dental Services
- Ophthalmological Clinic
- Optometry Services
- Audiological Services
- Occupational/Physical Therapy Services

### Alabama Power Foundation Nursing Clinic

- 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 costs 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.
- 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 office number is (256) 761-3218, VP number is (256) 474-0485, and mobile is (256) 493-8139. 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, COVID-19, 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](mailto: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 while on school-sponsored trips/events. Students will be issued a badge at the beginning of

school. If you misplace your badge, the first time it is lost you will receive a verbal warning and it will be replaced. Any loss after the first time, it will cost \$5 to replace the badge.

### **Mail for the Students**

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

- 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, Chromebooks, emerging digital devices, etc.**

- Personal electronic/digital devices are not permitted in school during the school day without prior permission. Residential students' personal devices stay in the dorm during the school day. Day student personal devices are checked in/out with departmental office staff.
- Electronic/Digital devices must be registered in the Student Life office. If a student does not register his/her electronic/digital devices, they will be confiscated.
- All student digital device agreements must be read and signed by both the student and parent/guardian and a copy must be on file with the High School, Elementary, and Student Life Directors.
- **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.
- Personal electronic/digital devices can only be used after school unless prior approval is obtained by the director/principal.
- 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 6<sup>th</sup> grade and below must meet with Student Life Staff to determine eligibility and access to personal electronic/digital devices (day students must meet with their Academic Director).
- The use of personal electronic/digital devices after school will follow guidelines developed by the SBG/principal, ASD Leadership Team, etc. which includes a signed contract.

### **Telephones/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 Life and/or the Department Director.
- Students are expected to use the videophones appropriately and may be monitored by ASD staff at any time.

### **Use of Digital Device During the Administration of a Secure Test (AL State Dept. of Ed.)**

- The possession of a digital device including but not limited to, cell phones, cameras, iPads/Tablets, 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 an 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 personal 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 Life office staff may approve personal 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.**
- Refrigerators and microwaves are not allowed from home. These are provided by the school in each of the dormitories. Televisions will require prior approval from the Student Life administrative team.
- Toys, games, music players, electronic/digital devices, and other items which may cause distractions must be kept in the dorm and not taken to school.
- Remote control cars, boats, drones, etc. require approval from the Student Life Department and/or Principal before being brought to campus.

### **Prom Guidelines**

- Prom is open to all ASD High School students in 11-12<sup>th</sup> grades. Students in 9<sup>th</sup> - 10<sup>th</sup> grades are only permitted to attend as a guest of a junior or senior with the High School Director's approval.
- 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, families, friends may attend through the “Senior Walk-Out” and may then be asked to leave.
- Specific rules for the prom may be established based on the location and other factors.

### **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).
- The AIDB Chapel is non-denominational and the schedule will be shared.
- 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 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.

### **Student Financial Needs**

Yearbooks can be purchased for \$40.00. If purchased after November 3, 2023, the cost is \$45. All orders must be submitted by February 2, 2024.

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         | ● Class ring, Senior portraits, Senior trip, cap and gown |
| ● Club/class dues        | ● Personal items (deodorant, shampoo, etc.)               |
| ● Driver’s license exams | ● Spending money (approximately \$50 per month)           |
| ● Field trips            | ● Hearing Aid Batteries                                   |

### **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 (7:50-3:00), and visits will be limited to after-school hours and weekends when possible, preferably no longer than two hours. Parents should contact the school before visiting to ensure that their child is not participating in an off-campus 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 Life 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 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 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> 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 8<sup>th</sup> and 9<sup>th</sup> 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 7<sup>th</sup> 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**

School attendance is compulsory in the state of Alabama. A student should be in school unless he or she has a good reason to be absent. Good reasons that may be excused include, but may not be limited to, the following:

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

Students must attend classes whenever school is in session. If a student is absent from school, a parent/guardian is **REQUIRED TO PROVIDE WRITTEN DOCUMENTATION** to the Director's office, the Principal's office, or the Student Life office as quickly as possible.

<u>Elementary Department Office (PreK-6<sup>th</sup>)</u>	(256) 761-3341
<u>High School Department Office (7<sup>th</sup> -12<sup>th</sup>)</u>	(256) 761-3216
<u>Student Life Office (dorms)</u>	(256) 761-3264

It is essential that ASD students attend classes each day in order to successfully master all assignments and assessments. It is unlikely that a student 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 (4-12<sup>th</sup> grade) to contact each teacher to make up any missed schoolwork. Upon returning to school, the student **must have a written excuse explaining the absence.**

Excused absences require a signed statement from parents. Parents/guardians taking students out of school must sign students out from the Principal's office. Parents/guardians should also sign students in at the Principal's office when they are tardy or when they return to school after leaving campus.

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 at the discretion of the instructor. A student who is suspended out of school will receive zeros for missed assignments for each day he/she is suspended. *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.

## **Truancy**

### Excessive Absences

Regular attendance at each school is required and every enrolled student in any of the 3 AIDB (K-12) schools should be physically in school unless otherwise approved not to be. Here at AIDB we are aware that life happens, unforeseen issues arise and in some of these situations your child for whatever reason might miss school. Here at AIDB we also believe in working together, therefore we would like to assist you in any way we can in making sure your child can attend school regularly. If for any reason you need help or assistance with any problems that may prevent your child from attending school please reach out to our FACE Specialist.

Shenequia Cole, M. Ed. 256-761-3861 [cole.shenequia@aidb.org](mailto:cole.shenequia@aidb.org)

Although we are prepared to work with you with proper communication when excessive unexcused absences occur we still have to follow guidelines as related to attendance. Under these guidelines the students and parents will have numerous opportunities to correct their attendance or receive assistance if needed as it relates to students having excessive absences.

- Guidelines / Early Warning Program
- **Unexcused Absences**
- 1-2 Days unexcused absences school administrator or designated person will contact parent/guardian via telephone, or email to discuss attendance. This call should also act as a wellness call to see if the parents or the child needs any assistance and to introduce the FACE Specialist in case assistance is needed.
- 3 unexcused absence school administrator or designated person will send a referral to FACE Specialist who will attempt to make contact with the family and provide the family with a letter and copy of the Compulsory Attendance Law via mail.
- If family cannot be reached or FACE Specialist feels there is valid reason FACE Specialist will conduct an intervention home visit between 4-5 unexcused absences. If home visit is unsuccessful FACE Specialist will send a home visit letter to set up an appointment to conduct another visit.

- 5 unexcused absences FACE Specialist will contact Juvenile court who will then instruct the parents/guardians to attend a conference with the FACE Specialist, attending officer, and principal or his or her designee as well as participate in the Early Warning program provided by the juvenile court. Attendance to the conference is mandatory, failure to appear to the conference or the early warning program shall result in the filing of a complaint/petition against the parent under Ala. Code 1975, 16-28-12 © (failure to cooperate).
  - No less than 7 or more that 10 unexcused absences a complaint/petition will be filed to appear before the Juvenile Referee/Judge.
- **Excused absences**
- 1-3 Days excused absences school administrator or designated person will contact parent/guardian via telephone, email, to discuss attendance. This call should also act as a wellness call to see if the parents or the child needs any assistance and to introduce the FACE Specialist in case assistance is needed. This is an intervention call.
- 4-5 excused absences school administrator or designated person will make a referral to FACE Specialist. FACE Specialist will then make contact with family, if family cannot be reached FACE Specialist will conduct a home visit.
- Medical excuses are accepted at any point.
- Students are allowed 10 written parent excuses, any written parent excuse thereafter is considered unexcused.
- Absences due to family emergencies are to be presented to the school administrator to determine if the excuse is an actual valid emergency or if the absence should be considered unexcused.

### **Tardy**

Classes begin at 7:50 a.m. each morning. Students who arrive past 7:50 a.m. are considered tardy and must stop in the office to sign in and get a pass to class.

### **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 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**

Alabama School for the Deaf (ASD) provides a language-rich environment in both American Sign Language (ASL) and English. ASD provides a barrier-free bilingual education in which ASL and English are valued equally, and in which deaf and hard of hearing students in preschool to 12th grade will reach their greatest potential academically, linguistically, mentally, and socially

In accordance with research, ASL/English bilingual education stresses the importance of both ASL and English in the lives of deaf children. Bilingual education means all children are expected to develop age-appropriate ASL and English literacy skills and become fluent in both languages socially and academically. The spoken English component, for students in the Listening and Spoken Language Program (LSLP), is differentiated depending on the individual child and their residual hearing and listening/speaking skills with hearing aids or cochlear implants. (definition taken from Language First)

In order to enhance ASD students' exposure and acquisition of both languages, ASD employees are expected to model the use of bilingualism while on campus. ASL and English are modeled separately to ensure that students receive the best examples of each. Using both ASL and English throughout the day in academics, residential life, and athletic activities provides students the opportunity to experience a multi-modal approach for learning.

### **Day Students**

- Day students must report directly to the cafeteria until school begins at 7:50 a.m. unless arrangements have been made with Directors. Students arriving after 7:50 a.m. must report directly to the Principal's office accompanied by a parent or guardian. If day students remain on campus after 3:00 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 Life office. Plans should be made in advance.
- Students who leave and return to campus must check in and return to their assigned area.
- Day students will be allowed to stay overnight if bed space is available and approved by Student Life office staff at least 24 hours in advance.
- Day students who stay or return to campus must follow all school/dorm rules.
- 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.

### **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.
- In cases of inclement weather, we will follow the AIDB Inclement Weather plan.
- 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.
- AIDB Notifications 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, TikTok, Snapchat, and all such social media programs.

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

- ASD technology (Chromebooks, Laptops, iPads, 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 is 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.
- Do not change settings on any computer/technology/etc. without prior permission.
- All homework and classwork should be saved to a Google 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.
- **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, Facebook, Instagram, TikTok 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.

### **Social Media Posting of ASD Students**

Parents/Guardians and students of ASD may only post pictures of their own children to all forms of 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 bedtime.
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 during the school day, in study hall, the cafeteria, in meetings, or during Dorm Night programs.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature  
p.c. Parent; Student

\_\_\_\_\_  
Date

Updated 6/2022

*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.*

**Internet/E-Mail/Technology  
Acceptable Use Policy**

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

## **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 phones, 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/Pledge of Allegiance**

As per state regulations, all public schools in Alabama will begin each day with a moment of silent reflection and the Pledge of Allegiance. 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 GBEEA)

### **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 students. (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 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 positive behavior intervention and strategy expectations. We continue to research additional resources to accompany our bullying prevention program. All suspected bullying incidents will be documented and investigated. Confirmed bullying cases will be addressed by following the chain of command to the extent outlined in the Student Code of Conduct.

### **Confidentiality**

Parents are encouraged to seek information regarding school issues, and/or incidents, that occur at, or involve, ASD. Parents requesting information from students other than their own children regarding such inquiries may be breaching confidentiality.

### **Suspensions**

When a student is suspended, they may not come on ASD campus for any school function, nor participate in any ASD-supported activity. This includes any extra-curricular activities, including, but not limited to, school dances, clubs, chapel services on campus, and athletic events, regardless of location, without parental supervision and the permission of the Principal. A student who is suspended out of school will receive zeros for missed assignments for each day he/she is suspended.

### **Title IX Definition and Guidelines**

Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

In the event of an incident related to sexual misconduct or any form of harassment, the FACE Specialist will contact AIDB’s Title IX coordinator. All related incidents and/or Title IX reports should be immediately given to the FACE Specialist.

# Harassment Report

School System: \_\_\_\_\_ School Name: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name:	ID#:	
	Grade:	

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INFRACTION REPORTED BY:	Student: _____	Parent: _____
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Date	Time: _____
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Location: \_\_\_\_\_

DESCRIPTION:

OTHER RELATED INFORMATION: (For example: atypical adolescent behavior such as excessive absences, self-injurious behavior, running away, depression, etc.)

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

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

Student Signature:	Date:
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Parent/Guardian Signature:	Date:
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## **2023-2024 ASD Grooming and Dress Guidelines**

The following guidelines shall apply to all students, 7th - 12th grade. Good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that students shall dress in such a manner that will ensure health and safety, and not distract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of school education.

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes must be worn at all times by all students.
3. Shirts, blouses, and dresses should have modest and appropriate necklines and closures. Clothing that exposes the bust line, back, or midriff area is not permitted. Halters, spaghetti straps, tank tops, or tube tops should not be worn. Transparent garments are not permitted.
4. Dresses and skirts should not be shorter than 5 inches above the middle of the kneecap.
5. Shorts should not be shorter than 17 inches in length along the outside seam beginning at the waistband or no shorter than 5 inches from the middle of the kneecap.
6. Pants must cover the pelvic girdle (hip bones). Low-riding pants or sagging will not be permitted.
7. Garments must be free of holes, rips, and tears above the knee in cases where skin is seen. Cut-off pants are not permitted.
8. When wearing leggings or jeggings, shirts must be below the buttocks and measure no shorter than 5 inches from the middle of the kneecap in the front as well.
9. Pajama bottoms, pants that are clingy or revealing, and all types of underwear are prohibited as outerwear.
10. Coats must not extend below the knee. Coats or bulky outerwear should not be worn indoors, unless otherwise directed by the principal in the event of unusually cold weather conditions.
11. Sunglasses, hats, caps, bandannas, hoodies, or any other head covering may not be worn inside the building. Consideration will be given to extenuating circumstances.
12. Clothing or paraphernalia related to or associated with gang affiliation or activity are prohibited.
13. Belongings and garments must be void of inappropriate writings, drawings, symbols and/or decals. This includes, but is not limited to, those that promote alcoholic beverages, tobacco products, or illegal drugs; those that have lewd, profane, obscene or sexually suggestive statements and/or illustrations; those that contain violent or abusive statements or illustrations; those with racist implications or that portray or symbolize hate groups or extremist groups tending to stigmatize or infringe upon the rights of others; or those which otherwise create a hostile or offensive learning environment or otherwise tend to cause disruption.
14. Career technical classes or shops, physical education classes, lab classes, band and choral, and similar classes with special requirements may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
15. With approval of the principal, activity sponsors may establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific co-curricular and extracurricular activities.
16. The principal or his/her designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear.
17. Gym Shorts and sweatpants are prohibited.

## After School Dress Code

Uniform	Permitted	Not Permitted	Considerations
<p>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.</p>	<p>Sleeveless Shirts/Tank Tops (bra must be concealed)</p> <p>Overalls</p> <p>T-shirts</p> <p>Blue jeans or denim pants and/or shirts of any color</p> <p>Colored t-shirts under uniform shirt/blouse</p> <p>Colored and/or white t-shirts that have words and/or designs on them</p> <p>Gym shorts/warm-up clothes</p> <p>Sweatpants</p> <p>Other clothing that is not revealing or inappropriate</p> <p>Shorts – Elementary school age children at the discretion of the parents/Resident Advisors during cold weather (not more than four inches above the knee)</p>	<p>Revealing clothing (appropriate underclothes must be worn)</p> <p>Clothing with inappropriate words, phrases, images, printed and embroidered on them (i.e. alcoholic beverage advertisements, vulgar language, etc.)</p> <p>Clothing altered by slits, cuts, holes, and/or slashes</p> <p>Any clothing or accessory that makes reference to gangs or gang related activity</p> <p>Caps, hats, visors, and/or other head gear (including hoods on jackets) while in the buildings</p> <p>Slacking or clothing that is too large (baggy) or clothing that is too small</p> <p><b>Short</b> shorts, skirts, or skorts</p> <p>Shirts/blouses that expose midriff</p> <p>Hair rollers, gloves, hospital shirts and pants, bandannas, doo rags</p> <p>Inappropriately tight fitting clothing (including spandex/bicycle shorts)</p> <p>Other items that may be determined inappropriate by ASD Staff</p>	<p>Clothing should be purchased to fit—not too large/not too small.</p> <p>Students should have at least one dress-up or Sunday outfit.</p> <p>Girls should have a dress or pantsuit.</p> <p>Boys should have a tie and sport coat.</p>

## Grooming Code

<b>Grooming Code</b>	<b>Consequences for Violating Dress and Grooming Code</b>
<p>Students are to keep themselves well-groomed at all times. This includes clean bodies, hair, and clothing.</p> <p>Boys' hair should be neatly cut at or above the bottom of the neck. Braids, hair extension braids, pony tails, rat tails, etc. must be neat and groomed so not to extend past the shoulder. No haircuts in the dormitory without permission from Student Life Supervisors.</p> <p>Boys' and Girls' haircuts/hairstyles determined to be a distraction are not permitted.</p> <p>Students may not put chemicals of any kind (perms, dye, Kool-Aid, etc.) in/on their hair while on campus.</p> <p>Students are not allowed to shave or cut their eyebrows.</p> <p>Students should see that their clothes are repaired when needed.</p> <p>Body piercing and/or tattooing while under ASD supervision is <u>not</u> permitted (i.e., tongue, navel, eyebrows, etc.).</p> <p>Body piercings or tattoos may need to be covered or removed according to AHSAA guidelines for athletic events.</p> <p>No removable teeth grills and covers.</p> <p>Doo rags are permitted <b>ONLY</b> in the dorms.</p>	<p>Students may be required to change clothes if their appearance is distracting to other students.</p> <p>Students may be required to bathe, shave, etc. if their appearance and/or odor is distracting to other students.</p> <p>Dress and Grooming Code violations will be addressed in the Student Code of Conduct. (This especially applies to repeated violations.)</p>

### **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.

### Use of Electronic Communication Devices on School Property (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. Upon completion of any individual student searches, parents will be notified by administration.

ASD is in partnership with the Talladega County Sheriff’s Office who conducts periodic searches using K-9s in cooperation with the School Resource Officer(s) assigned to our campus.

## **Discrimination Complaint Procedures**

Individuals may file complaints regarding issues related to race, color, sex, religion, creed, national origin, handicapping condition, age, or marital status, and this will serve as the complaint procedure of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

The procedure is:

1. Students, student applicants, parents or guardians are responsible for filing a written complaint of an alleged incident within ten calendar days of the occurrence. School staff will assist in filing this complaint when necessary. This must be filed with the Principal.
2. The Principal shall conduct an investigation and make a decision within 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, Resident Advisor, 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.
3. Maintain self-discipline. Display anger and disagreement in an appropriate way.
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**

<b>Level 1*</b>	<b>DEFINITION</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>REPEAT OFFENSES</b>
1.1 Borrowing/selling personal property	Borrowing, buying, lending or selling personal property or services is prohibited unless authorized by staff.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Meet with Director</li> <li>- Possible change of setting</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.2 Bus/ Public 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.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Assigned seat on next bus trip</li> <li>- Write or present on subject</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Suspension from bus on next trip</li> <li>- Possible loss of bus privileges</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
1.3 Disrespect	Being disrespectful in speech and action.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Director</li> <li>- 1 day suspension/restriction</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.4 Disruptive Behavior	Interference with the orderly academic process. Any conduct which disrupts the learning environment including but not limited to classroom disturbances, chewing gum, destruction of educational materials, and eating in class.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Director</li> <li>- 1 day suspension/restriction</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>
1.5 Dorm Duty	Failure to perform dormitory duties or maintaining dorm room and/or personal belongings to an acceptable degree and cleanliness as instructed by staff.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Meet with Director</li> <li>- Possible change of setting</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Up to 2 days suspension/restriction</li> </ul>

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

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

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

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

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

2.13 Not in assigned area	Willful absence from class without authorization.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Up to 2 day suspension</li> <li>- Student may receive a zero</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- IEP meeting (FBA/BIP)</li> <li>- Up to 5 days suspension/restriction</li> </ul>
2.14 Obscene language or profanity	Using language or gestures inappropriate for use, such as name-calling, profanity, obscenity, or derogatory comments.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Up to 2 days suspension/restriction</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- IEP meeting (FBA/BIP)</li> <li>- Meet w/Safety &amp; Security Director</li> <li>- Up to 5 days suspension/restriction</li> </ul>
2.15 On/off campus without permission	Being on or off campus without proper authorization or notification to staff (includes elopement).	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Revoke on/off campus privileges for up to 1 week</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Revoke on/off campus privileges for up to 2 weeks</li> <li>- Up to 5 days suspension/restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.16 Petty Theft	Taking someone else's property without that person's permission. For the purpose of this code, stealing is limited to items valued <b>under \$100.</b>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Report to AIDB Security/Police</li> <li>- Up to 2 days suspension</li> <li>- Restitution</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.17 Pornographic\ Inappropriate materials	Any student possessing pornographic materials, e.g., magazines, movies, etc. Can include age-inappropriate materials (NC-17, R- rated movies/materials)	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Up to 2 days suspension/restriction</li> <li>- Loss of privileges</li> <li>- Meet with Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

2.18 Possession of illegal materials	Holding of any material that is statutorily illegal. Examples of illegal materials may include, but are not limited to, fake IDs, fireworks, counterfeit materials, stolen goods.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Confiscate materials</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/restriction</li> </ul>
2.19 Tobacco	Possessing tobacco (including smokeless and E-Cigarettes) products on school grounds, functions or trips.	<ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Contact parent</li> <li>- Loss of privileges</li> <li>- Up to 2 days suspension/restriction</li> </ul>
2.20 Possession of OTC medication	Any student possessing legal over the counter medications.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Report to AIDB Security/Police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
2.21 Sexual Harassment	Repeated words, signs, body movements, vocalizations, inappropriate touching, and or gestures that make someone feel nervous or uncomfortable.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Up to 2 days suspension/restriction</li> <li>- Possible contact of AIDB SRO/Security/Police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Up to 5 days suspension/restriction</li> <li>- Notify AIDB Security/Police</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

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

<p>2.25 Threat to self (see AIDB Suicide Prevention and Intervention Procedures JLDBB-P, and Harassment Report Form adopted by the AIDB Board of Trustees on April 12, 2001 in AIDB Policies and Procedures Manual)</p>	<p>Verbal or physical action which may result in physical harm to self.</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Contact parent</li> <li>- Follow the AIDB Suicide Prevention/ Intervention for Youth and Children Policy JLDBB-P</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- IEP Meeting (FBA/BIP)</li> <li>- Required release from personal physician before return to school</li> </ul>
<p>2.26 Unauthorized petition</p>	<p>Passing a petition around school or dorm without permission from authorized administrative personnel.</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Up to 2 days suspension/restriction</li> <li>- Possible change of setting</li> <li>- Possible contact of AIDB security/police</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Report to AIDB Security/Police</li> <li>- Up to 5 days suspension/restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>
<p>2.27 Unlawful assembly</p>	<p>Forming or participating in a group of three or more persons to cause violence, to do unlawful acts, incite civil disorder, or to disturb others.</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Up to 2 days suspension/restriction</li> <li>- Loss of privileges</li> <li>- Meet with Director</li> </ul>	<ul style="list-style-type: none"> <li>- See 1<sup>st</sup> Offense</li> <li>- Community Service (1-3 hrs)</li> <li>- Up to 5 days suspension/restriction</li> <li>- IEP meeting (FBA/BIP)</li> </ul>

\* Level 2 discipline codes may become Level 3 infractions depending on repeated and/or severity.

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

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

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

3.5 Child Pornography (Sexting)	Possession, distribution (including electronically/digitally) creation (including making pictures/videos of self or others), etc. of exposed or inappropriately displayed body parts, genitalia, breasts, facsimiles of sex, motions, lewd or lascivious actions, or any content considered to be of an inappropriate sexual nature of one or more minors.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.6 Criminal destruction of property ( <b>over \$100</b> )	The willful destroying or damage to public or private property valued <b>over \$100.</b>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Restitution</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.7 Criminal Theft ( <b>over \$100</b> )	Obtaining another person's property illegally. For the purpose of this code theft applies to property values at \$100 or more.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Restitution</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense
3.8 Distribution/sale of drugs and/or alcohol	Selling/providing illegal drugs/alcohol, including look-a-likes, or paraphernalia that can be used to ingest drugs or alcohol.	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	- See 1 <sup>st</sup> Offense

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

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

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

<p>3.14 Possession/use/threat of use/brandishment/transfer of a dangerous weapon</p>	<p>Possession/use/transfer of any item that is used with the intent of causing bodily harm. The term “weapon” is defined in Section 921 of Title 18, United States Code, and includes, but is not limited to, BB guns and firearms (as defined in Section 1.1 of the Firearm Owners Identification Act). Use of weapon as defined in Section 24.1 of the Criminal Code, includes knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-alikes” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens maybe considered weapons if used or attempted to be used to cause bodily harm.</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<p>- See 1<sup>st</sup> Offense</p>
<p>3.15 Sexual Assault (Rape)</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<p>- See 1<sup>st</sup> Offense</p>
<p>3.16 Sexual Battery</p>	<p>Knowingly behaving in such a way that is in violation of school and social rules, policies, and norms concerning sexual behavior (forced without consent).</p>	<ul style="list-style-type: none"> <li>- Contact parent</li> <li>- Community service</li> <li>- Meet with Adj Specialist/Counselor</li> <li>- Report to AIDB Security/Police</li> <li>- Immediate suspension/schedule IEP meeting (FBA/BIP)</li> <li>- Loss of privileges</li> <li>- Meet with Director/Safe &amp; Sec Director</li> </ul>	<p>- See 1<sup>st</sup> Offense</p>

\*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  
BIP – Behavior Intervention Plan

FBA – Functional Behavior Assessment  
IEP – Individualized Education Program

ISS – In-School Suspension  
OSS – Out-of-School Suspension

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

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 the Student Life 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 Life to stay later.

### **Vehicles**

- Every year, a junior/senior student must pick up an application form from the High School/Student Life office, fill out the form, and return it to the High School Office/Student Life office.
- Students must have automobile liability insurance.
- Students must have completed the Student Vehicle Information Form. Student Life Director, High School Director, and Principal must sign the form.
- The school is not responsible for the damage to or theft of vehicles or 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.
- Students must park in the Student Center parking lot. An AIDB "hangtag" must be displayed. 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.
- No student is allowed to ride in the vehicle with another student driver outside of their immediate family.
- 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 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 the 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 Life Director and/or Principal before they can be brought to or used at ASD.

## **Dating/Relationships**

- It is the parent's/guardian's responsibility to be aware of friendships and dates their child may have.
- If students are in 9<sup>th</sup> grade and/or under 16 years of age, dating is not permitted when an age difference of one or more years exists, or it is believed that there is potential for problems. Students in grades 8 and/or 14 years of age or below are not allowed to date or show public displays of affection.
- 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 any activity.
- Students who have responsibilities to dorms, school, clubs, or sports must finish those responsibilities first before leaving for a date.

## **Public Displays of Affection**

- Students in grades 8 and below are not allowed to date or show public displays of affection.
- High school students (9-12<sup>th</sup> 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             | ● Varsity Volleyball            |
| ● Junior High Football         | ● Junior Varsity Volleyball     |
| ● Varsity Boys Basketball      | ● Varsity Girls Basketball      |
| ● Varsity Boys "B" Basketball  | ● Junior High Girls Basketball  |
| ● Junior High Boys Basketball  | ● Girls Recreational Basketball |
| ● Boys Recreational Basketball | ● Varsity Girls Track           |
| ● Varsity Boys Track           | ● Varsity Cheerleading          |
| ● Coed Soccer (Recreation)     | ● Junior High Cheerleading      |
| ● Esports                      |                                 |

## **After-School Programs**

The After-School Programs consist of the following:

### Recreation

The Recreation Department provides opportunity for socialization in cooperation with the Student Life 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 Life, 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:
  - Academic Bowl
  - Battle of the Books Teams
  - Big Brother/Big Sister
  - Class Organizations
  - Junior High School Math Team
  - Junior National Association of the Deaf
  - Pee Wee National Association of the Deaf
  - Robotics Club
  - Underwater Robotics Club
  - Drone Club
  - Student Body Government

## **Student Ambassadors**

The ASD Student Ambassador program is an opportunity for students to work on their social skills, public speaking skills, and first impressions. This program is designed for classrooms, meeting and greeting visitors, community events, and school tours.

## **Student Center**

The ASD Student Center houses the following:

- Athletic Offices
- Gilchrist Room (used for dances, banquets, proms, parties, etc.)
- Gymnasium
- Hall of Fame
- Student Life Offices
- Trading Post (student store)
- Warrior Game Room
- Warrior Snack Bar
- TV Pit

## **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.
7. Students will not receive their diploma until all fines are paid.

### 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 or Digital Device Agreement

## 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 aged 16 and above (and younger students as agreed upon by the IEP team), a transition plan from school to work or post-secondary education 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 7:50 a.m. and conclude at 3:00 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. 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). Weaver 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 7:50 a.m. and conclude at 3:00 p.m. This department is housed in Johnson Hall and Johnson Hall Annex.

Electives include but are not limited to 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 53 for more details.

### **Career/Tech Education**

Kindergarten through 6<sup>th</sup> grade students may receive instruction in Art and Keyboarding.

a) 7<sup>th</sup> and 8<sup>th</sup> grade students may receive instruction in the areas of Career Exploration, Family and Consumer Science, Agriscience, and Technology.

b) High school students may receive instruction in any one or more of the following areas:

1. Agriscience
2. Creative Arts
3. Career Preparedness (required by the State of Alabama, ALSDE)
4. Business Technology Applications/Multi-Media Publications
5. Technology Courses, N.T.I.D. dual-credit courses, and Robotics
6. Family and Consumer Science/Independent Living
7. Work Experience 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, area Career/Technical Centers, and the Alabama Department of Rehabilitation Services.

### **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 Life 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 through 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 and School Guidance Counselor helps coordinate transition from school to work or post-secondary education.

- 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. Eligible 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, completion of Carnegie units, passing the GED, and/or other factors in cooperation with ADRS and E.H. Gentry.

## Grading Scale

A	90 - 100	C	70 -79
B	80 - 89	D	60 - 69*
		F	0 - 59
<p>*Any grade of 69 or below is an unsatisfactory grade and the student is placed on academic probation.</p>			

### Graduation Credit Requirements Alabama School for the Deaf 2023-2024

<b>COURSES</b>	Alabama High School Diploma Credits
English	4
Reading*	4
Mathematics	4
Science	4
Social Studies	4
Physical Education	1
Health Education	0.5
Career Preparedness	1
Career Tech/Foreign Lang/Arts Ed./Electives	3.5
Total Credits Needed:	26

\*Students able to prove and maintain grade level literacy according to standardized testing may be eligible for exemption of this requirement. This would be replaced with an elective.

**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 eighth grade. Students who have not met graduation requirements and/or are on the Alabama Alternative Standards Pathway may be permitted to return as a 5<sup>th</sup> year senior. Any remediation for other students should be addressed in partnership with ADRS and E.H. Gentry.**

### **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 3.5 or higher in all courses taken during grades 9-12. (If no student has an academic average of 3.5 or above, there will be no valedictorian or salutatorian that year. A class spokesperson may be chosen by the administration.)
- 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**

### **Honor Roll Distinctions (Students in Grades 7 – 12)**

The Honor Roll is one way that Alabama School for the Deaf recognizes student achievement. The qualifications for Honor Roll are as follows:

- A Honor Roll – All A's
- A/B Honor Roll – All A's and B's
- High Honor Roll – Student with GPA of 3.50 or higher in grades 10-12

### **Academic Probation**

Academic Probation is given to High School students (9-12<sup>th</sup> 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.*

## **High School Bell Schedule**

**2023-2024**

**1st period - 7:50 am - 8:40 am - 50 min.**

**2nd period - 8:45 am - 9:35 am - 50 min.**

**3rd period - 9:40 am - 10:30 am - 50 min**

**4th period - 10:35 am - 11:25 am - 50 min.**

**5th period - (Lunch/Remediation/Acceleration Period) -**

**11:30 am - 12:30 pm - (60 min.)**

**Wave 1 - 11:30 am - 12:00 pm - (7th - 9th) - 30 min**

**Wave 2 - 12:00 pm - 12:30 pm - (10th - 12th) - 30 min**

**6th period - 12:35 pm - 1:10 pm - 35 min  
(Vocabulary Curriculum/Reading Intervention)**

**7th period - 1:15 - 2:05 pm - 50 min.**

**8th period - 2:10 pm - 3:00 pm - 50 min.**

## **Elementary Bell Schedule**

**2023-2024**

**1st period - 7:50 am - 8:40 am - 50 min.**

**2nd period - 8:45 am - 9:35 am - 50 min.**

**3rd period - 9:40 am - 10:30 am - 50 min**

**4th period - 10:30 am - 11:20 am (Lunch) - 50 min.**

**5th period - 11:25 am - 12:15 pm - (50 min.)**

**6th period - 12:20 pm - 1:10 pm - 50 min**

**7th period - 1:15 - 2:05 pm - 50 min.**

**8th period - 2:10 pm - 3:00 pm - 50 min.**

### **Semester Exams Dates and Exemption Policy**

#### **1st Semester Exam Dates**

**Tuesday, December 12, 2023**

**Wednesday, December 13, 2023**

#### **2nd Semester Exam Dates**

**Tuesday, May 14, 2023**

**Wednesday, May 15, 2023**

#### **ASD Semester Exemption Policy**

**100 - 90 - exempt - absences will not come into play if a student performs at this level**

**80 - 89 - with no more than 3 unexcused absences - exempt**

**70 - 79 - with no more than 2 unexcused absences - exempt**

**\*\* 69 - 0 - Students will be required to take semester exams in classes within this grade range.**

## **Section VI: STUDENT LIFE 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.
- 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.

## **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.
- Students leaving campus with anyone other than their parents or guardians must have written parental permission with the specific date for visitation. Only in emergencies will phone calls, text, or emails be accepted.

## **Visitation**

- Visiting Sunday through Thursday must be done before 8 p.m.
- 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 Taylor Hall, Mary Leonard Hall, Weaver Cottage Boys/Girls by older students without permission from Student Life administrators.

## **Independent Living Dormitory Program**

- Potential students are reviewed and selected by Student Life administrators.
- 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 Life.
- 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.
- Students pay \$5 for the rent as a teaching tool. This \$5 fee will be returned to the student at the end of the school year.

## 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 Life office before they are shown or read in older dormitories only.
- 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 return at the scheduled time for their dormitory.
- 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 via either monetary restitution or community service, per the Student Code of Conduct.
- 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 Resident Advisors (RAs).
- "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.
- Any teenage-rated game with violence is subject to approval by Student Life administrators.

## E-MAIL DIRECTORY (2023-2024)

<b>Principal's Office</b>	<b>Email Address</b>
Principal	
Administrative Assistant	
Stephen Cain, Interpreter	<a href="mailto:cain.stephen@aidb.org">cain.stephen@aidb.org</a>
<b>Elementary Department (PreK-6<sup>th</sup>)</b>	
Antwan Miller, Director	<a href="mailto:miller.antwan@aidb.org">miller.antwan@aidb.org</a>
Brooke McDaniel, Administrative Assistant	<a href="mailto:mcdaniel.brooke@aidb.org">mcdaniel.brooke@aidb.org</a>
<b>High School Department (7-12<sup>th</sup>)</b>	
Director	
Evelyn Jordan, Administrative Assistant	<a href="mailto:jordan.evelyn@aidb.org">jordan.evelyn@aidb.org</a>
<b>Career/Technology Department</b>	
Rachel Neighbors, Director	<a href="mailto:neighbors.rachel@aidb.org">neighbors.rachel@aidb.org</a>
Tabetha Fields, Administrative Assistant	<a href="mailto:fields.tabetha@aidb.org">fields.tabetha@aidb.org</a>
Brooke Shepherd, Work Experience Coordinator	<a href="mailto:shepherd.brooke@aidb.org">shepherd.brooke@aidb.org</a>
Jim Fannin, WEP/SWP	<a href="mailto:fannin.jim@aidb.org">fannin.jim@aidb.org</a>
Amanda Turner, WEP/SWP	<a href="mailto:turner.amanda@aidb.org">turner.amanda@aidb.org</a>
<b>Recreational/Athletics</b>	
Cedric Tyson, Director	<a href="mailto:tyson.cedric@aidb.org">tyson.cedric@aidb.org</a>
Administrative Assistant	
<b>Student Life Department</b>	
Tammy Jacobs, Director	
Administrative Assistant	
Dorm Program Supervisor – Girls	
Chad Fleming, Dorm Program Supervisor – Boys	<a href="mailto:fleming.chad@aidb.org">fleming.chad@aidb.org</a>
Isabella Natalie, Weekend Dorm Program Supervisor	<a href="mailto:natalie.isabella@aidb.org">natalie.isabella@aidb.org</a>
Matthew Dixon, Night Dorm Program Supervisor	<a href="mailto:dixon.matthew@aidb.org">dixon.matthew@aidb.org</a>
Cliff Geffen, Adjustment Specialist	<a href="mailto:geffen.cliff@aidb.org">geffen.cliff@aidb.org</a>
Adjustment Specialist	
Baynes Hall Dormitory	<a href="mailto:bayneshalldorm@aidb.org">bayneshalldorm@aidb.org</a>
Graves Hall East	<a href="mailto:graveseast@aidb.org">graveseast@aidb.org</a>
Graves Hall West	<a href="mailto:graveswest@aidb.org">graveswest@aidb.org</a>
Henderson Hall Dormitory	<a href="mailto:hendersonhall@aidb.org">hendersonhall@aidb.org</a>
Jemison House Dormitory	<a href="mailto:jemisondorm@aidb.org">jemisondorm@aidb.org</a>
Mary Leonard Hall Dormitory	<a href="mailto:maryleonardhall@aidb.org">maryleonardhall@aidb.org</a>
McDonald Hall Dormitory	<a href="mailto:mcdonaldhall@aidb.org">mcdonaldhall@aidb.org</a>
Preuitt Hall Dormitory	<a href="mailto:preuithall@aidb.org">preuithall@aidb.org</a>
Taylor Hall Dormitory	<a href="mailto:taylorhall@aidb.org">taylorhall@aidb.org</a>
Thornton Hall Dormitory	<a href="mailto:thorntonhall@aidb.org">thorntonhall@aidb.org</a>
Weaver Cottage Boys Dormitory	<a href="mailto:weaverboysdorm@aidb.org">weaverboysdorm@aidb.org</a>
Weaver Cottage Girls Dormitory	<a href="mailto:weavergirlsdorm@aidb.org">weavergirlsdorm@aidb.org</a>
<b>Library</b>	
Brandi McIntyre, Librarian	<a href="mailto:mcintyre.brandi@aidb.org">mcintyre.brandi@aidb.org</a>
<b>Cafeteria</b>	
Director	
<b>Transportation Department</b>	
Sammy Gilliam, Director	<a href="mailto:gilliam.sammy@aidb.org">gilliam.sammy@aidb.org</a>
<b>Health and Clinical Services</b>	
Karissa Twymon, HCS Director	<a href="mailto:twymon.karissa@aidb.org">twymon.karissa@aidb.org</a>
Dee Fuller, Director of Nursing	<a href="mailto:fuller.dee@aidb.org">fuller.dee@aidb.org</a>
Mandy Griffin, Director of Admissions	<a href="mailto:griffin.mandy@aidb.org">griffin.mandy@aidb.org</a>
School Psychologist	
Leona Jennison, School Psychologist	<a href="mailto:jennison.leona@aidb.org">jennison.leona@aidb.org</a>
Melissa Moore, Behavioral Specialist	<a href="mailto:moore.melissa@aidb.org">moore.melissa@aidb.org</a>

# AUGUST 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Inservice	2 Inservice	3 Inservice	4 Inservice	5
6 School Registration Work Day 187 day Staff OT 230/260 day staff	7 CLASSES BEGIN	8	9	10 New Student Orientation	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26  Texas @ ASD 
27	28	29  ASD @ F'ville (V) 5:00pm	30	31  Victory Christian @ ASD (JH/V) 5:00pm ASD @ TSD 6:00pm 		

# September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 
3	4 Non-work day 230 staff Holiday-260 Staff 	5 STUDENTS RETURN	6 CLASSES RESUME Fall School Pictures (Football, Cheer, Volleyball, Soccer, Flag- Football)	7	8  Southern Spikeout @ ASD	9  OSD @ ASD 7:00pm  Southern Spikeout @ ASD
10	11	12 Transition Workshop  BB Comer @ ASD (JH/V) 5:00pm	13	14 ASD @ Mississippi 6:00pm  Wadley @ ASD (JH/V) 5:00pm	15	16
17	18  ASD @ Faith Christian (JH/V) 5:00pm	19  JH Talladega Co Tournament	20 Deaf Awareness Day  JV Talladega Co Tournament	21  SCSDB @ ASD 7:00pm	22	23  V Talladega Co Tournament
24	25	26  BB Comer/ Coosa Valley @ ASD 5:00pm	27	28  TCC @ ASD (V) 5:00pm	29  ASD @ Grace Baptist 7:00pm	30 

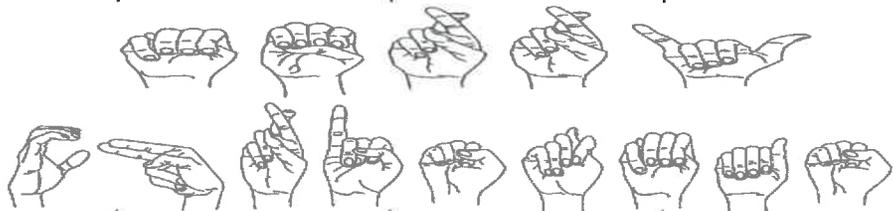
# October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 STUDENTS RETURN	3 CLASSES RESUME  Victory Christian @ ASD (JHV) 5:00pm 	4  Senior Pictures	5	6	7   FSDB @ ASD 7:00pm (Homecoming)
8	9   VB Area Tournament	10   VB Area Tournament	11  ACT Boot Camp 10th Grade (NRSC)  VB Area Tournament	12  ACT Boot Camp 10th Grade (NRSC)  VB Area Tournament	13   South Haven @ ASD 6:00pm	14
15	16  	17  Transition Workshop	18  Pre-ACT (10th Grade)  International Food Day	19  Pre-ACT (10th Grade)	20	21   ASD @ Fremont (TBA)
22	23	24	25	26	27	28
29	30 STUDENTS RETURN	31 CLASSES RESUME  Elem Trick or Treat MS & HS Halloween Party				

# November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Youth Ambassador Program (YAP)	4
						
5 	6	7 Transition Workshop	8	9	10 Magnolia Classic (V) 	11 Magnolia Classic (V)  
12	13	14 Fayetteville @ ASD (JHG/JHB/VG/VB) 5:00 	15	16 JCA @ ASD (VG/VB) 5:00pm 	17	18 
19	20 	21 Thanksgiving Break No School	22	23 	24	25
26 STUDENTS RETURN	27 CLASSES RESUME	28 Basketball & Cheer Pictures	29 ACT Boot Camp (11th-12th Graders)	30 ASD @ Victory Christian (JHG/JHB/VG/VB) 3:45  ACT Boot Camp (11th-12th Graders)		

# December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2	
3	4	5 Faith Christan @ ASD  5:00pm	6	7 Hanukkah Begins	8  Hackney Classic	9  Hackney Classic	
10	11 Semester Exams	12 Semester Exams	13	14 Wadley @ ASD (VG/VB) 5:00pm 	15	16 	
17	18	19	20	21	22	23	
24 CHRISTMAS EVE	25 	26 Kwanzaa Begins	 <h2>WINTER BREAK NO SCHOOL!</h2>				30
31 NEW YEAR'S EVE							

# January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> 	<b>2</b> STUDENTS RETURN 230 day staff return	<b>3</b> CLASSES RESUME 187,197,207,260 day staff return			
<b>7</b>	<b>8</b>	<b>9</b> Victory Christian @ ASD  JHG/JHB/VG/VB) 3:45pm  Transition Workshop	<b>10</b>	<b>11</b>	<b>12</b> National Basketball Tournament @ KSD 	<b>13</b> National Basketball Tournament @ KSD  
<b>14</b> National Basketball Tournament @ KSD 	<b>15</b> STUDENTS RETURN 	<b>16</b> CLASSES RESUME	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>  ASD @ Faith Christian  5:00pm	<b>24</b>	<b>25</b> Mason Dixon Girls- LSD Mason Dixon Boys- LSD	<b>26</b> Mason Dixon Girls- LSD Mason Dixon Boys- LSD	<b>27</b> Mason Dixon Girls- LSD Mason Dixon Boys- LSD
<b>28</b>	<b>29</b>	<b>30</b>  ASD @ JCA (VG/VB) 5:00pm	<b>31</b>			

# February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ASD @ Fayetteville (VGVB) 5:00pm 	2	3
4	5 Basketball Area Tournament	6 Basketball Area Tournament	7 Basketball Area Tournament	8 Basketball Area Tournament	9	10 
11	12 Inservice ALL Staff	13 STUDENTS RETURN	14 CLASSES RESUME Spring & Club Pictures 	15	16	17
18	19 	20 Transition Workshop	21	22	23	24
25	26	27	28	29		

# March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
<p>READY, SET...</p> <p><b>SPRING BREAK!</b></p>						
3	4	5	6	7	8	9
	ACAP Alternative Grades 2-8 (3/4-4/5)					
10	11	12	13	14	15	16
		ACT with Writing (11th Grade)	ACT with Writing (11th Grade)			
17	18	19	20	21	22	23
	ACAP Alternative Grades 2-8 (3/18-4/26)					
24	25	26	27	28	29	30
31	<p><b>Happy Spring Break</b></p>					
						

# April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 STUDENTS RETURN	2 CLASSES RESUME	3 ACAP Summative Grades 7-8	4 ACAP Summative Grades 7-8	5 <b>PROM</b> ACAP Summative Grades 7-8	6
7	<b>DORM  WARS</b>					13
	8	9 Transition Workshop	10	11	12	
14	15	16	17 Cap & Gown Pictures	18	19	20 <b>CLOSED</b> For the weekend!
21	22 STUDENTS RETURN	23 CLASSES RESUME	24 <b>Happy Administrative Professionals Day</b>	25	26 <b>YARD SALE</b>	27
28	29	30	<b>CELEBRATE</b>  <b>HISTORY MONTH</b>			

# May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Teacher/Staff Appreciation Week	7	8 Camp McDowell	9 Camp McDowell	10 Camp McDowell  Elementary 	11
12 	13	14  Final Exams	15  2024 Elementary Graduation Woods & LSLP  Final Exams	16 Elementary Awards 9:30  2024 6th Grade Graduation 11:00	17 High School Awards 10:30	18
19	20	21	22	23  2024 Baccalaureate & Commencement	24  Last Day of School End of 4th 9 Weeks Last Day for 187 day Staff	25
26	27 	28	29	30	31	 PAH!

# JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Last Day for 10 month staff	8
9	10	11	12	13	14 	15
16 <i>Happy</i> <b>FATHER'S</b> <i>Day</i>	17	18	19 Non work day 230 & 260 day staff 	20	21	22
23	24 Summer Break for 230 day staff	25	26	27	28	29
30						

# JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 	2	3	4 	5	6
7	8 230 day Staff return	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			