ASMS Student Community Handbook 2026-2027

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I. Disclaimer, Introduction, Mission, and Privilege of ASMS

Disclaimer

This Student Handbook and Student Code of Conduct is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, ASMS (Board) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

For students or parents having difficulty reading and understanding information in this document, consider one of the following options: Contact ASMS Student Affairs school office for help or contact your school counselor and schedule an appointment time for guidance.

Spirit of the Handbook

The spirit of the Handbook is grounded in the expectation of students to exercise reasonable judgment before they act. Students, therefore, should stand "on notice" that the caveat "…including but not limited to…" should apply to all sections. ASMS reserves the right to deal with instances of inappropriate behavior promptly and efficiently, taking actions deemed to be in the best interests of the students, faculty, staff, and school. The policies outlined in this student Handbook provide a reasonable guide for acceptable student behavior at ASMS and apply to all ASMS students regardless of age. In all instances, students are expected to ask questions and exercise reasonable judgment before they act. In addition to the policies and procedures outlined in the Handbook, all ASMS students must abide by local, state, and federal laws.

ASMS Mission Statement

To provide academically motivated Alabama students with exceptional preparation in the fields of math and science, empowering them to improve their community, state, and nation.

Vision Statement

Our vision is for ASMS to be a premier institution offering Alabama students world-class learning, research, and leadership opportunities.

Honor Code and Pledge

A working school Honor Code is predicated not only upon widespread honorable intent within the school community but also upon a clear understanding of the parameters of the code and consistent application of and attention to the code itself. In short, to be effective, it must be understood and utilized. Attention is given to introducing all members of the school community to the expectation of honorable behavior and to the use and functioning of an Honor Code as a tool in the development of individual character. ASMS recognizes that our goal is to graduate students who conduct themselves honorably and

that this goal is often achieved through a process of trial and error, and honor infractions are viewed within a spectrum. For a more detailed explanation, see the Student Code of Conduct.

Honor Code

Every student shall be honor bound not to cheat (including plagiarize), steal, disrespect the property of others, or lie about anything pertaining to the school. Any student found guilty of violating the honor code and/or the student code of conduct will face sanctions up to and including expulsion. Actively aiding someone in breaking the Honor Code is a violation, and they will be punished accordingly. The Honor Code applies to students while they are on or off campus.

Honor Pledge

As a member of the ASMS Community, I resolve to uphold the Honor Code of this school. I pledge that what I say and do will be in accordance with the Honor Code.

Privilege of ASMS

Attendance at the Alabama Mathematics and Science School is a privilege, not a right. A student's right to free public education resides in the home school district. Given the school's mission, ASMS continually monitors and evaluates students' progress toward achieving their full potential by utilizing the strengths of its unique living/learning environment. Examples are Work Service, Required Study Hours, and personal conferences with a student's counselor, teacher, staff member, or residential life staff. Acceptance into ASMS is for a one-year academic period, and a student must remain in good standing, academically and outside of the classroom, throughout a given academic year to be invited to return in a subsequent year. Furthermore, ASMS will not accept students who are convicted sex offenders. If a student is convicted while enrolled, they will be administratively dismissed immediately.

Integrity of the Admissions Process

The ASMS Office of Admissions implements a thorough application and interview process to enroll honest, hardworking students. Parents' and students' forthrightness during this process is essential for ensuring the safety of the community. If, at any point during an enrolled students' time at ASMS, a review of their admissions application or information from their home school uncovers omissions and/or misrepresentations, they may be administratively withdrawn from ASMS or subjected to a discipline hearing. Examples of relevant offenses include inaccurate discipline records, incomplete transcripts, falsified medical records, and deliberate omissions. If an enrolled student or their family suspects that they have previously provided false information to ASMS, they must notify school officials immediately. Providing false information to a Board employee is a major infraction, and unwillingness to correct an existing inaccuracy will be regarded as a continuing offense for the enrolled student. ASMS may consider an offender's application invalid, retroactively revoke an offer of admission, and administratively withdraw such a student.

Notice of Non-discrimination

The Alabama School of Mathematics and Science does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, or veteran status in the administration of employment, educational programs and activities, and admissions. Anyone who claims to have been unlawfully discriminated against due to any ASMS regulation or policy or the official action of any ASMS employee should follow the Alabama School of Mathematics and Science Grievance Procedures (forms and information are located within this Handbook). Inquiries or complaints may be addressed to the Director of Human Resources and Operations, 1255 Dauphin St., Mobile, AL 36604.

Community Inclusion Policy

The ASMS community is more vital when we embrace Alabama's rich cultural diversity. We are more effective when we offer valuable, inclusive experiences that provide equitable opportunities for people to serve, lead, and participate with us. What we say and how we behave matters. Although free expression is essential, we must take responsibility for how our words and actions may affect others. The Community Inclusion Policy is designed to create and maintain a collaborative, positive, and healthy environment for all ASMS community members. The Community Inclusion Policy asks community members to:

- Use respectful language,
- Be supportive,
- Foster a welcoming and inclusive environment, and
- Celebrate Alabama's rich cultural diversity.

All ASMS community members will apply the Community Inclusion Policy uniformly to help members recognize the impact that their words and actions can have on other people. If you experience behavior that does not align with the Community Inclusion Policy, you have ways to respond:

- If the situation can be resolved through discussion, please talk to the person directly. Often, the person who said something or acted in a way that made others feel excluded, marginalized, or targeted did not do so intentionally. Although there might be mistakes, missteps, and uncomfortable conversations along the way, having this dialogue will lead to a better and stronger community.
- If a discussion is impossible or the situation involves someone in a leadership role or another club, contact the ASMS Office of Human Resources, which will review the information and follow up appropriately.
- If you are in danger or your safety is in doubt, contact local law enforcement officers and notify the ASMS Office of Human Resources.
- All ASMS community members can access the grievance policy and file a grievance through the Office of Human Resources.

Family Involvement

Family involvement is a significant component in assuring that time spent at ASMS is a successful experience for each student. Parents provide security, love, values, and discipline for their children. The ASMS academic and residential programs will give the students opportunities, structures, and materials to learn and grow. The faculty and staff work with parents to help students reach their highest potential. This is achieved by requiring a family commitment as part of the decision to attend and remain at ASMS. A continuing and good relationship with the home and the family enhances this commitment. ASMS parents/legal guardians are fully responsible for the behavior and performance of their children while enrolled at ASMS. Essential parental support includes encouraging and enforcing appropriate student behavior, monitoring schoolwork and grades, and keeping up with school activities and information. Two-way communication between the school and home is critical to student success. ASMS will contact parents to inform them of their student's progress and school events. ASMS will depend on parents to inform staff and faculty members of issues and concerns.

Legislative History

Established in 1989 by an act of the state legislature, the Alabama School of Mathematics and Science is a residential, public high school for sophomores, juniors, and seniors pursuing advanced studies in mathematics, science, and technology. With an advanced sequence of study in mathematics, the sciences, and the humanities, the educational environment is enhanced by the availability of computers, modern laboratory facilities, independent research, field trips, and opportunities for special projects. The fine arts and music programs allow students to discover and develop artistic talents. ASMS opened in September of 1991 with a class of 140 juniors, a sampling of Alabama's many talented and highly

motivated students. The school aims to provide an intensive educational experience to highly motivated students from various backgrounds.

The residential context, combined with a liberal arts, mathematics, and science curriculum, offers a unique experience that prepares young people to develop the skills and knowledge to assume future leadership roles in scientific research, business, industry, education, and government. In addition, the school serves as an educational resource to faculty, students, and individuals throughout the state. ASMS is truly a public school, available to any selected applicant. Students do not pay tuition or boarding expenses; they only pay a general fee for the academic year. While students have the right to attend public school at home, it is a privilege to attend ASMS. The school, located in Mobile's Dauphin Way Historic District, is a true partnership between the state of Alabama and business and industry. The state supplies the operating budget, and the facility is owned and maintained by the Alabama School of Mathematics and Science Foundation. The Foundation is a charitable group that receives donations from businesses, industries, individuals, and other foundations.

Communication of Amendments or Addenda

All policies and procedures in this Handbook are subject to change. If a significant amendment to the Handbook is made, students, parents, faculty, and staff will be notified in writing before implementing the new standards.

Gaudeamus Igitur (Old School Song)

Gaudeamus igitur, Juvenes dum sumus. Post jucundam juventutem.
Post molestam senectutem. Nos habebit humus, nos habebit humus.

Student Bill of Rights

1. The Right to Privacy
Students have a fundamental right to privacy.

2. Right to a Safe Campus
Students have the right to a safe learning and living environment.

3. Right to Due Process
When accused of wrongdoing, students have the right to a fair investigation and/or hearing.

4. The Right to Mental and Physical Health Resources
Students have the right to mental and physical health resources.

5. Freedom to Pursue Individual Interests through Education
Students will be given opportunities to pursue their passions and interests through academic and extracurricular activities.

6. The Right to Provide Input
Students have the right to provide input in major decisions that affect their education and learning environment.

7. The Right to Helpful and Fair Teachers
Students have the right to fair and accurate assessments from qualified teachers whose primary purpose is to enhance each student's learning experience.

8. The Right to Elect Student Government Officials
Students have the right to participate in the democratic election of some student government officials.

9. The Right to Present Feedback to the Administration
Students have the right to present an issue to and receive a timely response from the administration.

Note: In 2020, the ASMS SGA worked with school administrators on this Bill of Rights.

II. ASMS Traditions

ASMS has many student programming traditions that have developed over the years that build community and give students a break from their academic pursuits. Most of the traditions occur every year while other traditions may rotate based on the programming schedule.

Boo Bash
For one ghostly night in October, the Student Activity Center is turned into a haunted house walk-through. This event is hosted by the senior class.

Class Trips
Class trips help students bond with each other. The first weekend on campus, students attend trips with their classes. Whether it be to the beach or a museum, these trips allow students to get to know each other. Also, classes take trips together throughout the year, like Orlando for seniors, Six Flags and a college visit for juniors, or Gulf Shores for sophomores. ASMS reserves the right to change or cancel a class trip at any time. Attending a trip is a privilege and not a right, and ASMS reserves the right to deny access to a trip to a student.

Geekfest
Geekfest is held towards the end of the term. Geekfest includes plenty of fun games, dance battles, bouncy castles, Lego-building competitions, anime, board games, and food to last the evening.

Goofy Olympics
Goofy Olympics is a major competition held between ASMS halls (Newton, Einstein, Curie, and DaVinci) and is held during Fall Term.

Hall Competitions
Hall competitions are held throughout the year. At the end of the year, the hall that has won the most hall competitions and has the most hall points wins a plaque and bragging rights for the next year.

Mega Musical Chairs
Mega Musical Chairs is hosted by the SGA during spring term. ASMS students find sponsors for a large and intense game of musical chairs. Funds raised through Mega Musical Chairs are donated to charitable organizations.

Move-In Day
In August, students return to campus with all their belongings, ready to begin a new year. They are assisted by student leaders and other volunteers, helping them settle in as much as possible.

Open Mic Night
Every term, the SGA Activities Committee hosts Open Mic Night, similar to a talent show. Anyone can sign up to perform.

Polar Bear Plunge
Students come together to raise awareness for the melting ice caps by jumping in the freezing cold pool.

Prom
Prom is hosted by SGA during the Spring. Students dress formally and take part in a night full of dancing and memories. Before the festivities begin, seniors are "led out." Lead out is when the senior is announced in front of the student body and is escorted by a person of their choice, usually a family member or a significant other.

Science Bowls
ASMS hosts the Alabama State Science Bowl for middle schools and high schools. Students can volunteer, and it is a wonderful way to earn service hours.

StressFest
StressFest is a large party held by the Peer Advisors before Spring Term finals every year. It is a fantastic way for students to celebrate the last day of class but also prepares them to buckle down for the finals coming ahead.

Winter Formal
Winter Formal is held before Christmas Break. Put together by the SGA Activities Committee, this event allows students to dress up for a fun night of dancing and great memories.

III. Academics

An ASMS education pushes students to be creative thinkers, intellectual risk-takers, and entrepreneurial problem-solvers. ASMS faculty members are subject-matter experts dedicated to high-quality, innovative teaching and learning. Most importantly, they are mentors and guides deeply invested in the success and growth of ASMS's students. The ASMS faculty and President establish the curriculum, implement it regarding the calendar, credits, and graduation requirements, and set the standards and penalties for academic discipline. The student shall be afforded due process in academic matters per the following guidelines.

Student Due Process

The intention of ASMS is to afford due process when the procedures contained within the Student Code of Conduct are implemented. The degree of procedural due process provided shall be based on the gravity of the offense and the severity of the contemplated penalty. Before being punished for violations of school regulations or Board policy, students have the right to the following minimum due process procedures:

- School rules will be clearly stated and related to the educational purposes of the school.
- School rules will be fair and specific enough for students to know what they may or may not do.
- Students, parents, and guardians will be informed of the rules affecting behavior and discipline.
- When disciplinary action is involved, school personnel and students will comply with required procedures, including but not limited to, providing oral or written notice to the student of charges and evidence, as well as an opportunity for accused student to provide an explanation of the events.
- For long-term suspension (more than 10 days) or expulsion, ASMS shall afford the student the right to a hearing before the Disciplinary Committee.

Academic Integrity Policy

Academic integrity is essential because dishonest behavior undermines student learning and the credibility of ASMS. High standards of academic integrity safeguard a student's reputation, reflect well on ASMS, and contribute to the well-being of society. Conversely, breaches of academic integrity diminish students, the school, and the public trust in academic endeavors.

While at ASMS, students belong to an academic community and have responsibilities to that community. Upholding these responsibilities maintains the high regard in which ASMS qualifications are held and fosters public support for educational ideals and ASMS. Students should be proud of the high standards of academic integrity for which we strive, and society flourishes when high standards of integrity are evident.

ASMS students are expected to maintain high levels of integrity in all of their academic pursuits. Cheating of any kind (on any exam, quiz, lab, tests, homework, or any other type of assignment) and plagiarism of

thoughts, words, or ideas are prohibited. Students who engage in academic dishonesty will be dealt with in accordance with the policies outlined in the Code of Conduct.

Cheating is a form of academic dishonesty in which the person misrepresents his or her mastery of the course content. Cheating applies to examinations, labs, written assignments, online discussion, and any other form of student assessment. Examples include but are not limited to the following:

- Using unauthorized materials such as a textbook, prepared notes, study aids, or an electronic device during an examination;
- Unapproved use of artificial intelligence on an assignment or activity;
- Unauthorized access to or use of someone else's computer account or computer files to complete an assignment;
- Possessing or obtaining an examination without the instructor's authority or prior knowledge;
- Submission of an assignment purchased from a commercial entity (e.g., term papers, software programs, etc.);
- Unauthorized preprogramming of and/or access to electronic devices; and
- Leaving a classroom or testing area during a test to access information or answers.

Plagiarism is a form of dishonesty by which the person misrepresents someone else's words, ideas, phrases, sentences, or data as his or her own or otherwise fails to properly acknowledge the source of such material through complete and accurate citations and reference lists. Both the intentional and unintentional use of another's work constitutes plagiarism. Examples include but are not limited to the following:

- Directly quoting another person's words without the use of quotation marks and/or acknowledging the source;
- Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the other instructors;
- Paraphrasing or restating another person's ideas, opinions, or theories without acknowledging the source; and
- Failing to properly cite an original source when using a secondary source.

Fabrication is a form of dishonesty by which the person deliberately invents or falsifies information or research findings with the intent to deceive. Examples include but are not limited to the following:

- Citing information not taken from the source indicated;
- Citing a source that does not exist;
- Intentionally distorting the meaning or applicability of data;
- Citing sources in a bibliography or reference list that were not used in the project; and
- Misrepresenting or falsifying a résumé for a college application or scholarship.

Collusion is a form of dishonesty involving two or more persons acting in a manner intended to misrepresent individual effort, learning, and/or contributions to course assignments. Examples include but are not limited to the following:

- Allowing another student to copy from your work, intentionally or unintentionally (e.g., Allowing another student to copy from your work or granting them access to it in such a way that their copying from it would be a likely outcome);
- Completing an assignment for another student;
- Allowing another student to complete an assignment for you (e.g., asking a student to show you their answers or do some work for you);
- Unauthorized sharing of examination questions and/or answers before or after an examination; and

- Unauthorized collaboration with another person during an examination or other assignment.

Other Examples of Academic Integrity Violations include but are not limited to the following:

- Posting another's work on the internet without that person's permission;
- Unauthorized or inappropriate access to use of another's computer account, email, or electronic files;
- Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, personal emergency, etc. to avoid or delay timely submission of academic work, or the taking of an examination, or to request an incomplete or WP in the course;
- Coercing any other person to engage in academic dishonesty or misconduct; and
- Aiding any other person engaged in academic dishonesty or misconduct.

Advanced Placement Policy

AP Courses

The Advanced Placement program at ASMS permits students to enroll in a maximum of three official Advanced Placement courses per year. Students may request to be scheduled in the course and selection is determined by the corresponding instructor and class availability. Once enrolled in the course, students may not drop the class and must continue until its conclusion. Teachers may deny a student's request to take an AP exam, basing their decision upon the student's past performance.

AP Exams

Students are required to register for the AP exam and follow the deadlines required by ASMS and the College Board. When registering for an exam, students are required to pay for the exam at that time or apply for a fee waiver. The following procedures are required for any student wishing to take an Advanced Placement exam:

- The student must either take the corresponding course or submit a request to test in another subject area. If a student requests to take the test without taking the corresponding course, they must provide evidence of preparation for the AP exam.
- Students must submit a permission form signed by two faculty members in that discipline. This form must be approved by the college counselor pending receipt of all required documentation.

Attendance Policy

Class attendance is an integral component of academic success; therefore, students must be in attendance to take full advantage of the academic opportunities offered at ASMS. Absences or tardiness have a substantial impact on a student's academic performance and should be kept to a minimum. Absences from class will be classified as either excused or unexcused.

Attendance Records

Faculty are responsible for keeping attendance records of students in their classes and for expressing the ASMS attendance policy in their course syllabi. To ensure accuracy of attendance record keeping, the school nurse will post a daily record of medical excused absences and the nurse, or a Student Affairs representative will post non-academic administrative excused absences.

Unexcused Absences

Unexcused absences will be closely monitored and corrected with disciplinary action. Unexcused absences carry over from course to course in a single term and may be cumulatively tallied for student review purposes at any time.

Tardiness

Students are expected to be on time for all classes. Tardiness of more than fifteen (15) minutes to one class meeting may be counted as an unexcused absence. Leaving class for more than ten (10) minutes may be counted as an unexcused absence. Students will consult with the course syllabi to determine an instructor's expectations with respect to tardiness. Tardies are cumulative across all courses taken in one term, but do not roll over. Consequences acquired in one term will be resolved regardless of the term in which consequences were acquired. It is the responsibility of a tardy student to immediately notify the teacher to mark them present, or else the student may be marked absent. This absence will remain on the student's record if it is not corrected on the same day. Three (3) unexcused tardies in one term will be treated as equivalent to one (1) unexcused absence.

Consequences for Unexcused Absence and Tardiness

Class attendance will be reviewed by the registrar on a weekly basis. If, during the weekly review, a student is found to have a new unexcused absence on their record for the term, they will lose walk-off privileges for seven days, not counting breaks. Additionally, students who have more than one unexcused absence for the term will be assigned to Remediation School whenever they accrue a new unexcused absence. Students who accrue five or more unexcused absences for a given term may be referred to Student Affairs for discipline review. Parents may be contacted at any point in this process.

If a student believes they have been assigned an unexcused absence in error, they should contact a staff member to have the error corrected. The Nurse's Office can correct medical absences with the proper documentation, and the registrar can correct school-approved, non-medical absences.

Unexcused tardies will be reviewed by teachers and staff members on a case-by-case basis. While one unexcused tardy will generally not present an issue, a teacher or staff member may submit an academic progress report for a pattern of unexcused tardies, or they may refer an offending student to Student Affairs for discipline review.

Excused Absences

When a student needs to be absent from class for an excusable reason, it is the responsibility of the student and parent to follow proper protocol to inform the school of the requested absence. Parents are asked to schedule family activities, medical appointments, college visits after school hours, or during school breaks. It is the responsibility of the student to obtain assignments prior to their absence and make up any work during their absence. Circumstances may arise where exceptions are appropriate, but every effort should be made to limit class absences.

Illness on Campus

Students who will need to miss class due to illness must report to the nurse's office. To be excused from a first period class, the student must report to the nurse by 7:45 a.m. If the nurse cannot substantiate the student's claim of illness, the student will be expected to attend class. To be excused from all other classes during the day, the student must report to the nurse 30 minutes prior to the start of the class. In the event a student is placed on room restriction due to an excused illness, the following procedure will be implemented.

Medical Room Restriction Procedure

- Nurse or Student Affairs staff implement room restrictions due to non-contagious medical reasons.
- The student will stay in their dorm room until the next morning.

- Food may be obtained from the cafeteria in a takeout box during mealtimes and the student will go back to their room.
- Bathroom breaks are allowed during Room Restriction.
- After school activities are not allowed and the student is to remain in their dorm room.
- If a student needs medical attention, they will call the front desk and ask them to be transferred to the nurse's office.
- If a student needs medical attention after hours, they may contact the on-call residence life staff through another student or call the front desk and ask for an on-call residence life staff member.

Illness Off Campus

Students who become ill while at home for a weekend or a break should not return to campus until they are well and able to attend classes. The parent or guardian is responsible for reporting their child's health status to Student Affairs before 6:00 p.m. on Sunday night (251-441-2100). A REACH request should be submitted indicating the expected date of return. The parent or guardian may contact Student Affairs if the REACH request needs to be edited.

For absences related to medical matters to be excused, a doctor's note should be provided. However, for no more than five class days per academic year, a note or email from a parent sent to the nurse may suffice in the place of a doctor's note for an offsite student.

Absences Requiring Prior Permission

When a student will be absent from a class for an excusable reason (excluding illness, medical emergency, or unexplained circumstances), students must submit the proper absence request form to faculty for authorization of the excused absence. This excused absence request form must be submitted at least one (1) class meeting prior to the anticipated absence. Only administrators, faculty, and medical personnel have authority to excuse a student's absence from class.

NOTE: *If subsequently a student is found going to any other activities, curricular or extracurricular, while he/she is supposed to be in the room, all classes will become unexcused.*

College Visits

Senior students taking an official college visit must submit the proper absence form at least one (1) week in advance, notify their teachers, and bring proof of the visit which may include college letterhead listing the dates a student visited the campus. Sophomore and junior students should schedule college visits during long weekends or breaks.

Excessive Absences

Whether excused or unexcused, excessive absences have a detrimental effect on a student's academic standing. Accruing (3) three unexcused absences in a course may be cause for a faculty member to assign the grade of WF for that course. Accruing five (5) or more total absences, excused and unexcused, will prompt an administrative assessment to ascertain the reason(s) behind the excessive absences. A determination may result in a recommendation of dismissal from school or a plan of action.

Long Term Absence

When a student has been absent from all classes for five consecutive class days, Academic Affairs and Student Affairs will conduct an individualized review with the student and parent or guardian. The review will consider the reason for the absence, the student's functional ability to participate, academic progress, residential needs, available supports, reasonable accommodations, and the feasibility of completing course and graduation requirements.

ASMS may consider short term academic flexibility, make-up work, an incomplete, independent study, an approved voluntary course withdrawal, or another appropriate academic options when educationally feasible. Any option remains subject to applicable course and academic rules. Nothing in this section requires ASMS to waive essential course requirements, excuse uncompleted work, award unearned credit, or fully replicate the residential academic program remotely. Prolonged disengagement may affect the student's ability to complete a course, earn required credit, return to a full academic schedule, or graduate on time.

No student will be automatically excluded, withdrawn, or denied return solely because a fixed number of days has passed, because of a diagnosis or hospitalization, or because the student requested an accommodation. Any decision concerning continued enrollment, temporary leave, medical withdrawal, course withdrawal, or return will be based on an individualized assessment and consideration of reasonable accommodations. This limitation does not prevent ASMS from imposing temporary health or safety measures based on current information. This section must be applied consistently with the ASMS Student Accommodation and Support Policy.

National Signing Day Activities

ASMS will excuse from class a student who signs a commitment letter at an organized National Signing Day ceremony held during instructional time at school in connection with an athletic scholarship, a postsecondary school or university educational commitment, an apprenticeship program, or military enlistment. The student should provide reasonable advance notice when practicable and remains responsible for arranging completion of missed work. A failure to provide advance notice will not defeat the excused absence when the student's eligibility is otherwise verified.

When ASMS hosts a National Signing Day activity, the school will provide reasonable accommodations, including appropriate meeting space, internet access, and seating, provided that the accommodations do not interfere with instruction. Guests may attend with prior school approval and compliance with campus visitor and security procedures. The President or the ASMS official designated to perform principal duties may excuse other students to attend when doing so will not materially interfere with instruction.

Religious Released Time and Elective Credit

A parent or guardian may request in writing that a student participate in a religious released time program conducted off school property by a church or other local community based religious organization. The parent or guardian must complete the ASMS released time and checkout authorization form identifying the sponsoring entity, annual schedule, location, transportation arrangements, emergency contact, and person authorized to receive the student. One completed authorization may apply for the full school year and will not be required for each individual session.

ASMS does not sponsor, supervise, control, fund, arrange, coordinate, transport students to, or endorse the religious instruction. School personnel may not provide the instruction. Public funds will not be used other than for de minimis administrative costs.

The sponsoring entity must maintain attendance records and make them available to ASMS, make provisions for and assume liability for participating students, and certify that it has completed required criminal history background checks for every employee or contractor likely to have direct and ongoing contact with a participating student. Transportation, including transportation for a student with a disability, is the responsibility of the sponsoring entity, parent, guardian, or student and may not be arranged, coordinated, or provided by ASMS personnel.

ASMS will approve a request unless objective evidence provides a reasonable basis to believe that participation would pose a substantial risk of physical harm to the student, that the sponsoring entity is violating state law in a manner that poses a substantial risk of physical harm to a student, or that participation would cause the student to miss minimum instructional time or a required intervention under state or federal law.

The student is responsible for missed schoolwork. No student may be released from a required core curriculum class. Elective credit may be awarded only when the sponsoring entity and course satisfy State Board of Education requirements, including attendance requirements, and provide records sufficient for ASMS to verify credit. Credit may not exceed the normal credit awarded for an elective course. ASMS remains neutral toward the religious beliefs, practices, and instruction of the sponsoring entity.

Course Syllabi

Faculty will provide an electronic or paper copy of the course syllabus to each student within the first week of class attendance. The syllabus will be the basis of expectations between the teacher and the student. Each syllabus will state the course requirements, grading policy, grading scale, exemption policy, attendance policy, dates of major tests, papers and/or assignments, and late work policy. See sample attendance policy at the end of this Handbook.

Credit Transfer Limitations

Credit will be given only for courses approved before the course was taken, taken at accredited institutions of higher learning, and not offered at ASMS. Classes taken will not be listed on the ASMS transcript nor factored into the GPA. They will, however, be attached to the transcript listing the school and the course taken.

Curriculum Summary and Graduation Requirements

The following represents the standards that must be met in each student's studies at ASMS. While ASMS strives to provide a varied and individualized curriculum, only rare circumstances would allow for approval of any variation in the following requirements. Courses completed before 9th grade will not be counted toward ASMS graduation requirements. All requirements are stated in Carnegie Units (CU). Specific graduation requirements are given below. However, students must also take 1.0 - 3.75 CU of additional elective coursework to complete the graduation requirements.

Biology: 1.5 CU
Chemistry: 1.5 CU
Computer Science: 0.5 CU
English: 4.0 CU
Fine Arts: 0.5 - 1.0 CU (depending upon entry grade)
General Electives: 1.25 - 1.50 CU (depending upon entry grade)
History: 4.0 CU
Mathematics: 4.0 CU
Physical Education and Health: 1.5 - 2.0 CU (depending upon entry grade)
Physics: 1.5 CU
World Languages: 2.0 CU
Additional Elective Credits: 1.0 - 3.75 CU (depending upon entry grade)

Minimum Credits Required for Graduation: 23.25 - 27.25 (depending upon entry grade)

Biology

1.5 CU graduation requirements. Minimum of 0.5 CU completed at ASMS.

- Students with no previous biology credit will take Biology Fundamentals followed by at least two 0.5 CU biology electives.
- For students entering with biology credit, a placement exam will be used to evaluate the appropriate starting level in the ASMS biology courses.

Chemistry

1.5 CU graduation requirements.

- Students are required to complete the AP Chemistry sequence, the Principles of Chemistry sequence, or department-approved equivalent.
- Students who earn only 1.0 credit from a required sequence and have no chemistry transfer credits must take at least one 0.5 CU chemistry elective.
- For students entering with chemistry credit, a placement exam will be used to evaluate the appropriate starting level in the ASMS chemistry courses.

Computer Science

0.5 CU graduation requirement.

- Computer Science: Principles must be completed at ASMS. This course is generally completed during the first year of enrollment at ASMS.

English

4.0 CU graduation requirements. Minimum of 1.0 CU completed during each year of enrollment.

- Sophomores will take Sophomore English and American Literature I.
- Juniors will take Speech Communications, and they must also take American Literature II or two terms of AP English Language and Composition.
- Seniors choose between the two courses in our regular track, British Literature I and II, or the year-long AP track, which includes two terms of AP English Literature and Composition.

Fine Arts

0.5 - 1.0 CU graduation requirements depending on entering grade.

- Entering sophomores must complete 0.5 CU of either art or music during the sophomore year as a general elective credit.
- Survey of Art or Survey of Music must be completed during the senior year at ASMS. Alternatively, students may take EN 211 Shakespeare on Stage, EN 220 Creative Writing, or EN 232 Survey of World Drama to satisfy the senior Fine Arts requirement. A class taken in this way will not count towards a concentration in English.

General Electives

4.0 - 5.25 CU graduation requirements depending on entering grade.

- Incoming students must take Student Orientation and Introduction to Research Methods 1 & 2.
- All students must take a Special Projects course each year of their enrollment.

History

4.0 CU graduation requirements. Minimum of 1.0 CU during each year of enrollment.

- Students must complete a U.S. History sequence (Advanced American Studies or AP U.S. History) by the end of the junior year.
- Students must enroll in Economics and Advanced American Government during the senior year.
- Credits must include 1.0 CU in U.S. History, 0.5 CU in Economics, and 0.5 CU in Government.

Mathematics

Mathematics: 4.0 CU graduation requirement. Continuous enrollment until graduation requirements are met.

- Credits must include Geometry, Trigonometry, Precalculus, and one 0.5 CU math course beyond Precalculus.
- For all entering students, a combination of Math ACT score, previous courses taken, and/or math placement exam will be used to evaluate the appropriate starting level in the mathematics sequence.

Physical Education and Health

0.5 CU per year of enrollment in physical education or varsity sports; 0.5 CU graduation requirement in Health.

- All students must take Health unless the course is completed before entering ASMS. This course does not count as an elective.

Physics

1.5 CU graduation requirements. Minimum of 0.5 CU taken at ASMS.

- All students are required to complete an entire physics sequence at ASMS unless credit for a previous physics course is accepted by ASMS.
- All students with no previous physics credit are required to take Introduction to Physics during the junior year unless placed out of the course by the Physics Department. Introduction to Physics carries general elective credit and does not satisfy the 1.5 CU physics requirement.

Sex Education and Human Reproductive Process Instruction

Any ASMS curriculum, program, advice, or content that includes sex education or instruction concerning the human reproductive process will comply with Alabama law, including required sexual risk avoidance content and restrictions on curriculum, materials, and outside providers.

ASMS will provide parents and guardians written notice at least fourteen days before the content is taught. The notice will identify the curriculum and explain how a parent or guardian may request and review the complete curriculum before it is distributed to students. A parent or guardian may submit a written request for the student to be excused from the instruction without academic or disciplinary penalty. ASMS will provide an appropriate alternative assignment that does not require the student to study the excluded content.

ASMS will not use the services of an individual or organization to assist with this instruction if the individual or organization does not endorse sexual risk avoidance as the primary means of sex education, performs abortions, provides referrals to abortion services, or provides funding, advocacy, or other support for abortions. Academic Affairs will document its review of the curriculum, materials, and any outside provider before instruction begins.

Special Project

0.25 CU per year of enrollment at ASMS is required.

World Languages

2.0 CU graduation requirements. Continuous enrollment until graduation requirements are completed in the preferred sequence offered at ASMS.

- All students must complete the intermediate level of a language with 1.0 CU completed at ASMS.

- For all entering students wishing to pursue a language for which they already have some credit, a language placement exam will be used to evaluate the appropriate starting level in the ASMS language sequence.

Directed Study Policy

ASMS encourages students to take on directed research and reading outside the classroom but under the direct supervision of a faculty member. Students may receive .25 or .50 CUs for the course. Prior approval to teach the course must be obtained from Academic Affairs. If a course is to receive .25 CUs, there must be a minimum of two direct contact hours per week and either a written component to the course or an oral exam. If a course is to receive .50 CUs, there must be a minimum of four hours of direct contact and a written component to the course. Attendance is mandatory, and absences will be recorded.

A Directed Study class may not replace a required graduation course, nor will it count towards a fifth academic class. Students must apply to take the Directed Study before the end of the Drop/Add Period and secure the signature of the instructor prior to turning in the form to their counselor. Students must have a minimum of 3.5 unweighted GPA and will not be permitted to take more than two DRs per term.

Student Accommodation and Support Policy

Student Accommodations

Accommodations are modifications to conditions that would otherwise cause a student, because of a disability, to be disadvantaged relative to non-disabled students in their access to ASMS's programs. ASMS shall not discriminate based on a request for IDEA or Section 504 accommodation. Reasonable accommodation provides equitable access to programs or facilities and does not fundamentally alter the essential nature of a course or academic program. When a family or student provides medical proof of a disabling condition that significantly impacts a student's ability to access an academic program, ASMS can partner with them to ensure the student's educational program access. Because ASMS offers a rigorous STEM-focused curriculum in an independent residential setting, planned accommodations should facilitate access without bypassing the content or compromising the program's quality. Certain conditions that make it unsafe for a student to live on their own in the dormitories may be unreasonable to accommodate. ASMS will only make this determination after conducting an extensive review of medical and other related records and consulting with the family.

Purpose and Commitment

ASMS is committed to maintaining a safe, supportive, and high-performing residential academic environment and ensuring that qualified students with disabilities have equitable access to the school's programs and services. Consistent with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA), ASMS does not discriminate or retaliate on the basis of disability and provides reasonable accommodations to support student success while preserving the integrity of its educational mission.

ASMS recognizes that student success requires both intellectual rigor and appropriate support for students with disabilities. Enrollment and continued participation at ASMS require students to meet the core demands of both the academic and residential components of the program. ASMS is not a therapeutic or clinical treatment setting. Through an individualized, interactive process, ASMS works in collaboration with students and families to identify reasonable accommodations allowing participation in academic and residential experience and supporting students' well-being.

Definitions

Accommodation: A modification or adjustment to a program or service that enables an individual with a disability equal access to participate in the program or service.

Disability: A physical or mental impairment which (1) substantially limits one or more major life activity, (2) a record of such an impairment, or (3) being regarded as having such an impairment.

Fundamental alteration: A substantial change in a course, program, or activity.

Undue burden: A significant difficulty or expense, including financial difficulty and accommodations that are extensive, substantial, or disruptive.

Confidentiality

ASMS respects the privacy of students' disability-related information. Accordingly, such information will be:

- treated as confidential;
- shared only with personnel who have a legitimate educational or safety-related interest; and
- used solely to inform individualized support, safety planning, and accommodation decisions.

Communication with students' healthcare providers will occur only with written consent or as otherwise permitted or required by law. Documentation requests will be limited to information reasonably necessary to evaluate safety, support needs, accommodations, or return-to-school readiness.

Overview of Accommodation Process

ASMS will conduct an individualized, fact-based assessment and engage in an interactive process with the student, parent/guardian, and relevant professionals taking into consideration:

- reasonable accommodation requests,
- support or safety plans, and
- collaboration with the student's healthcare providers.

Accommodation Requests

Students and parents/guardians are responsible for:

- initiating accommodation requests,
- providing pertinent information regarding the student's disability and functional impacts,
- engaging in the interactive process with ASMS and following the ASMS procedures for accommodations, and
- using accommodations appropriately.

Accommodation requests may be denied when they would fundamentally alter the program or services, compromise safety, or impose an undue burden. If an accommodation request is denied, a written explanation will be provided and alternative accommodations will be considered.

Essential Safety and Participation Requirements

The essential requirements and fundamental components of participation in the ASMS residential academic program are the student's ability to:

- reside safely in a residential setting,
- participate in scheduled classes and academic activities,
- maintain personal safety and basic self-care,

- follow established residential and campus safety expectations, and
- engage in the community in a manner that does not pose a direct safety risk to self or others.

ASMS evaluates these requirements considering reasonable accommodations and available support. Determinations are based on a student's functional abilities including class participation, residential expectations, daily living responsibilities, and engagement.

Attendance
ASMS prioritizes maintaining the student's enrollment and connection to the school community during periods of support and intervention. Requests for disability-related accommodations, including attendance flexibility, will be reviewed through the accommodation process. The goal is for the student's continued participation in the residential academic environment to the maximum extent appropriate.

Evaluations
If a student's conduct raises concerns about safety or program participation, ASMS may request additional information, which will be based on objective evidence, limited to necessity, and involve the student and parent/guardian.

ASMS will analyze whether a student presents a safety risk that cannot be adequately mitigated through reasonable accommodations and available support structures, as determined through an individualized assessment grounded in objective evidence.

Emergencies
In cases of immediate safety concern, ASMS may implement:

- continuous supervision of the student,
- parent/guardian notification, and
- coordination with the student's healthcare providers.

A temporary, non-disciplinary transition from the school campus may occur when necessary. ASMS does not impose automatic removal or exclusion following safety concerns. All decisions are made through an individualized assessment and consideration of reasonable accommodations and support.

Any determination regarding safety risk will be based on objective evidence and an individualized assessment of the nature, duration, severity, and likelihood of the risk, including whether a student presents a significant and immediate safety risk that cannot be mitigated through reasonable accommodations and available support structures. No single factor will be determinative.

Temporary Leave and Return to Campus
Return to school decisions are based on:

- an individualized assessment,
- consideration of reasonable accommodations, and
- input from treating professionals.

ASMS may request current documentation reflecting functional limitations when necessary to inform decisions. No student will be subject to disciplinary action, removal, or exclusion solely on the basis of a mental or physical health condition, the need for hospitalization, or the request for accommodations.

If additional information is required, requests will be narrowly tailored, less burdensome options will initially be considered, and requests will comply with applicable law.

Duration of Temporary Leave
A student's non-disciplinary leave from campus is individualized based on medical need, safety considerations, and the student's ability to re-engage in the academic and residential program.

No student will be removed, withdrawn, or denied return to school based solely on the passage of time, a diagnosis, or the occurrence of a mental or physical impairment.
If a student's absence is extensive, ASMS will conduct an individualized review, including consideration of reasonable accommodations, academic options, and the student's readiness to return to the school.

Academic Continuity During Temporary Leave
While short-term flexibility may be provided, ASMS is unable to fully replicate the residential academic experience remotely. Students are strongly encouraged to remain engaged with coursework when possible. Extended disengagement (beyond two weeks) may make successful reintegration into school unlikely.

Consideration of Withdrawal or Alternative Planning
If a student is unable to return to campus or fully engage in the academic program after a period of temporary leave, ASMS will engage in an individualized, interactive process with the student and parent/guardian to evaluate appropriate next steps, including:

- continued enrollment with supports or accommodations,
- a leave of absence,
- a medical withdrawal, or
- alternative educational planning.

Any such decision will be based on an individualized assessment of the student's circumstances, including available supports and reasonable accommodations, and will not be based on fixed timelines or automatic criteria.

Standard for Safety-Based Determinations
Any determination regarding a student's ability to remain in or return to the program based on safety concerns will be made through an individualized assessment grounded in objective evidence. This assessment will consider:

- the nature, duration, and severity of the risk,
- the likelihood that potential harm will occur, and
- whether reasonable accommodations, modifications, or support measures can sufficiently mitigate the risk.

A student will only be determined unable to safely participate if the risk cannot be adequately mitigated through reasonable accommodations and available support structures. No single factor, including diagnosis, hospitalization, or provider recommendation alone, will be determinative.

Reentry and Ongoing Support
Following a student's return to school, ASMS may implement:

- individualized support plans,
- safety plans, and/or
- academic and residential supports.

Accommodation Review
Accommodation requests will be reviewed annually. Requests for modification of plans are permitted. Plans will be monitored and adjusted accordingly.

Review and Resolution of Disagreements
When a disagreement occurs, ASMS may take the following actions:

- review all relevant information,
- consideration of additional accommodations,
- consultation with appropriate personnel, and
- consultation with a professional at the school's cost.

Procedural Safeguards and Appeals
Students and parents/guardians may request an appeal of any decision pursuant to this policy. Additional documentation or information may be submitted for the appeal process. Appeals must be submitted in writing to the ASMS Section 504/ADA Coordinator. An impartial decision-maker who was not involved in the original determination will review the appeal.

A written decision regarding the appeal will be provided within 14 calendar days, unless emergency circumstances require prior action. Any interim safety measures deemed necessary to protect the student or community may remain in place during the appeal process.

Individuals who believe they have experienced disability discrimination, harassment or retaliation may contact the Office for Civil Rights (OCR):
U.S. Department of Education
Office for Civil Rights
Atlanta Office
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406
FAX: 404-974-9471; TDD: 800-877-8339
Email: OCR.Atlanta@ed.gov

In the case of a grievance, students and parents/guardians are encouraged to first contact the ASMS Section 504/ADA Coordinator and follow the ASMS appeal process before filing a grievance with OCR.

Wireless Communication Device Policy

Alabama state law HB166 strictly limits student access to wireless communication devices such as cell phones, laptops, smart glasses and video game systems during the instructional day.

During the instructional day, a student may not use or operate a wireless communication device in an ASMS building or on ASMS grounds. A student may possess a device only when it is turned off and stored away from the student's person in a school assigned locker, a locked vehicle, or another fixed storage location approved by ASMS. A backpack, purse, pocket, or other item carried by the student is not an approved storage location.

For purposes of this policy, the instructional day includes the period during which ASMS is open and in session for instruction, including classes, class transitions, lunch, instructional assemblies, testing, and other school scheduled portions of the academic day.

A student may use, operate, or possess a wireless communication device during the instructional day only when:

- The use is authorized by an Individualized Education Program, Section 504 Plan, Individualized Accommodation Plan, or Individualized Health Plan.
- The use is for an educational or learning purpose under the supervision or written authorization of ASMS personnel.
- An emergency threatens the life or safety of the student or another person.
- Because ASMS requires computers for academic work, the President or designee may issue school-wide, course-specific, or individual written authorization for possession and use of laptops or similar devices for educational purposes under school supervision. This authorization does not permit personal messaging, gaming, social media use, or other nonacademic use during the instructional day.
- After the instructional day, students may use wireless communication devices subject to the residential, safety, privacy, and conduct rules contained in this Handbook.
- A first violation will ordinarily result in confiscation through the end of the instructional day and notice to the parent or guardian. A second violation will ordinarily result in confiscation until a parent or guardian retrieves the device or approves another release arrangement accepted by Student Affairs. Repeated, intentional, or disruptive violations may result in loss of device privileges and discipline as an Intermediate or Major Violation. ASMS may impose a different proportionate consequence when the circumstances warrant.

ASMS will distribute this policy as required by law. School employees are expected to enforce it consistently.

Internet Safety Policy

While on the ASMS campus and during ASMS activities, students should:

- limit their internet access to age-appropriate subject matters and materials
- be cautious and informed when using email, chat rooms, and other forms of direct electronic communication
- avoid accessing unlawfully obtained data or information, including that acquired via hacking
- be wary when encountering malicious websites, web applications, or software that expose students to disclosure, use, or dissemination of their personal information
- avoid accessing social media platforms during instructional hours, except as approved by ASMS employees

Violations of the Internet Safety Policy guidelines could result in confiscation of the offending device for a specified period, even on the first offense. Repeated violations will be considered an Intermediate or Major Violation under the Student Code of Conduct.

Grading Policies

Grading follows a letter evaluation system:

A	100-90	Excellent and Passing
B	89-80	Good and Passing
C	79-70	Satisfactory and Passing
D	69-60	Below Average and Failing
F	59-0	Poor and Failing
P		Passing

S	Satisfactory (an interim grade)
I	Incomplete
WP	Withdraw Passing
WF	Withdraw Failing
AUD	Audit
R	Repeat

Academic Probation

All students must maintain a GPA of 2.5 or greater. Any student falling below a GPA of 2.5 based on a schedule containing a minimum of five (5) academic courses is placed on probation. Any student whose course load falls below five (5) academic courses is placed on probation regardless of their GPA for the term. If a student is placed on academic probation after their first term, they have one academic term to achieve a term GPA of 2.5 or greater based on a schedule containing at least five academic courses. A GPA of 2.5 or below is a cause for greater concern. Any student on probation will be evaluated by the Office of Student Affairs, Dean of Academics, and the President to determine if the student may stay at ASMS. If the student fails to achieve a GPA of 2.5 or greater in the following term, the student will be dismissed from ASMS.

Credit

Credit is awarded for courses successfully completed with a grade of "A,'' "B," "C," or "P." For courses that extend over more than one quarter, credit will be awarded at the end of the sequence and an "S" on a report will indicate satisfactory progress is being made.

Failing a Course

Students have only two opportunities to pass any given course. Once a student fails a course, he/she must pass with a grade of "C" or better the next time he/she is registered for that course. If a student does not earn a "C" or better, he/she will be dismissed from ASMS. Students may opt not to repeat courses that are not part of their graduation requirements. The following rules apply when a "D" or "F" is the earned grade: When a student earns a "D" or an "F" in a course required for graduation, the course must be repeated. Once the course is completed successfully, the original grade earned will remain on the student's transcript with an addition to said transcript showing an "R" for repeat after the course has been repeated. The passing grade will be recorded after repeating the course.

Course grades at ASMS are based on the student's academic performance as measured against expectations set forth in the instructor's syllabus and the Community Standards Handbook. If a student believes their final grade in a course has not been determined by those methods, they may initiate the grade appeal process.

Reasons for initiating this process include arbitrary or capricious grading; inaccurate grade calculation; extreme deviation from course syllabus or school policies; and extraordinary mitigating circumstances beyond the student's control.

The grade appeal process itself is as follows:

- The student should contact the teacher by email within two weeks of receiving the final grade and ask for a grade recalculation addressing one or more of the above reasons.
- If the student believes that the teacher's response does not address the grading concern, they may appeal to the Academic Dean by email within one week of receiving the response.

- If the student believes that the Dean's decision does not address the grading concern, they may appeal to the ASMS Department Chairs Committee within one week by emailing the Dean to schedule a committee review. This may result in a formal grade appeal hearing.
- If the student believes the committee's decision does not address the grading concern, they may appeal directly to the ASMS President by email within one week of receiving the decision. The President's decision on the matter is final.

Grade Point Average (GPA)

To establish grade requirements for probation, clubs, and other activities, the GPA is computed from end of term grades in academic courses only. ASMS uses a four (4) point scale. A=4 points. B=3 points. C=2 points. D & F=0 points.

Grade Changes

No grade changes will be made after mid-term of the following quarter. Also, grade changes cannot be made to graduates' transcripts following the last working day of June.

Grade Restrictions for Seniors

Seniors may not have a failing grade (i.e., D or F) or withdraw (i.e., WF. WP) in any course during their final term at ASMS. A senior who fails a course or withdraws from a course during their last term at ASMS will not be allowed to participate in graduation ceremonies.

Incomplete Grade

At the end of a quarter an instructor may label a course incomplete, "I." An incomplete must be designated as complete with a grade by the end of the next grading period (i.e. incompletes at the end of Fall Quarter must be completed by mid-term of the Winter Quarter), with the exception of courses ending in the Spring for which the last working day in June will be the deadline. Seniors must remove all incompletes by the close of business on the last day of finals of the Spring Quarter to qualify for graduation exercises.

Withdraw Passing (WP)

A Withdraw Passing grade initiated by a faculty member or a student should be processed prior to the first interim grade posting of a term. Unless the Academic Dean allows for an exception, it cannot be finalized if it would cause a student to drop below the required minimum academic courses per quarter.

Withdraw Failing (WF)

A Withdraw Failing may be initiated by a school official. It is due to excessive absences from class, disruptive behavior, academic failure, or other academically or socially undesirable behavior. A student may continue to audit a course with the instructor's permission.

Graduation

Commencement Exercises are held to honor graduating students. All graduating seniors are expected to attend this ceremony unless they have lost this privilege as a consequence of violating a policy contained within this handbook.

Loss of Privilege of Graduation Participation

It is to be noted that students who have not completed the requirements for an ASMS diploma will not be permitted to participate in Commencement Exercises and may not walk or receive a diploma. Furthermore, seniors who fail to adhere to the Honor Code, Student Code of Conduct, Community Life

Expectations, Policies and Guidelines, and satisfactorily complete work service also may be subject to loss of their privilege to participate in any end of year events, including Commencement Exercises.

Academic Intervention Meetings

At any point in an academic term, a student at risk of failing an academic course may be required to attend an Academic Intervention Meeting, which can be held online in Microsoft Teams, hosted on campus, or facilitated via email conversation. The student's teachers, parents, and counselors will be invited to participate and provide guidance and feedback. The teachers and counselors involved may generate a remediation plan for the student to help them improve.

Library Services

The ASMS library is a resource center and workspace for students. All communications and questions regarding the library should be addressed to the librarian, or the library assistant. Students are accountable for any material checked out from the ASMS library and must clear their account quarterly. Textbooks are to be returned at the end of each quarter at a designated location unless the text is required for the following quarter. Students must return all textbooks during check out at the end of the school year. Students must pay for lost or damaged textbooks before they can register for the next school year. At the time of withdrawal or graduation, a student's charges owed to any library, ASMS or local, must be cleared before transcripts are released. Library hours will be posted outside the library.

Copy Machine: A photocopier for student use is in the library.

Access to Local Libraries: Students at ASMS have access to the library facilities at the University of South Alabama and the Mobile Public Library. Damaged or lost books or materials are the responsibility of the student. Misuses of these privileges may result in loss of privileges.

Library Laptops: The library offers a limited number of laptops for students to check out during the school year. This service is a privilege for students. If a laptop is damaged while checked out to a student, that student will be held responsible and will incur any repair or replacement costs. Students who check out a laptop will sign a form signaling that they will treat the school property with respect and agree to pay repair or replacement costs associated with any damage.

Off-Campus Course Credit

Courses taken at colleges or universities (not as repeated courses) may be used as elective credit at ASMS, if such course work is not normally offered at ASMS. Prior approval must be granted. The complete policy on course credit from institutions other than ASMS is as follows:

For students entering ASMS with course credit from another institution the following rules apply:
Eighth Grade and Below: No credit will be awarded for any courses taken as part of the 8th grade or any lower grade curriculum, except for Algebra I or Geometry taken in the 8th grade – which must be properly documented on a transcript. In situations where a student registered in 8th grade or a lower grade and traveled to a high school and took a high school course with other high school students, the course will be recognized by ASMS and credit awarded if, and only if, the high school at which the course was taken issues an official transcript attesting to the course taken, the grade accomplished and the credit value. A notation on the 8th grade cumulative record is not acceptable as evidence that the course was taken at a high school. The grade attained for such courses must be an A, B, or C to be awarded transfer credit.

Other High School Credit

Students will be given credit for all courses taken at an accredited high school where the grade attained was A, B or C. No credit will be awarded for grades below C.

University Credit
Students with university credits will be given full credit for all courses taken where the grade attained was A, B or C. No credit will be awarded for grades below a C.

For students at ASMS who take courses at outside institutions as a condition of ASMS Attendance:
Students may be required to take courses during the summer as a condition of their continuing at ASMS or coming to ASMS. In such cases the President, or his/her designee, will give approval, on an individual basis, for the course and institution proposed by the student to fulfill the requirement.

For students at ASMS who take courses in addition to the ASMS Course Load:
Students who wish to take courses in the summer, or during the regular school year, at an institution other than ASMS must follow a procedure, which parallels that for directed study. The permission request must be presented in written form to the President. The request must include the name of the university at which the proposed study will take place, the name of the course, and a copy of the course description from the university catalogue. Permission requests will be entertained only for courses that do not replicate ASMS courses.

Release of Student Information

Outside ASMS: No confidential information other than that required by state and federal law will be given over the phone or in writing to a third party unless there is written parental or student approval. Correspondence from the school can be sent to only one set of legal guardians or custodial parents. If duplicate information for more than one parent/guardian is needed, the parties involved should forward it. (See section on FERPA and HIPAA laws)

Within ASMS: Student information is shared among certain faculty and staff while reviewing the student's progress, behavior and needs. This information is used to provide the student with support, help and special care when needed to counsel the student, to determine behavior and consequences, or to evaluate the desirability and feasibility of keeping the student at ASMS.

Remote / Virtual Instruction

ASMS reserves the right to transition to online or remote instruction in a pandemic, weather emergency, etc.

To ensure that students, faculty, and staff are prepared for virtual instruction, ASMS will designate an Online Learning Day(s). Students will attend all classes online through Microsoft Teams while remaining on campus. ASMS may also designate additional planned Online Learning Days when doing so would reduce travel costs or minimize disruptions to instruction.

Routine Correspondence and Change of Permanent Address

ASMS requires that a parent, legal guardian, or responsible adult family member serve as contact for routine correspondence, permission, and emergencies. ASMS requires parents or guardians to make their current home address, email address, and telephone numbers available. This information is essential for use in emergency situations and for compliance with the Alabama residency requirement. Changes to this contact information should be made by the parents by calling the Office of Academic Affairs. The Registrar will make the necessary changes to the primary student database and notify all offices of the update. Having correct contact information for a student and their family is a safety issue. As

such, if a student or their family members provide false contact information, the student will be administratively withdrawn from ASMS.

Temporary Changes

Occasionally parents must be away from home for business, vacation, etc. It is essential that the parent provide ASMS with the name, address, and phone number of the person(s) to contact in case of emergency and how and where to locate parents during this time. Notification should be made by emailing the Office of Student Affairs (Student Affairs will notify the Registrar).

Scheduling

Sophomores and juniors will be scheduled for at least four academic courses per quarter. Seniors will be scheduled for at least five academic courses per quarter. Schedules will be prepared for them in accordance with requests submitted by students. Students not requesting the minimum number of courses required will be scheduled according to availability of courses. Typically, students will enroll in a first or second period course each term. A Drop/Add period will take place in the first two days of each term to allow students with class conflicts and unscheduled graduation requirements to make such changes and additions. Changes for reasons other than these will be made only if deemed necessary by the counselor and approved by the Academic Dean. Students who enroll in Advanced Placement courses must receive their instructor's permission to withdraw.

Sophomore and Junior Re-Enrollment

Invitations to return as juniors and seniors are offered to students who have demonstrated an acceptable standard of academic, residential, campus work service, attendance, and behavioral performance during the sophomore and junior years.

Intent to Return Form

Students seeking to return to ASMS as juniors and seniors must file an Intent to Return Form by the stated deadline. However, even if students fill out this form and register for the next year, they are not officially granted readmission to ASMS until the School has extended an invitation.

Promotion Meetings

At the end of the winter term, faculty and staff may provide information relevant to a student's academic progress and continued participation at ASMS. Reenrollment recommendations will be based on documented criteria, including academic performance and progress, attendance, ability to complete graduation requirements, compliance with stated residential and conduct expectations, completion of required work service, and the student's performance after implementation of applicable supports or accommodations. A recommendation will not be based on protected speech, a complaint or grievance, a disability or diagnosis, a request for accommodation, or subjective judgments about personality, popularity, manners, tolerance, or willingness to agree with school officials.

Academic/Behavioral Review Committee

During the third term, the Office of Student Affairs and the Dean of Academics will convene an Academic/Behavioral Review Committee composed of administrators, counselors, faculty, and staff to review all Intent to Return Forms and to hear recommendations for denial of junior and senior re-enrollment based upon a student's performance as a sophomore or junior.

The Committee may conduct an initial review and a final review. After the initial review, if denial of reenrollment is under active consideration, Academic Affairs will provide the student and parent or guardian preliminary written notice identifying the specific academic, attendance, residential, work

service, or conduct concerns. The notice will state that no final decision has been made and will provide at least five business days for the student or parent to submit relevant information.

After the response period, the Committee will reconvene and consider the response, relevant records, and any applicable accommodation or support plan before making a final recommendation. A member who has a conflict of interest, demonstrated bias, or material personal involvement in the underlying matter must disclose the issue and recuse when appropriate. A recommendation not to invite a student to return will state the objective reasons and evidence relied upon.

Invitation to Return

All students not referred to the Academic/Behavioral Review Committee and in good financial standing will receive an invitation to return in June. A student who clearly fails to meet academic and/or behavioral requirements (see Academic/Behavioral Probation – Return to Home School) for return as a junior or senior will be notified immediately by the Office of Student Affairs. The student will not receive an invitation to return. It is within ASMS's rights to invite or not invite a student back, as attending ASMS is a privilege and not a right. An Alabama resident has the right to attend a public school in his or her home county.

A student with borderline grades, attendance concerns, behavior concerns, or with a combination of academic and behavioral issues will be reviewed by the Office of Student Affairs and a committee of faculty and staff prior to a final decision being made regarding his/her return. The Dean of Students or the Dean of Academics and the committee will complete the review no later than two weeks after the academic year ends and make a final decision about the student's return. Students and parents will be notified within one week of the decision (by phone, email, or mail). The Office of Student Affairs may recommend that: (1) the student will be issued an invitation to return with no qualifications, (2) the student will be issued an invitation to return on probationary status with a contract to be developed in a meeting with the student and parents prior to the beginning of the school year, or (3) the student not be invited to return.

Appeal Process

A final notice that a student will not be invited to return will identify the specific reasons for the decision and describe the appeal process. The student or parent or guardian may submit a written appeal to the President within ten business days after receiving the final notice. The appeal may include relevant information not previously considered, identify a material factual or procedural error, or explain why the decision is inconsistent with the criteria stated in this Handbook.

The President will review the record and written appeal and may request additional information. The President may affirm, modify, or reverse the decision or return the matter to the Committee for further review. The President should not serve as a voting member of the Committee when the President will decide the appeal. The President's written decision is final within ASMS.

Special Projects

Special Projects are week-long programs designed to encourage intellectual excitement and experiential growth for students and faculty in a context often impossible in ordinary classroom situations. They complement the regular academic offerings and may include intensely focused programs, travel, and integration of disciplines. All Special Projects are supervised by faculty, and supervising faculty will define appropriate academic requirements according to the goals of each project. Special Projects Week is typically scheduled between Winter and Spring Terms.

Requirement

Each student must participate in and successfully complete with a grade of "P" to pass a Special Project during each year of residence at ASMS. Successful completion will earn 0.25 CU per year. Failure to pass the Special Project will result in a school-initiated withdrawal. The President must give direct permission for a student to not participate in Special Projects at the appointed time. If excused, a specific time must be set as when and how a student will make up the special project. A Special Project brochure will be available to students before the end of the winter term. The same ASMS rules of conduct, regulating students' behavior while residing at the school, apply to behavior while participating in Special Projects. All projects will produce some tangible product or service.

Student Orientation

All incoming sophomores and juniors are to complete satisfactorily the Orientation Program into which they are scheduled. Topics for this class include study skills, academic integrity, time management, and stress management.

Mandatory Study Hall

Study Hall may be assigned for students who have earned a D or an F or who have a GPA of less than 2.8 at mid-term or at the end of the term. The assignment to study hall is mandatory until the end of the term. In addition, faculty members may assign struggling students to study labs for a set period.

Term System

The academic year at the ASMS consists of four terms. These terms are designated as Fall, Winter, Spring, and Summer. Fall, Winter, and Spring Terms are dedicated to normal school programing. The Summer Term is dedicated to summer camp programming and outreach opportunities.

Transcripts

Official Requests

Transcripts must be requested through the Office of Academic Affairs. Official transcripts will be released to another institution or scholarship service only if a Transcript Request Form has been completed properly and submitted. Transcripts are not released unless all fees due to ASMS have been paid.

Unofficial Requests

Unofficial transcripts will be issued to students with a written request to the Office of Academic Affairs. Current students may also access their unofficial transcripts on Blackbaud.

Verification

Transcripts may be accessed on Naviance. The Registrar may be contacted to address any questions.

Withdrawal or Graduation

At the time of withdrawal or graduation, a student's charges owed (such as student activity fee, any athletic or club fees, fees from any library, ASMS or local) must be cleared before transcripts will be released (outstanding fees must be paid before transcripts are released).

Students who disrupt or intentionally deviate from the protocol of end-of-year ceremonies will have their diplomas withheld until a full discipline review can be completed. Discipline personnel or the ASMS Discipline Committee will determine appropriate consequences for such a student. Their intended college and any other relevant agencies will be notified of the updated discipline record when or before final transcripts are sent.

Withdrawal

Students are permitted to withdraw from ASMS upon completing the withdrawal procedure. Students planning to withdraw should consult the Office of Student Affairs, which will explain the withdrawal procedure, provide the withdrawal form, and schedule an exit interview. Students must leave the ASMS campus before 7:00 p.m. on the effective date of their withdrawal. The withdrawing student is required to return library materials, textbooks, and keys to the Office of Student Affairs. In case of a disciplinary withdrawal, the student may be restricted from returning to campus. A withdrawal form can be found at the end of this Handbook. A reason for withdrawal is indicated on the withdrawal form (see the back of the Handbook). There are three types of withdrawals:

(1) Academic Withdrawal

Academic withdrawal is for students who must leave for failure to meet academic expectations or graduation requirements. The President may initiate school withdrawals for academic reasons. The primary factors in deciding on an academically initiated withdrawal are the student's inability to complete the ASMS graduation requirements or his/her deficient performance in academic areas. Students who do not live up to the school's academic expectations may be asked to leave during the year or at the end of the year. The normal withdrawal process must be followed.

(2) Disciplinary Withdrawal

Disciplinary withdrawal pertains to students who fail to meet conduct requirements or leave ASMS with a pending investigation or conduct hearing and/or with a conduct hearing decision under appeal. Students who do not live up to the community life expectations of the school due behavior or discipline may be asked to leave during the year or at the end of the year.

(3) Voluntary/Medical Withdrawal

Voluntary withdrawal pertains to students who feel that their academic and personal needs and interests would best be met in another learning environment. Sometimes, a student will encounter situations that lead to a consideration of voluntary withdrawal. In these cases, the student must visit an academic counselor to discuss possible withdrawal. The Academic Counselor may discuss the issue with or refer the student to the personal counselor. Parents will be contacted. Furthermore, if a disabling condition arises and is reported to the school or otherwise becomes evident regarding students who have been admitted or who are current students of ASMS, a committee appointed by the President will determine if the student can remain at ASMS.

Once a decision is made, the student will request a withdrawal form from the Office of Student Affairs or the Registrar's Office, complete and return it to the Registrar as soon as possible, not later than the end of the current quarter. An official copy of the ASMS transcript, grades-in-progress, immunization records, and other appropriate records are sent to the school where the student seeks or intends to enroll. For students who leave ASMS after the first trimester of an academic year but before the end of that academic year, credit is recorded for any course in which a passing grade was earned for the first or second trimester. When withdrawals are considered for the next academic year, forms must be requested and filed before the second Friday of June. ASMS students withdrawing after that date will forfeit the security deposit. The following policies pertain to all withdrawals:

- Students must complete an entire quarter of work, including final exams, to earn final grades and credit for courses. No credit will be earned in a class if the withdrawal occurs before taking final exams.
- Students must settle all fees, fines, other financial obligations, and the ASMS Withdrawal Form must be completed before a final transcript is issued.

- Students who withdraw while facing pending discipline action will not be considered in good behavioral standing. Recommendation letters and references from ASMS may acknowledge the discipline context contributing to the student's voluntary withdrawal.
- A student who has withdrawn from ASMS for any reason is prohibited from returning to campus or attending school functions without the written permission of the Dean of Students.

Work Service

Purpose
As part of their privilege to attend ASMS, students are required to satisfactorily complete two (2) hours of work service every week for the duration of their time at ASMS. Work service enables students to gain tangible work experience during their time at ASMS, develop a sense of responsibility in serving ASMS community members, and create a sense of community ownership through their assignments.

Grade
Students are responsible for completing all assigned tasks and for making up any missed hours. A grade of S (Satisfactory) or U (Unsatisfactory) will be assigned by the work service supervisor. Students with a grade of U will be referred to the Work Service Coordinator for consequences. If further noncompliance persists, students may face disciplinary action from the Discipline Committee. In addition, grades will be placed on grade reports. ***Work Service is a graduation requirement.***

Procedure
All work service assignments are essential contributions to the ASMS community. Work service assignments are made according to the school's needs. Students are generally placed in maintenance or housekeeping to help them learn about the campus, facilities, and to create a sense of ownership of the buildings and grounds. Students are also placed in office positions working with faculty and staff on a variety of tasks and projects. Students must independently communicate with their supervisor to schedule their work service based on their supervisor's availability. All Work Service assignments and changes must be approved by the Work Service Coordinator. Supervisors will communicate with the Work Service Coordinator when students complete their weekly hours and when students are deficient in their weekly hours. The Work Service Coordinator will collaborate with students and supervisors to develop a plan to make up the missing hours. Students who are behind by four hours will receive an infraction and be placed on campus restriction until work service hours are completed. Students who are 6 or more hours deficient will receive a written infraction, their parent(s)/guardian(s) will be notified, and campus restrictions will be imposed.

Standardized Testing Info

Students may take the ACT or SAT whenever these tests are available. The closest local test sites are Murphy High School and Bishop State Community College. Students may sign up for a bus that will take them to the testing center and pick them up when testing is finished. While every effort will be made to provide transportation, resources are limited. Students may also drive to testing sites with parent permission. **Students are expected to take scheduled standardized tests and follow appropriate instructions during those tests.**

Sophomores and juniors take the PSAT in the fall term and take a free state-administered ACT in the spring term. Students who withdraw from ASMS may not return to take standardized tests on campus, nor is the school responsible for helping them find standardized test locations. Students who participate in exchange programs and other off-campus educational opportunities are responsible for registering for their own standardized tests (including the PSAT) and locating testing sites.

Institutional Research Involving Human Subjects

ASMS carefully restricts and regulates all research involving human subjects. Any research project which involves the participation of students attending ASMS must first receive approval from the ASMS Research Committee to ensure that research projects meet governmental guidelines and professional standards for research involving human subjects. "Human participant research" is defined as a systematic investigation designed to develop or contribute to generalizable knowledge, which involves the collection of data from or about living human beings. Human participant research must be reviewed if conducted by any faculty member, staff person, student, or anyone under the auspices of ASMS or a collaborating entity. See form at the end of this Handbook. Personally identifiable information maintained in educational records may be used as data for studies conducted by third parties without prior parental consent if the third party is an organization conducting studies for, or on behalf of, educational agencies or institutions and the disclosure meets 3 conditions as set out in 20 U.S.C. § 1232g(b)(1)(F):

1. The studies are for the purpose of developing, validating or administering predictive tests, administering student aid programs, or improving instruction.
2. The studies are conducted in such a manner as will not permit the personal identification of students and their parents by anyone other than representatives of the organization performing the studies.
3. The personally identifiable information provided is destroyed when it is no longer needed for the studies.

The ASMS Research Committee shall be made up of faculty, administrators, and at least one non-institutional member and shall review and approve all human participants' research. The review shall focus on such issues as risk to participants, voluntary involvement, informed consent, and confidentiality. In addition to its main purpose of protecting the participants of research, the review process also protects ASMS and the investigator. ASMS is not responsible for research that has not been approved. The primary responsibility for protecting human participants rests with everyone who initiates, directs, or engages in research. The ASMS Research Committee is convened on an "as needed" basis under the direction of the President. No research involving human participants shall be conducted until approved by the Research Committee. A student, faculty, or staff member desiring to conduct research involving human participants must notify the President for an application.

Generative Artificial Intelligence Assistance (GAIA) Policy

ASMS emphasizes the processes of learning over the products of assessment. The school acknowledges that AI tools have great potential to improve human lives, but they risk causing students to devalue the cultivation of their academic and practical skills. ASMS instructors may prohibit students from using unapproved AI tools to complete school assignments. Even when students are permitted to use AI tools to complete assignments, they must fully cite the AI tool as a source and provide a complete transcript of their engagement of it. Failure to do so may be treated as an Honor Code violation under the category of cheating, to be processed as an intermediate or major infraction, depending on severity. See below for a detailed version of this policy.

Students should learn how to use AI generators and other AI-based assistive tools to improve rather than damage their developing abilities as writers, coders, communicators, and thinkers. The GAIA policy stresses transparency, fairness, and honoring relevant stakeholders – such as students eager to learn, families who send students to ASMS, instructors who are charged with teaching vital skills, the school that has a responsibility to attest to student competency with diplomas, and future colleges and universities who will one day invest in ASMS students because of their abilities and character.

- This policy depends on goodwill, a sense of fairness, and honorable character.
- Some instructors may prefer stronger restrictions on the use of AI tools, and they are free to impose them so long as care is taken to maintain transparency and fairness in grading.
- This policy takes account of the existence of subscription versions of AI tools, which are not affordable for some students; the policy may need to be revised as the differences between subscription and free versions become better understood.

Students Shall

- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- When using AI tools on assignments, add an appendix showing (a) the entire exchange, highlighting the most relevant sections; (b) a description of precisely which AI tools were used, (c) an explanation of how the AI tools were used (e.g., to generate ideas, turns of phrase, elements of text, long stretches of text, lines of argument, pieces of evidence, maps of conceptual territory, illustrations of key concepts, etc.); (d) an account of why AI tools were used (e.g., to save time, to surmount writer's block, to stimulate thinking, to handle mounting stress, to clarify prose, to translate text, to experiment for fun, etc.).
- Not use AI tools during in-class examinations, or assignments unless explicitly permitted.
- Employ AI detection tools and originality checks before submission, ensuring their submitted work is correctly flagged.
- Use AI tools wisely and intelligently to deepen understanding of the subject matter and support learning.
- Understand that deviation from this protocol may be regarded as an Honor Code violation under the category of cheating, a discipline infraction at the intermediate or major level, depending on severity.
- Appreciate that submitted assignments could result in follow-up conversations and activities to fully assess their mastery of the course content.

Instructors Shall

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Treat work by students who do not use AI tools as the baseline for grading.
- Use a lower baseline for students who declare the use of AI tools, depending on how extensive the usage, while rewarding creativity, critical nuance, and the correction of inaccuracies or superficial interpretations in response to suggestions made by AI tools.
- Employ AI detection tools to evaluate the degree to which AI tools are likely employed.
- Impose a significant penalty for low-energy or unreflective reuse of material generated by AI tools and assign zero points for merely reproducing the output from AI tools.
- Follow up with students as needed to assess their mastery of the course content if questions arise concerning submitted assignments.

ASMS's GAIA policy is based on Boston University's Generative AI Assistance Policy, and ASMS has permission from Boston University to adopt this policy.

IV. Athletics Policies

ASMS fields several athletic teams, including cross country, volleyball, archery, basketball, tennis, eSports, cheerleading, and soccer. ASMS is an academic-oriented school, and student athletes must prioritize learning before sports.

Athletic Fee(s) By Sport

An athletic fee of $50 per sport is assessed to **each family** that has a child or children participating in athletics. The fee is paid at the beginning of the school year for those families who already have their child(ren) on a roster. Families of athletes who are added to a roster after school starts must pay the fee before participation is allowed.

The athletics fee covers participation in the regular sports season only. It does **not** include costs associated with postseason play, such as playoff games or national competitions. If a team advances beyond the regular season, for example, if the archery team qualifies for nationals, families will be responsible for all expenses related to that extended participation.

Points to remember:

1. ASMS values providing students with a robust, yet fiscally stable athletics program. Funds from the participation fees help ensure the ASMS interscholastic athletics program offers students an array of varsity athletic options in a fiscally sound way.
2. Fees do not replace the need for other financial support, such as sponsorships, memberships, or other fundraisers.

Refunds of Participation Fees

Refunds will not be given if a student-athlete quits a team, is removed from a team, withdraws from the school, or is injured during a practice and/or contest and cannot play. Refunds in other circumstances beyond ASMS control will be decided on a case-by-case basis.

Exception: A student-athlete who pays the participation fee in a sport that is cancelled by the school prior to the first contest will receive a refund.

What Is Good Sportsmanship?

Good sportsmanship occurs when ASMS community members are playing or watching a sport and treating each other with respect. This includes players, parents, coaches, faculty, and staff.

Athletic Department Goals and Responsibilities

The goal of the ASMS Athletic Policy is to provide a framework that fosters responsibility and encourages a community-minded attitude within our student athletes.

- Athletes are expected to maintain the highest academic standards and to communicate with their coaches regarding their educational progress. They are also expected to positively participate in

the ASMS community. Repeated disciplinary problems will result in an athlete being placed on probation with the terms of such probation being determined by the athletic department.

- If an athlete is at risk of failing a class, their coach, the Athletic Director, or the Academic Dean may restrict their sports participation by sidelining them or not allowing them to travel with the team. This restriction may be removed when the student's grade improves substantially.
- Athletes are responsible for obtaining a sports physical before returning to school each year and submitting it to the school nurse and the Athletic Director. Student athletes are also responsible for obtaining a birth certificate and placing it in their permanent administrative file ten days before the first contest. All files are confidentially kept in the Administration Building.
- Athletes are responsible for communicating with their instructors and following the policies of the Handbook regarding excused absences and early dismissals. The athlete is responsible for meeting with instructors and reviewing athletic schedules that will require excused absences or early dismissals as soon as the coach distributes them.
- Athletes are expected to participate fully in all practices, games, and team activities. There are no unexcused absences in varsity sports. In exceptional circumstances, a coach may approve of an excused absence. However, requests must be submitted in writing to the coach two days in advance.
- If, for medical reasons, the athlete is excused from activity, the student must still attend practice, games, and team activities if he/she is able to attend other classes. Athletes requiring medical attention from a physician, or the school nurse, are required to present a clearance form to participate in subsequent physical activities.
- Severely injured or ill athletes that are physically unable to complete the season will be withdrawn from the course without credit. Athletes having satisfactorily completed 70% or more of the requirements may be allowed to remain in the course.
- During the season, athletes must follow their coaches' guidelines regarding participation in other sporting events such as pick-up games, flag football, and events that may result in season-ending injuries.
- Athletes are responsible for the replacement/repair of uniforms and equipment issued by the athletic department. Athletes are also expected to adhere to all deadlines set by coaches and managers that pertain to uniforms and equipment. Restitution will be required for lost or damaged equipment and/or uniforms.
- Grades for varsity sports are based on full participation, team attitude, and sportsmanship. Failure to successfully complete any of the requirements may result in grade deductions, a denial of a varsity letter, and/or a withdrawal from the class with a failing grade.
- The Athletic Department awards letters to students exhibiting exemplary participation, skills, and sportsmanship. At the conclusion of the season, the student will have displayed a highly competent degree of skill or improvement; participated fully, factitively, and positively in practice and games; acted in a respectful way toward coaches and adults; demonstrated the values of good sportsmanship to teammates and opponents; and met the standards outlined in the athletic policies.
- To be in good physical condition is essential if students are to reach their potential at ASMS. As such, all students will be given a fitness assessment upon request. Each student is then given a plan of action to improve his/her fitness, if the Physical Education Department deems it to be in the student's best interest.
- **If an athlete is at risk of failing a class, their coach, the Athletic Director, or the Academic Dean may restrict their sports participation by sidelining them or not allowing them to travel with the team. This restriction may be removed when the student's grade improves substantially.**

V. Community Safety

ASMS is committed to providing students with a safe environment conducive to personal growth and learning. The following campus safety-related policies are intended to support a safe campus for all community members.

Security

ASMS has made every effort to create a safe environment for its students. Security cameras are placed around campus, and gates are closed at specific times to reinforce security. During the academic year, ASMS has Security on duty 24 hours a day, seven days a week. Security makes rounds of the campus and can assist in an emergency if needed. In addition, there are Residence Life Coordinators (RLC's) in charge and on call during the night and on weekends. The school has emergency telephone numbers monitored by Security:

Front Desk: 251.441.2100
Security Cell Phone: 251.901-7080
Security Office: 251.441.2118

Realizing that the students must take some responsibility for themselves, the following guidelines are offered from ASMS Security:

- Do not ever jog or walk alone off campus. Follow the rules.
- Always deadbolt the door when leaving your room.
- Never give your room key to anyone.
- Do not keep substantial amounts of cash in your room or on yourself.
- Report any suspicious person(s) and /or activity to an ASMS official.
- Do not prop open doors or other entranceways or exits that are supposed to be closed or have been locked for the evening.
- Do not leave valuables in your car, and make sure your car is locked.

Anti-Bullying Policy

Bullying, Intimidation, Violence, and Threats of Violence

No student shall engage in, nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. This policy can work with other policies outlined in this Handbook, including the Anti-Harassment Policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Definitions

The following definitions apply for the purpose of this policy:

Bullying means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by 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 this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Hostile environment means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

Violence means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

Threat means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

Threat of violence means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

Intimidation means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

Student as used in this policy means a person who is enrolled in ASMS.

Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student: race, sex, religion, national origin, disability.

Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Student Code of Conduct, or any rule or standard adopted under the authority of this policy.

Reporting, Investigation, and Complaint Resolution Procedures

Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the Handbook, on the website, or at the school's office. The complaint must be delivered to the President or the President's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. If a threat of suicide is reported, the President or the President's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school President or the President's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

Upon receipt of the complaint, the President or the President's designee will determine if the complaint alleges a serious violation of this policy. If the President or the President's designee determines that the complaint alleges a serious violation, the President or the President's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the President or his/her designee.

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Student Code of Conduct. A student who deliberately and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Student Code of Conduct.

Common Forms of Bullying (not intended to constitute an exhaustive list)

Verbal Bullying

- Teasing, taunting, or name-calling
- Inappropriate sexual comments
- Threatening to cause harm
- Other pervasive, ongoing pattern intended to intimidate, harass, or shame a student

Social Bullying

- Exclusion–intentionally excluding a student
- Telling other students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public
- Other pervasive, ongoing pattern intended to intimidate, harass, or shame a student

Physical Bullying–the victim's personal boundaries are violated

- Hitting, kicking, pinching, spitting, tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

- Other pervasive, ongoing pattern intended to intimidate, harass, or shame a student

Cyberbullying

- Intimidating text messages or emails
- Rumors by email or social networking sites
- Embarrassing pictures and videos
- Trolling
- Other pervasive, ongoing pattern intended to intimidate, harass, or shame a student

Helpful resources: "Best Practices in Bullying Prevention," found at http://stopbullyingnow.hrsa.gov

Anti-Harassment Policy

ASMS is committed to equality of opportunity and the maintenance of an environment free of any discriminatory or harassing conduct based on race, color, national origin, sex, sexual orientation, gender identity, religion, disability, genetic information, age, or veteran status. In addition, students at ASMS should not be subjected to threatening or offensive conduct based on one's socioeconomic status, academic status, social, mental, or physical ability, or other personal characteristics.

It is the policy of ASMS that no member of the community may engage in speech or conduct that is unlawfully discriminatory, or that constitutes harassment, stalking, hazing, bullying, or sexual violence. All students are guaranteed the right to live and learn in an environment founded on mutual respect for all persons and recognition of the dignity of all members of the community free from harassment and retaliation while enrolled at ASMS. The Office of Student Affairs will inform new students of the policy during orientation and when appropriate. This policy works in conjunction with other policies outlined in this Handbook, including the ASMS Anti-Bullying Policy and the ASMS Title IX Policy and Grievance Procedure outlined immediately following this policy.

All types of harassment, including harassment based on sex, gender, race, national origin, age, and disability are not tolerated and are prohibited at the Alabama School of Mathematics and Science. Harassment can take the form of unwelcome words or acts, including the following:

- Coarse jokes
- Display of unwelcome pictures or graphics (including on the computer screen)
- Unwelcome touching or hugging
- Heavy cursing
- Questions about one's personal life
- Repeated unwelcome requests for dates
- To follow a severe, cutting remark based on race, sexual orientation, gender, or other categories above with the words, "I'm just joking"
- Starting or passing on damaging or insensitive rumors
- Frequent unnecessary visits at one's workplace
- Repeatedly calling someone by an unwelcome name or phrase based on one of the categories above
- Requests for sexual favors
- Implied demands of silence in the face of pervasive, frequent, severe, and unwelcome words or actions
- Any of the above examples of harassing behavior that are transmitted by electronic means are also not tolerated and are prohibited

Definitions

The following definitions apply for the purpose of this policy:

Discrimination is unlawful, adverse treatment of a person on the basis of that person's race, color, national origin, sex, sexual orientation, gender-identity, religion, disability, genetic information, age, or veteran status. In the event you feel discrimination has occurred based sex, please see the Title IX Policy and Grievance Procedure following this policy.

Bullying means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by 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 this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Harassment is discriminating conduct that unreasonably interferes with an individual's academic or residential performance and/or creates a hostile environment for that individual, affecting his/her personal safety or participation in educational or residential activities. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Hazing refers to any activity expected of an individual joining a group (or seeking to maintain full status in a group) that subjects the person to humiliation, degradation, or the risk of emotional and/or physical harm, regardless of the person's willingness to participate.

Hostile environment means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

Retaliation is defined as adverse treatment taken against individuals exercising their rights under the harassment policy. Retaliation against an individual who in good faith utilizes the reporting procedures included in this policy and/or participates in any investigation related to an allegation of prohibited harassment, bullying, hazing, cyber-bullying or discrimination is expressly prohibited and will result in disciplinary action, up to and including dismissal.

Sexual Harassment. Please see the Title IX Policy and Grievance Procedure.

Sexual Violence. Please see the Title IX Policy and Grievance Procedure.

Stalking is repeated, unwanted attention; physical, verbal, or electronic contact; or any other course of conduct directed at an individual that is sufficiently serious to cause physical, emotional, or psychological

fear or to create a hostile, intimidating, or abusive environment for a reasonable person in similar circumstances.

Student as used in this policy means a person who is enrolled in ASMS.

Reporting

Any employee who learns of situations involving student discrimination, harassment, sexual harassment, stalking, hazing, bullying, or sexual violence has an obligation to report those circumstances to the Title IX Coordinator. For instances involving sexual harassment, sexual violence, or sexual discrimination, refer to the Title IX Policy and Grievance Procedure. Any student who knows of situations involving discrimination, harassment, sexual harassment, stalking, hazing, bullying, or sexual violence can and should report the incident to any adult member of the ASMS community. Any student associated with ASMS engaging in such improper conduct will be appropriately disciplined, which could result in dismissal for misconduct. Any reported cases will be reviewed for possible referral to the appropriate legal authorities. A person who knowingly makes a materially false statement in bad faith may be subject to discipline. A good faith report, statement, or request for assistance will not result in discipline merely because an allegation is not substantiated.

Coverage and Complaint Procedures

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the law and with the necessity to investigate allegations of misconduct and to take corrective action when misconduct has occurred.

A reasonably prompt and impartial investigation will be made of all cases alleging harassment based on presented facts surrounding the misconduct. ASMS will review the totality of the circumstances to determine whether the alleged conduct constitutes harassment. ASMS may take supportive, corrective, or disciplinary action based on reliable evidence available under the applicable procedure. A complainant will not be required to participate beyond what is legally required as a condition of receiving supportive measures. The inability or decision of a complainant not to participate may affect the evidence available but will not automatically end the school's response. Any interference, coercion, restraint, or reprisal of any person complaining of harassment is prohibited.

ASMS shall investigate the complaint and take appropriate remedial action, if any, within 60 calendar days from receipt of the written complaint. Due to the sensitive nature of the investigation of harassment complaints, this deadline supersedes any requirements stated in the Student Code of Conduct. The Investigator may independently investigate matters reported by third parties in the absence of a formal complaint. If the Investigator determines that the complaint involves alleged sexual harassment, sexual violence, or sexual discrimination even though the complainant did not directly pursue such an allegation, the Investigator will treat the complaint as if it were a complaint filed pursuant to the Title IX Policy and Grievance Procedure.

Objectives

Research indicates that creating a supportive school climate is the most crucial step in preventing harassment. The following objectives have been established to create a supportive school climate:

- Disseminate to all students ASMS's anti-harassment policy statement;
- Sensitize students to the subject through training, orientation, and literature;
- Promptly investigate reports of suspected harassment;
- Offer mediation by the designated administrators as an alternative to a formal hearing;
- Use established disciplinary and hearing procedures in addressing harassment; and

- Document all efforts taken to prevent harassment and to respond to complaints.

Responsibility

The ultimate responsibility for the ASMS Student Anti-Harassment Prevention Plan lies with the President. However, the Title IX Coordinator is responsible for coordinating the plan and advising as appropriate all parties involved in cases alleging student harassment. The Title IX Investigator is responsible for investigating and obtaining any additional information in cases alleging harassment. All ASMS employees and students are responsible for maintaining an environment free of conduct defined as harassment or retaliation.

Program Coordination and Process

1. The Title IX Coordinator coordinates orientation and training programs and the Title IX Investigator meets with parties involved in alleged harassment, investigates allegations, and monitors disciplinary actions unless the situation dictates otherwise.
    a. Orientation for new and returning students includes discussion of the anti-harassment policy and prevention plan.
    b. Student Life curriculum addresses adolescent development issues, including protecting students from harassment.
2. The Title IX Coordinator or designee offers mediation as an alternative to formal hearing procedures.
    a. The Title IX Investigator, or designee, meets separately with the accuser and accused.
    b. The Title IX Coordinator, or designee, then facilitates a discussion that includes all parties to mediate an acceptable outcome.
3. The ASMS Counseling Services Office offers counseling to students involved in harassment.
4. If the accused is a student, the resulting disciplinary action is handled through the regular judicial process outlined in the Student Code of Conduct. If the accused is an employee, regular employee disciplinary procedures are followed. The employee will not be allowed to resign to avoid dismissal or other disciplinary action without the written consent of the accuser.
5. Appropriate disciplinary action will be imposed on those who (a) interfere with or retaliate against any person alleging harassment, or (b) make unfounded charges of harassment.
6. The accused may appeal any disciplinary action through the appropriate grievance procedure.
7. The Title IX Policy and Grievance Procedure provides its own parameters for process, appeal, disciplinary action, and grievance procedure.

The Title IX Coordinator or designee and the General Counsel will evaluate this program annually based on the effectiveness of training programs, number of complaints, nature of cases, and their outcome through the internal complaint procedures; and compliance with program requirements.

Violations

Violations of this policy are defined as Major Violations under the Student Code of Conduct and may result in disciplinary action, up to and including dismissal.

Alabama School of Mathematics and Science Grievance Procedures

Any person who believes that the Alabama School of Mathematics and Science (ASMS) has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise may submit a complaint to the designated individual below and a complaint form can be found at the end of this document:

Human Resources
1255 Dauphin St.
Mobile, AL 36604

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide a prompt and equitable resolution of complaints. Employees, students, parents, or third parties may use these grievance procedures. Additionally, these procedures are applicable to complaints of discrimination and harassment carried out by employees, students, or third parties. Please note, in cases of alleged sexual harassment, sexual discrimination, or sexual misconduct, refer to the Title IX Policy and Grievance Procedure. If the Title IX Coordinator or Investigator determines that a grievance or report should be handled pursuant to the Title IX Policy, the Coordinator will notify the parties of the Coordinator's intent to utilize said policy and grievance procedure in that instance.

These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state and federal law. ASMS encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal written or verbal complaint. ASMS will reduce verbal complaints into written complaints. ASMS will not retaliate against any person who files a complaint in accordance with these procedures. A formal complaint may be filed by following the steps outlined below:

Step One
Notice of the formal complaint must be filed with the individual designated above. Complainants may use the complaint form attached to the grievance procedure. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint. If a student is involved, that student's parent/guardian will be notified.

Upon receipt of the notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable, and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents, and allowing parties to present witnesses and evidence. All documentation related to the investigation will remain confidential.

Within 30 business days upon the receipt of the complaint, the individual investigating the complaint will respond in writing to the complainant. However, if ASMS needs additional time beyond the 30 school days, it will notify the parties, indicating the reason for the delay and estimating a time for the completion of the investigation. The response will summarize the course and outcome of the investigation and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken. ASMS will provide written notice to complainant and the alleged perpetrator(s) of the outcome of the investigation. Furthermore, ASMS will take steps to prevent any recurrence of discrimination or harassment.

Step Two
If the complainant wishes to appeal the decision from Step One, he/she may submit a signed statement of appeal within 10 business days after receipt of the response to:

ASMS President
1255 Dauphin St.
Mobile, AL 36604

The President will review all relevant information and meet with the parties involved, as necessary. Within 21 business days of receiving the statement of appeal, the President will respond in writing to the complainant and the alleged perpetrator(s) summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Step Three
If the complainant is not satisfied with the decision of the President, he/she may appeal within 10 business days to the receipt of the President's response through a signed written statement to:

Executive Committee of the Board of Directors of ASMS
1255 Dauphin St.
Mobile, AL 36604

In an attempt to resolve the grievance, the Executive Committee of the Board of Directors shall review all relevant information and meet with the concerned parties and their representatives within 30 days upon the receipt of such an appeal. However, if ASMS needs additional time beyond 30 days, it will notify the parties, indicating the reason for the delay and estimating a time for the completion of the investigation. A copy of the Executive Committee's disposition of the appeal shall be sent to each concerned party within 15 business days of this meeting.

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the state of Alabama is located at 61 Forsyth Street S.W., Suite 19T10, Atlanta, GA 30303 and can be reached at (404) 974-9406 (ph.), (404) 974-9471 (fax).

Reporting Responsibilities

Members of the Campus Community and Visitors
All members of the campus community and visitors are encouraged to be alert to the possibility of violence by anyone on campus. They should place safety as a basic concern, and should report all acts of violence, threats of violence and disruptive or disturbing behavior to the ASMS Security Office, President's Office, Office of Human Resources, or Office of Student Affairs. Employees off campus should notify local police departments by dialing "911." ASMS will institute disciplinary action as appropriate and will follow up with victims and any witnesses to an incident of campus violence, preserving, to the extent required by law or policy, the privacy interests of those involved.

Reporting Workplace Violence
All faculty and staff members must contact Human Resources when they learn of a violent or potentially violent situation. Students are strongly encouraged to let an adult on campus know when they learn of a violent or potentially violent situation. Immediate threats or perceived potential threats of violence will be reported to the police.

Data to be Reported
The information to be reported should include the following information, if known:

- Name of threat maker and his/her relationship to the department or victim
- Name(s) of the victim(s) or potential victim(s)

- When and where the incident/threat occurred
- What happened immediately prior to the incident
- What past events may have triggered the incident
- The language contained in the threat
- Physical conduct that would substantiate an intention to follow through with a threat
- How the threat maker appeared or acted physically and emotionally
- Name(s) of others involved and any action(s) that were taken
- How the incident ended or was resolved
- Name(s) of witnesses not directly involved
- What happened to the threat maker after the incident?
- Name(s) of supervisory staff involved and how they responded before, during, and after the incident
- Any preliminary steps which have been taken to ensure that the threat will not be carried out
- Suggestions from staff or others involved on how this specific incident could be prevented in the future

Additional Procedure for Protective or Restraining Orders

Members of the campus community who apply for or obtain a protective or restraining order which lists ASMS locations as being protected areas, should provide ASMS with a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent. Employees should inform their supervisors of such orders.

Confidentiality

All reports made under this Policy will be handled appropriately with information relating to a complaint shared only with people who have a legitimate need to know or as otherwise permitted or required by law. ASMS cannot promise complete confidentiality because information may need to be disclosed to investigate, provide due process, protect safety, implement corrective action, or comply with law."FERPA and HIPAA guidelines will govern the treatment of reporting information and records.

Retaliation Prohibited

ASMS prohibits retaliation against or harassment of individuals who act in good faith by reporting real or perceived violent behavior or violations of this Policy. Any member of the campus community who is found to have retaliated against another in violation of this Policy is subject to appropriate disciplinary action, including dismissal, under the school's applicable disciplinary policies.

Filing of False or Misleading Reports

ASMS prohibits individuals from making deliberately false or misleading reports of violence or threats of violence under this Policy. Individuals who make such reports will be subject to disciplinary action up to and including dismissal.

Sex Offender Visitor Notice

No adult sex offender, after having been convicted of a sex offense involving a minor, shall loiter on or within 500 feet of ASMS property. No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter the property of ASMS while school is in session or attend any school activity at any location unless the adult sex offender does all the following:

1. Notifies the President, or their designee, at least one regularly scheduled school day before any event or activity to seek approval for their presence on the property or attendance at school activities. The President has the right to deny approval.

2. If approved, immediately reports to the President, or their designee, upon entering the property or arriving at the designated school activity.
3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of their presence on the school property or attendance at the designated school activity.

Title IX Policy and Grievance Procedure

ASMS prohibits all forms of sexual misconduct in its community. "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." 20 U.S.C. Section 1681(a). This Policy is to be utilized as a grievance procedure in the event a complaint is made by any person alleging sexual misconduct has taken place during an ASMS education program or activity.

Definitions

The following definitions apply for the purpose of this policy:

Sexual harassment is defined as conduct on the basis of sex that meets one or more of the following:
(1) An employee of ASMS conditioning the provision of an aid, benefit, or service of ASMS on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);
(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
(3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Formal Complaint is a document or electronic submission filed by a complainant or signed by a Title IX Coordinator, alleging sexual harassment, against a respondent, and requesting that ASMS investigate the allegation of sexual harassment."

Complainant is any individual who is alleged to be the victim of sexual harassment.

Respondent is any individual who is reported to be the perpetrator of sexual harassment.

Actual Knowledge is notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient, or to any employee of an elementary or secondary school.

Supportive Measures are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Education program or activity includes any location, event, or circumstance over which ASMS exhibits substantial control over both the alleged harasser and the context in which the harassment occurred.

Responsibility of Title IX Coordinator under this Policy

ASMS Title IX Personnel are identified on the ASMS website. ASMS Title IX Personnel include the Title IX Coordinator, Title IX Investigation, Title IX Decision Maker, and Title IX Appellate Decision Maker.

The Title IX Coordinator manages the process with investigative and decision-making authority allocated to others. The Title IX Coordinator is required to promptly contact the complainant confidentially (even if a formal complaint has not been filed) to:

a. Discuss the availability of supportive measures, which may include counseling, course modifications, schedule changes, increased monitoring, or supervision, etc.
b. Consider the complainant's wishes regarding supportive measures.
c. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint.
d. Explain the process for filing a formal complaint. See the section below regarding Coverage and Complaint Process.

The supportive measures mentioned above should be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party involved. They are non-disciplinary, non-punitive and individualized.

Reporting

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. Reporting may be accomplished by mail, telephone, or email to the Title IX Coordinator, or by any means that results in receipt by the Title IX Coordinator. It is ASMS's duty to respond promptly to a sexual harassment complaint in a manner that is not deliberately indifferent. Any employee who learns of situations involving student sexual harassment, sexual violence, or sexual discrimination has an obligation to report those circumstances to the Title IX Coordinator. Any student who learns of situations involving allegations of sexual discrimination or harassment involving students can and should report such allegations to the Title IX Coordinator or any adult member of the ASMS community. The report will be investigated by the Title IX Investigator. Any student associated with ASMS engaging in such improper conduct will be appropriately disciplined, which could result in dismissal for misconduct. Any reported cases will be reviewed for possible referral to the appropriate legal authorities. A deliberately false accusation is considered misconduct and may result in appropriate disciplinary action.

Coverage and Complaint Procedures

Title IX protections cover ASMS's "education program or activity" as defined above. It does not extend to off-campus activities or locations outside the institution's control or to persons or activities outside of the United States.

The complainant may file a formal complaint with the Title IX Coordinator by any method made available by ASMS. At the time of filing, the complainant must be participating in or attempting to participate in the educational program or activity of ASMS.

The Title IX Coordinator may also sign a complaint, but this does not make the Title IX Coordinator a party in the grievance process. Please note that a third-party reporter cannot file a formal complaint. Once a complaint is filed, this triggers the need to conduct an investigation to protect ASMS from a charge of deliberate indifference.

The complaint must be dismissed if the allegations do not constitute sexual harassment as defined, did not occur in the educational institution's program or activity or did not occur against a person in the United States. The complaint may also be dismissed if the complainant notifies the Title IX Coordinator at any time that he/she wishes to withdraw the complaint or allegation, or if the respondent's enrollment or employment ends, or if specific circumstances prevent the educational institution from gathering evidence (e.g., passage of several years between complaint and alleged conduct, noncooperation of

complainant, etc.). Notice of dismissal must be provided to both parties to include the reasons for dismissal.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the law and with the necessity to investigate allegations of misconduct and to take corrective action when misconduct has occurred.

Informal resolution may be offered only when permitted by the governing procedure, only with the voluntary written consent of all parties, and never as a condition of supportive measures or continued enrollment. ASMS will not use informal resolution when prohibited by applicable law.

Investigation

ASMS must investigate allegations outlined in a formal complaint. In conducting an investigation, ASMS must provide both parties with an opportunity to present facts and expert witnesses and evidence to support their positions, with no restrictions on the parties' ability to discuss the investigation. Both parties must have equal opportunity to attend any proceeding, along with their advisor, to which they are entitled (advisor does not have to be a lawyer). ASMS must notify any party expected to participate in any proceeding of the date and purpose of the proceeding with sufficient time for the party to prepare.

Prior to completing the investigative report, ASMS must provide each party and the party's advisor with all the evidence obtained in the investigation and allow at least 10 days to review and comment in writing. The investigator then prepares an investigative report summarizing the relevant evidence and shall provide said report to the parties at least 10 days prior to a hearing. Each party has the right to file a written response to the investigative report.

Rules for Procedure

Changes to Title IX in 2020 prescribe for a consistent, transparent grievance process for resolving formal complaints of sexual harassment. These procedures are intended to provide a prompt and equitable resolution of complaints. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state and federal law. ASMS shall treat complainants and respondents equitably. Further, ASMS recognizes the need for complainants to receive remedies where a respondent is determined responsible and for respondents to face disciplinary sanctions only after a fair process determines responsibility.

A complaint must be filed as designated in this Policy above. If the parties would like to participate in an informal resolution process, both must make a written request within 15 school days after receiving knowledge of the complaint. The informal process must be consistent with this Policy. The Investigator shall evaluate objectively all relevant evidence, both inculpatory and exculpatory, without making creditability determinations based on a party's status as complainant, respondent, or witness. The Title IX Coordinator, the investigator(s), the decision-maker(s), and persons who facilitate informal resolutions shall be free from conflicts of interest and bias and trained to serve impartially without prejudging the facts at issue. The informal resolution process should provide a resolution within 30 days after the complaint is filed unless the parties agree to extend the deadline or circumstances dictate that more time is needed.

There is no presumption of responsibility of respondents until the conclusion of this procedure and a finding of facts. In the event the parties do not agree to an informal resolution process, the Investigator shall make every attempt to complete his/her investigation within 45 days of receiving the complaint and

notify the parties of results of the investigation within 60 days of receiving the complaint. Extensions of the deadlines may only be given by agreement of the parties or in cases of extraordinary circumstances.

The Title IX Coordinator shall inform all parties of critical information about the recipient's procedures including:

a. the range of remedies and disciplinary sanctions a recipient may impose;
b. the standard of evidence applied by ASMS/the decision-maker to all formal complaints of sexual harassment under Title IX (which must be either the preponderance of the evidence standard or the clear and convincing evidence standard);
c. the appeal procedures; and
d. the range of supportive measures available to both parties.

Either a resolution meeting or live hearing will be provided within 15 days after receiving the results of the investigation unless the parties agree to an extension or unless circumstances dictate otherwise. ASMS staff shall protect any legally recognized privilege from being pierced during this process. Participation in a live hearing is a decision to be made by the parties. If the parties do not choose a live hearing, the decision-maker will make his/her decision based on written submissions and evidence. Please note that either party can request that the live hearing take place with the parties in separate rooms connected with technology that allows the decision-maker(s) and all parties to see and hear one another. At ASMS's discretion, the live hearing may be conducted virtually. However, a hearing is not required. With or without a hearing, ASMS must provide each party the opportunity to submit, after completion of the investigative report, written, relevant questions that the party wants asked of another party with the answers and provide for limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The written determination must be sent simultaneously to the parties along with the information on how to file an appeal. This determination will be made within 15 days of the submission or live hearing unless circumstances dictate otherwise.

ASMS must offer both parties the right to appeal any determination regarding responsibility and any decisions to dismiss a formal complaint. An appeal must be allowed on procedural irregularities that impacted the outcome, new evidence that was not available prior to the decision that could impact the outcome, or conflict of interest or bias on the part of any institutional representative. ASMS may allow appeal on additional grounds, so long as the opportunity is available to both parties. The decision-maker for the appeal can never be the Title IX Coordinator, the investigator, or the initial decision-maker.

Confidentiality

ASMS must keep confidential about the identity of the complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding.

Retaliation

Title IX expressly prohibits retaliation against complainants. Complaints alleging retaliation may be filed according to ASMS's grievance procedure.

LGBTQ+ and Gender Identity Policy

ASMS values its LGBTQ+ students and respects their identity as well as their choices. We understand that students may desire to explore aspects of identity and to express themselves. Their parents and guardians may or may not support these decisions. As a publicly funded residential school, ASMS must follow state laws with respect to the dorm placement of students, the bathrooms they may access, their participation in varsity sports, and nomenclature recorded on formal documents. In most cases, state law requires us to default to the biological sex of the student.

Alabama DHR/Mandatory Reporting Policy

All ASMS employees are mandatory reporters required by law to report suspected abuse, neglect, or exploitation. When an ASMS student is known or suspected to be a victim of child abuse or neglect, the mandatory reporter is required to report orally by telephone or direct communication immediately, followed by a written report to a duly constituted authority. The person who has direct knowledge of or suspicion of abuse or neglect must be the one to make the report.

The "duly constituted authority" refers to any law enforcement officer (such as a sheriff or police officer), or the DHR office in the county where the abuse is taking place or in the county of the child's residence. In the case of an immediate emergency, 911 is an appropriate authority to notify. When the initial report is made to a law enforcement official, that law enforcement official must notify DHR, and likewise, when the initial report is made to DHR, the DHR official must notify law enforcement.

Information to include in a report:

- The name and age of the student
- Current location of the student
- County of residence
- Extent of injuries or information that led to knowledge of or suspicious event that led to report
- Address of student and parents or guardian

The Department of Human Resources provides forms: Written Report of Suspected Child Abuse and Neglect (DHR-FCS-1593) for making reports of suspected child abuse and/or neglect (CAN). Mandatory reporters are required to make written reports and should use forms available through the county and state offices of the Department of Human Resources. Forms are available at the Alabama Department of Human Resources, 334-242-9500 or at www.dhr.alabama.gov. *Ref: Alabama Code 26-14-3, Mandatory Reporting in Alabama*

Student Laboratory Safety Policy

By signing the ASMS Community Standards Handbook, students acknowledge that they have read and understand the Student Laboratory Code of Conduct set forth below, which is endorsed by ASMS and the American Chemical Society. Students must obey these rules to ensure their safety and that of their fellow students and teachers. Students will cooperate to the fullest extent with their teachers and fellow students to maintain a safe working environment in the laboratory. Students are also aware that violations of this safety code will result in disciplinary action as specified in the Student Laboratory Code of Conduct.

Link to Laboratory Safety Manual:

https://www.acs.org/content/dam/acsorg/about/governance/committees/chemicalsafety/publications/acs-secondary-safety-guidelines.pdf

Response to Violations of The Student Laboratory Code of Conduct

First Offense: Verbal reprimand from the teacher, with a written record of the violation maintained. The instructor will review the rules with the student. If this is a serious violation, which may have caused harm to human health or the environment, the parents or guardians will also be notified.

Second Offense: The student will be suspended from laboratory work immediately and sent to the Office of Student Affairs, with a disciplinary referral from the teacher. A written notification about the consequences for the student will also be sent to the parents or guardians. The student will not be permitted to return to laboratory work for one week, with alternative work assignment(s) to be provided in a supervised setting as determined by the instructor. Other disciplinary measures may be considered.

Third Offense: The student will be suspended from laboratory work immediately and sent to the Office of Student Affairs, with a disciplinary referral from the teacher. Written notification will also be sent to the parents or guardians, and a mandatory conference will be scheduled with the parents or guardians, teacher, and an administrator. Depending on the result of that conference, the student may be suspended from laboratory operations for the remainder of the school year. If this occurs, the student will be assigned alternative work assignment(s) to be provided in a supervised setting as determined by the instructor. In addition, the student may be required to schedule an alternative laboratory science course to satisfy graduation requirements. Other disciplinary measures may be considered.

Social Media Safety Policy

Students may express opinions, discuss school matters, and criticize school decisions, including through personal social media accounts. ASMS encourages students to use established reporting and grievance processes when they seek a direct school response, but use of those processes is not a condition of lawful expression.

A student may be disciplined for social media conduct when the conduct:
Official ASMS accounts and accounts that reasonably appear to speak on behalf of ASMS require prior authorization. A personal account may identify the student's connection to ASMS but must not use school branding or statements in a manner that falsely implies official approval.

Students must not use social media to threaten, unlawfully harass, bully, stalk, impersonate, or publish private identifying information with the intent to threaten, facilitate harm, or cause a material invasion of another person's rights. Off campus expression will not be disciplined solely because it is critical, unpopular, embarrassing, or offensive. Any school response will consider the location, audience, context, connection to ASMS, actual or reasonably foreseeable disruption, and the student's rights.

1. Constitutes a true threat or credible threat of harm.
2. Constitutes unlawful harassment, stalking, bullying, or discrimination under this Handbook.
3. Discloses nonpublic education, health, security, or investigation information obtained through unauthorized access or entrusted to the student under a duty of confidentiality.
4. Impersonates ASMS or another person or falsely represents that a personal account or statement is authorized by ASMS.
5. Facilitates cheating, criminal conduct, or a material violation of another student's rights.
6. Causes or is reasonably forecast to cause a material and substantial disruption of school operations or the rights of members of the school community.

Audio or Video Recording and Surveillance Safety Policy

This policy has been enacted in accordance with FERPA and other applicable Alabama law such as AL Code Section 13A-11-30.

Purpose/Summary

The purpose of this policy is to set forth expectations regarding the recording of classes, meetings, or other conversations at ASMS, offsite at ASMS organized events, and over the phone between members of our community. This policy's intent is to strike a balance between the legitimate uses of audio and visual recordings and concerns including compliance with the law, privacy, and protection of intellectual property. To comply with Alabama law, promote the freedom to share ideas, and to respect the privacy of community members, secret recording of meetings or other conversations is prohibited. Classes may be audio-recorded by the instructor or by a student in the class only with the instructor's prior consent. Video recordings require special handling and consent under this policy.

Policy

Faculty, students, and staff are expected to respect the privacy of other individuals in the workplace and educational setting. Consequently, the secret recording (audio or video) of classes, meetings, or other conversations, including telephone calls, is prohibited. Recordings may serve many legitimate academic and workplace purposes; however, ASMS does not condone the recording of any ASMS activities when participants are unaware that such recordings are being made. To promote an environment of trust and collegiality, recordings may be made only with the prior consent of the parties involved.

Classes may be recorded by the teacher or a student in the class for personal use with the instructor's prior consent. Class participants should be informed when a class may be recorded. Class recordings by students may not be downloaded to any computer, uploaded to the internet, or otherwise shared, transmitted, or published without the further, prior written consent of the teacher.

Video recordings present additional privacy concerns and potential concerns with copyright and intellectual property issues. Therefore, video recordings should only be allowed under conditions completely understood and approved in advance in writing by the instructor. All students and other participants in a class or educational activity which will be video recorded must be informed of the recording. Video recordings shall not be publicly shared, such as on the internet or in public viewings, without the written consent of the teacher and others being recorded.

Surveillance cameras/equipment and software may be placed on campus by authorized campus personnel to prevent or deter crimes, protect public safety, and facilitate official ASMS investigations into criminal activities or violations of campus policy.

Within ASMS, violation of this policy by a student may lead to disciplinary action up to expulsion. Violation of the policy by an employee may lead to disciplinary action up to termination.

Visitors to ASMS

At the Alabama School of Math and Science our primary goal is the safety of our students and employees. As such, ASMS is not an open campus. However, family and non-family visitors are welcome at ASMS so long as they abide by the guidelines set forth in this handbook.

The term “visitor” applies to any person who is not a current student, employee, someone acting on behalf of ASMS, board member, on the School Board of Directors, or Foundation Board of Directors.

ASMS reserves the right to refuse entry to any visitor at any time.

Individuals who meet certain conditions are considered ineligible for “visitor status”:

- A former student who was expelled from or not invited back to ASMS.

- A former faculty or staff member who was terminated from ASMS or whose employment contract was not renewed.
- A former student who withdrew from ASMS while facing disciplinary action.
- Other conditions may apply on a case-by-case basis according to the school's discretion.

All visitors must first report to the Bedsole Building Lobby to obtain a visitor's badge, which shall always be visible while the visitor remains on the school premises. All visitors should be prepared to show an ID upon registering at the reception desk. Visitors are asked to wait in the reception area until their party arrives. Unless invited by faculty or staff, every visitor must be listed in a REACH request approved by parents. Visitors must be escorted by the person they are visiting. Visitors and their sponsor will be held responsible for all expectations and guidelines stated in this Handbook. Any guest not abiding by the Handbook will be asked to leave campus immediately.

Parents and guardians are not permitted to enter the dormitories, except during designated move-in and move-out days. This policy is especially important regarding parents or guardians of the opposite sex, as their presence in the residential spaces may unintentionally disrupt the comfort or privacy of other students.

If a student needs support while in the residence hall, they should contact their Residence Life Coordinator (RLC), a member of the Residence Life team, or a trusted peer who can assist them appropriately.

In the rare instances where access is necessary, a same-sex parent or guardian may briefly enter the residence hall but may not linger, remain in student rooms for extended periods, or move freely throughout the building. All visits must be conducted with staff awareness. These expectations help ensure a safe, respectful, and comfortable residential environment for every student.

No person is permitted on the grounds of ASMS or in any school building, function, residence hall, or any other school facility as a visitor without the authority of the appropriate ASMS official. Anyone who enters or remains on ASMS property without legitimate purpose may be found to be trespassing, subject to arrest and penalties defined by statutes.

Visitors may drop items off at the front desk from 8 a.m. to 8 p.m.

If a visitor is disruptive, defiant to any faculty/staff member, or in any way seeks to subvert the general order and well-being of ASMS, that visitor will be asked and required to leave the campus and thereafter banned from visiting the campus or attending any ASMS related function. ASMS reserves the right to contact the police if a visitor refuses to leave when asked.

Permitted Visitor Times
Monday - Thursday 3:30 p.m. - 7:00 p.m.
Friday 3:30 p.m. - 9:00 p.m.
Saturday 9:00 a.m. - 9:00 p.m.
Sunday 9:00 a.m. - 7:00 p.m.

Meals for Visitors
Students may invite their guests to eat with them in the cafeteria. Visitors' meals may be purchased from the cafeteria staff.

Alumni Visitors
The term "Alumni" applies to any graduate of ASMS. Alums in good standing are welcome to visit the ASMS campus.

Unless invited and/or hosted by faculty or staff, alumni visitors must request an official visit to ASMS 2 to 3 business days in advance by going to the "Visit" page on the ASMS Alumni Portal (www.alumni.asms.net). Alumni visitors will be assigned an ASMS Ambassador to host them during their visit, and their visit will typically be scheduled during the weekly tour times set by the ASMS Admissions Department each term. Refer to the alumni "Visit" page on the ASMS Alumni Portal to view the times.

Alumni visits scheduled at other times must take place during business hours, from 9:00am-4:00pm, Monday through Friday. If an ASMS alum arrives on campus to visit without prescheduling, there is no guarantee an ambassador will be present or available upon the alum's arrival. The alum may have to wait until an ambassador is available or may be asked to visit another time.

Alumni can also contact the faculty or staff member(s) they wish to visit, and they must be received by a faculty or staff member at the front desk who will then be responsible for their visit. The ASMS Development Department may permit special visits for alumni outside of prescheduled ambassador tours, faculty visits, or staff visits at their discretion.

Alum visitors must first report to the Bedsole Building Lobby to obtain a visitor's badge, which shall always be visible while the visitor remains on the school premises. Upon registering at the reception desk, alum visitors should be prepared to show an ID. Alums are asked to wait in the reception area until an Ambassador, faculty, or staff member can greet them. Alums must be escorted while on campus. Alums will be held responsible for all expectations and guidelines stated in this Handbook. Alums not abiding by the Handbook will be asked to leave campus immediately. No person is permitted on the grounds of ASMS or in any school building, function, residence hall, or any other school facility as a visitor without the authority of the appropriate ASMS official. Anyone who enters or remains on ASMS property without legitimate purpose may be found to be trespassing and subject to arrest and penalties defined by Alabama statutes. Alumni should not distract from the learning environment of ASMS with their attire while on campus, and they may be asked to change attire or visit another time as needed.

An alum can instead be considered a "visitor" if they are listed on an approved REACH request and are subject to all visitation guidelines outlined in this Handbook.

Overnight Guests
ASMS will not accept overnight guests.

Emergency Operations Plan

The Alabama School of Math and Science (ASMS) is committed to maintaining a safe and secure environment for students, employees, visitors, and the school community. ASMS maintains an Emergency Operations Plan (EOP) designed to provide a coordinated response to emergencies and serious threats to the safety of school property, students, and employees.

Every effort is made to prevent disruptions to the day-to-day activities at ASMS. However, ASMS will do everything possible to ensure student and employee safety. This means all community members must be prepared for emergency situations. As such, emergency drills will be conducted periodically. While drills are a periodical reality, community members should assume that any alarm is an actual emergency and

react as such. Any time an evacuation occurs, Residence Life Staff will conduct a roll call to ensure the whereabouts of all students.

School Lockdown Safety Plan

ASMS uses a four-tiered alert protocol:

1. Heightened Awareness: There is potential for an unusual situation, and all community members should have heightened awareness to react as needed.
2. Secure Your Area of Responsibility: A specific incident has occurred, such as a medical emergency or a threat to oneself, and school personnel shall secure their area of Responsibility to decrease the risk of further incidents.
3. Secure Perimeter: A potential threat or danger does exist or has occurred within the community or neighborhood, and all parties should be aware of reacting as needed.
4. Lockdown: Recognition of potential immediate danger. Take immediate action using the safest and best option for survival. Lockdown Alert protocols will take effect.

Lockdown Alert

A warning will sound stating that the campus is in "lockdown" mode. This warning system will be used in the event of discovered weapons, suspicious intruder, shooting, hostage situation, or as the President or Security Team deems appropriate. If a lockdown drill has been announced, there is no need to "run," and students and staff will remain "locked down" wherever they are when the drill begins.

Recent national tragedies remind us that the risk is real: An active shooter incident can happen in any place at any time. The best ways to make sure you and your loved ones stay safe are to prepare ahead of time and be ready. Taking a few steps now and mentally rehearsing what to do can help you react quickly when every second counts.

Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms.

Active Shooter Event Characteristics

- Victims are typically selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

Take an Active Role in Your Own Safety

- If you see something suspicious, say something
- Identify exits and good places to hide
- Be aware of your environment and any possible dangers. Take note of the two nearest exits in any facility you visit. If you are in an office, stay there and secure the door. Attempt to take the active shooter down as a last resort

Information You Should Provide to Law Enforcement or 911 Operator

- Location of the active shooter
- Number of shooters
- Physical description of shooters and number and type of weapons held by shooters
- Number of potential victims at the location

Run, Hide, Fight

The principles commonly referred to as **Run, Hide, Fight** may provide general guidance; however, these actions are not necessarily sequential, and the safest response may vary depending on the individual's location and the nature of the threat. "Run, hide, fight" is not linear, and it should be clear that either running, hiding, or fighting could be an appropriate initial response, depending on the circumstances. 911 should be called if a shooter is spotted.

RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

When "Locked Down" in a Room

- Go to the nearest room. Lock the door.
- Move away from the windows.
- Turn off lights.
- Keep calm and quiet.

How to Respond When Law Enforcement Arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Always keep hands visible
- Avoid quick movements toward officers (such as holding on to them for safety)
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or direction when evacuating

Use the following chart to "hide" if appropriate when a lockdown is announced:

Location:	Students should be locked down in:
West Campus	Black Box or Art Studio
Cafeteria	Cafeteria
Library/Study Rooms	Media Room and Library Office
Mincy Building	Classrooms
Residence Hall Lobbies	Residence Hall Rooms

Bedsole 1st Floor/Gym	Classroom 130/131
Building Hallways	Nearest Rooms or Offices
Humanities	Offices and Classrooms
Auditorium	Auditorium, Auditorium Foyer, or Auditorium Stairwell
Makerspace	Restrooms and Classrooms
E.O. Wilson Science Research Center	Classrooms

Fire Safety Emergencies

Immediate evacuation of one or more buildings may be required in case of a fire or other life-threatening emergency. Any faculty member, a staff member, or student may initiate the evacuation of a building upon discovery of a fire or other life-threatening condition by locating and operating a pull station. A pull station is in every building corridor. Additionally, campus fire-detection systems may automatically activate the alarm in the event of a fire, alerting all occupants to evacuate the buildings. It is imperative that all community members evacuate buildings once an alarm sounds and proceed to the designated assembly areas so that all community members may be accounted for. The faculty/staff member who oversees the students at the time of the evacuation is responsible for the orderly evacuation, accountability, and the assurance that all said students have exited the area. Each building has its own evacuation procedure with an evacuation route map posted in hallways and assembly areas.

Important

- No one should re-enter a building until the "All Clear is given."
- Elevators should NEVER be used to evacuate.
- Do not assemble in the cul-de-sac or on the road in front of the boys' dorm.
- Do not assemble near any building, including on the front steps of the Auditorium.
- Standing along our iron fences near the north and south lawns is recommended.
- Remain in your area until the "All Clear" is given. "All Clear" will be announced via the PA system or by megaphone.

Fire Alarm Procedures

Fire Alarm Building Monitors: When possible, Monitors will check immediate areas to make sure all community members have evacuated. The goal is to evacuate all buildings in under 4 minutes.

Building	**Monitors**
Bedsole	Front Desk, Custodial, and Library Staff
Mincy	Faculty Members
Admin	Student Affairs and Academic Affairs Staff
Ben May	Student Affairs Staff
Girls' Residence Hall	Student Affairs and/or all available staff, on-site RLCs
Boys' Residence Hall	Maintenance Staff and Student Affairs, on-site RLCs

West Campus	Arts Instructors, Coaches, or Makerspace Instructors
E.O Wilson Science Research Center	Faculty Members

Bedsole Building/Gym

1. Personnel in the gym, locker rooms, and fitness center should evacuate through the south exit and assemble on the front lawn away from any building.
2. Occupants of all other first-floor recreation areas, lobby, and offices should evacuate through the south exit and assemble on the lawn away from any building.
3. Occupants of the library and all other second-floor areas/offices should evacuate through the south exit and assemble on the lawn in front of the girls' dormitory but away from any building.
4. When possible, faculty and staff building monitors should check bathrooms, recreation areas, etc. to ensure that all community members have exited the building.
5. Faculty should bring their class rosters with them and advise all students to stay with their classes.

Administration Building

1. All occupants of the first floor and cafeteria should evacuate through the east or west exit and assemble on the north lawn away from any building.
2. All occupants of the second floor should evacuate through the west stairwell and assemble on the north lawn away from any building.
3. All occupants of the third floor will evacuate through the east stairwell and assemble on the north lawn away from any building.
4. When possible, staff building monitors should check all floors to ensure that everyone has evacuated the building.
5. Faculty should bring their class rosters with them and advise all students to stay with their classes.

Ben May Building

1. All floors should evacuate through the east exit and assemble on the north lawn away from any building.
2. When possible, faculty monitors should check all classrooms and bathrooms to ensure that all students and occupants of the first and second floors have exited the building.
3. Faculty should bring their class rosters with them and advise all students to stay with their classes.

Science Building

1. The first floor should evacuate the building through the east exit and assemble on the north lawn away from any building.
2. The second, third, and fourth floors should evacuate the building through the west stairwell and assemble on the north lawn away from any building.
3. When possible, faculty building monitors should check all classrooms, bathrooms, etc. to ensure that all community members have exited the building.
4. Faculty should bring their class rosters with them and advise all students to stay with their classes.

In the Event of a Science Building Lab Fire

- Assist any person to safety if they are in immediate danger – if doing so can be accomplished without risk to yourself.
- Immediately activate the building fire alarm system by pulling a manual fire alarm. This will initiate the fire alarm to evacuate the building.

- If the fire is small, the supervising instructor should use a nearby fire extinguisher to control and extinguish the fire. DO NOT fight the fire if these conditions exist:
    - The fire is too large or out-of-control.
    - The atmosphere is toxic.
- If the first attempts to put out the fire fail, evacuate the building immediately.
- Close doors, and if possible, windows as you leave the room or lab.
- DO NOT wedge open lab doors; lab doors will help to prevent heat, smoke, and toxic gases from entering the egress corridors.
- Follow the above-mentioned Science Building procedures.

Girls' Residence Hall

1. Ideally, the first and second floors should evacuate through the north exit and assemble on the north lawn away from any building.
2. Ideally, third and fourth floors should evacuate through the south exit and assemble on the north lawn away from any building.
3. When possible, staff building monitors and Hall Staff members should check all bathrooms and dorm rooms to ensure all students exit the building.
4. Residence Life Staff will bring floor rosters.

Boys' Residence Hall

1. First floor should evacuate through the main entrance of the building and assemble on the lawn north of Georgia Avenue away from any building and not in the street.
2. Second floor should evacuate through the north and south stairwells and assemble on the lawn north of Georgia Avenue away from any building and not in the street.
3. When possible, staff building monitors and Hall Staff members should check all bathrooms and dorm rooms to ensure all students exit the building.
4. Residence Life Staff will bring floor rosters.

West Campus Theater/Art Studio/Makerspace

1. The art studio should evacuate through the west exit and assemble on the soccer field away from any building.
2. The theater should evacuate through the north exit and assemble on the soccer field away from any building.
3. The Makerspace should evacuate through each Makerspace/Classroom door and assemble on the soccer field away from the building.
4. Faculty and staff building monitors should check all areas in the building to ensure all students have exited.
5. Faculty should bring their class rosters with them and advise all students to stay with their class

E.O. Wilson Science Research Center

1. Personnel on the first floor should evacuate through the north exit and assemble in the parking area away from any building.
2. Occupants of second-floor areas/offices should evacuate through the south exit and assemble in the parking area away from any building.
3. When possible, faculty and staff building monitors should check bathrooms, common areas, etc. to ensure that all community members have exited the building.
4. Faculty should bring their class rosters with them and advise all students to stay with their classes.

Severe Weather Safety Procedures

A siren will sound in each building stating that there is a severe weather warning. Please follow these steps:

1. Move out of classrooms/shared areas into hallways and away from windows.
2. Sit against the wall with knees up, heads down.
3. Determine if there are missing students. If there are, alert Student Services staff via phone, if possible.
4. Remain calm and quiet.
5. Remain in your area until the "All Clear" is given or the alarm stops sounding. "All Clear" will be announced via the PA system or by megaphone.

Use the following chart to secure students who are located outside or in areas with excessive windows when the inclement weather warning is announced:

If Students are in:	**Escort Students to:**
Library	Classroom or Library Office
Cafeteria	Hallway and staircase
Ben May Student Center	Stairwell / Bathrooms
Residence Halls	Hallways and/or bathrooms
West Campus	Art and music building
Outdoors/main campus	Residence Hall hallways or Bedsole hallway away from glass / Art Gallery
Auditorium	Administration hallways or stairwells
Communications Classroom in Bedsole	Hallway away from glass
Makerspace	Art and Music Building
Wilson	Inner hallway or bathrooms

Hurricane and Tropical Storm Safety Procedures

Safety of students is the priority. ASMS will closely monitor tropical storms and hurricanes in the Gulf of Mexico. As a policy, ASMS uses an abundance of caution when confronted with tropical storms and hurricanes. Logistically, it would be difficult for ASMS to mandate that adult community members weather the storm on campus and sustain all operations, therefore our first choice will always be to evacuate the school. When a storm is projected to make landfall near the Mobile area, ASMS will safely evacuate the campus in time to ensure community members avoid severe weather conditions. However, the ASMS President will decide the course of action the school will take in conjunction with the School Board.

During Hurricane Mode, the Following Actions Occur:

- Residence Life Staff will make sure all students have fuel in their vehicles.
- Students will call home to ask for specific parental instructions regarding student evacuation and transportation plans.
- During a storm in which evacuation is necessary, Student Affairs will accept parental permission via email or phone to have a student ride home with another student.

- If possible, we will reserve charter buses to provide service to students who live north of Mobile following the normal bus route. Buses will be free of charge for evacuations.

Guidelines Regarding Mandatory Student Evacuation:

- In a school evacuation, no student will be allowed to stay on campus.
- Students are asked to pack necessary belongings, close dorm windows, and sign out.
- Parents who do not live along bus routes will be required to pick up their student.
- The ASMS Parent Association will be contacted for their support. They will help to ensure that a parent is positioned at each bus stop until all students are collected.
- An ASMS staff member will remain on campus until each student has signed out and departed.
- If a student is already home when there is a threat of hurricane, that student should stay home and call ASMS for information.

Hurricane Communication

- ASMS will make every effort to post information to its website regarding when school will reopen.
- Check local news channels and websites that list school openings and ASMS social media platforms.
- ASMS will update social media and send out emails when appropriate.
- ASMS policy is to close campus and send students home if a named storm approaches the Mobile area.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) governs the privacy rights and protections applicable to a student's educational records. The administration, faculty, staff, and contractees of ASMS take seriously their collective responsibility to protect the privacy of each student's personally identifiable educational records maintained by ASMS. Such rights to privacy are not unlimited, however, and ASMS reserves its authority to disclose personally identifiable student information in accordance with the exceptions provided under FERPA, as more fully described below:

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older ("eligible students") certain rights regarding the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day ASMS ("School") receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the ASMS President a written request that identifies the records they wish to inspect. The President will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the President of the school to amend their child's or their education record should write the President, clearly identifying the part of the record they want changed, specifying why it should be changed. If the President decides not to amend the record as requested by the parent or eligible student, the President will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent and as provided below in the listed exceptions. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school board as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent as stated in this notification and to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The school states that it intends to forward records on request without consent as stated or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education 400, Maryland Avenue, SW Washington, DC 20202. See the list below of the disclosures that the school as a secondary school may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:
    - To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) -(a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
    - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
    - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures

under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)) To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§99.31(a)(9)) appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§99.31(a)(10) Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L)

VI. Financial Affairs

Residential Policy and Custodial Arrangements/Designated Guardians

The basic premise under which ASMS operates is that this school is a state-supported school for students who reside in Alabama. In cases where parents or legal guardians move out of the state after matriculation, the school will charge an out-of-state tuition fee per year of $9,000. This amount will be in addition to the Student Activity Fee of $1,575 listed in the fee section of this Handbook.

In addition, the school will ask the parents or legal guardians to appoint a temporary legal guardian who lives in Alabama to assume responsibility for the students during the year when the school is closed, either for holidays or emergencies. The designated person may also be called upon to act as the student's advisor in cases of discipline, academic or residential concerns, where an adult must come to the campus for consultation. Initial enrollment at ASMS requires that the custodial parent(s) be a resident of the State of Alabama on or before the first day of school attendance. A student's residency must be continuous for the applicant to enroll and remain at the school. Residency established to qualify for admission will not be honored. Proof of residency may be required to validate enrollment. If parents cannot establish residency, the student will be dismissed.

A student admitted under the premise of residency will be dismissed from the school if, at any point in their tenure, it is discovered that they were not residents at the time of acceptance. If the custodial parent moves out of the state after the school year has begun, the parent may submit a petition to the President that the student be allowed to complete that trimester of school at ASMS, provided that an Alabama resident 21 years of age or older is named as the student's Designated Guardian for the remainder of the term. The parent shall submit a judicially recorded and approved document verifying guardianship to the Office of Student Affairs.

If the custodial parent is unable or unwilling to establish said guardianship or if the custodial parent is moving out of the country, the student shall be dismissed from ASMS to enroll in their new home district. If the student does not live with both parents, the appropriate paperwork (i.e., custodial decrees, guardianship papers, etc.) must be on file with the Office of Student Affairs at the time of enrollment or during the school year when there is a change in status. It is the custodial parent's responsibility to inform the Office of Student Affairs whether non-custodial parents and/or stepparents may provide permissions, verify permissions, and/or sign out the student.

Fees

ASMS is a state-funded public residential high school. There is no charge for tuition, room, or board for students residing in Alabama. There are fee assessments established through school policy and administrative directives. All fees must be paid before the school year begins*, and before the student is allowed to move into the residence halls. Payment is accepted via credit card online, or by check,

cashier's check, or money order. Please do not mail cash. Payment can be made on Move-In Day. Payment of fees does not guarantee enrollment if the student has outstanding discipline or academic issues or has not been recommended for promotion.

- Enrollment Fee (new students only) $150
- Student Activity Fee, $1,575 (*installment plan offered)
- PSAT (Sophomores and Juniors) $15
- Graduation Fee (Seniors) $200
- Athletic Fees, (student athletes only), $50
- Parking Fee, $150 paid before Move-In Day

The student activity fee supplements the extracurricular activity funding provided by ASMS. Often funds are expended in advance of planned events, publications, and activities. In the event of a natural disaster, pandemic, or other such event, refunds from the student activity fee will be at the discretion of the President.

Due Dates/Refund Policy

The Enrollment fee is due when the student accepts the invitation to attend ASMS and returns the enrollment form. This fee is non-refundable if the student decides later not to attend ASMS. . The Student Activity Fee covers SGA club activities, after-class, and weekend activities such as dorm parties, prom, winter formal, outings, trips, intramural and athletic activities, health services provided by the school nurse, yearbook, shared area needs, and other activities and events outside the regular classroom. The Student Activity Fee is due on or before Move-In Day. The Student Activity Fee is non-refundable if the student withdraws or is withdrawn from ASMS before the end of the school year. The PSAT is a standardized test all Sophomores and Juniors at ASMS must take. The PSAT fee is non-refundable. The Graduation Fee covers graduation photo sitting fee, cap and gown, diploma, and graduation planning and events. The Graduation Fee is non-refundable.

Installment Plan

There is an additional $150 administrative/finance fee added for the installment plan.

- 1st Installment: $575 due on or before Move-In Day
- 2nd Installment: $575 due by the first day of 2nd term
- 3rd Installment: $575 due by the first day of 3rd term

Students cannot return for a new term without the Student Activity Fee paid in full according to the installment plan. Students will not be allowed to sign up for any other fee-based trip/activities if outstanding installment plan balances are past due. Withdrawal from ASMS does not eliminate the liability to make all three payments. A fee of $25 may be assessed for each overdue payment.

Parking Fee

ASMS will allot limited parking spaces to eligible seniors and juniors, prioritizing students who reside outside of the Mobile-Baldwin County area first and then seniors. Sophomores are ineligible to park vehicles on campus during the school year. Lost or damaged key fobs must be reported immediately. A replacement fob request form may be obtained from the Office of Student Affairs. A replacement fee of **$50.00** will be charged for each lost or replacement key fob.

The student parking fee is $150 for the year and must be paid by Move-In Day. Payment is accepted via credit card online, or by check, cashier's check, money order, or cash in the Finance Office.

- All eligible ASMS students must have a valid driver's license.

- Students must provide proof of liability insurance to the school for any vehicle brought to campus.
- *Motor Vehicle Records (MVR) could be obtained at the President's and / or the Directors of Student Affairs at discretion.*

Other Expenses

There will be other expenses throughout the school year parents may want to plan for. These include, but may not be limited to, the following:

- Club Dues (some clubs will have dues, others will not);
- Class Trips (most of this expense is covered by the Student Activity Fee); and
- Spending money or credit card for incidentals, store trips, etc. (discretion of parent).

Fines

Library Fines

Students may borrow books from the University of South Alabama Library, the Mobile Public Library, or the ASMS's Library. If school (ASMS) library books are not returned by the due date, the student will be assessed a library fine. Students must clear their accounts quarterly. Nonpayment of library fines could result in the loss of library privileges.

Book Fines

All school Library materials are to be returned at the end of each quarter at a designated location unless the text is required for the following term. Students must return all textbooks during check out at the end of the school year. Students must pay for lost or damaged textbooks before they can register for the next school year. At the time of withdrawal or graduation, a student's charges owed to any library, ASMS or local, must be cleared before transcripts are released.

Parking Fines

Fines will be assessed to students who park their vehicles in spaces designated for fire lanes, visitors, faculty/staff, and/or handicapped parking. If a vehicle is towed by a third party, the vehicle's owner is responsible for any associated fees.

Room and Residence Fines

A final room and residence inspection are made each year. Any cleaning and/or repair costs outside normal wear will result in a fine for the student.

FEE TYPE	AMOUNT
Wall damage, small (gouge)	$75.00
Wall damage, medium	$115.00
Wall damage, large (greater than 4ft. x 8ft.)	$175.00
Damaged walls (paint entire room)	$250.00
Nail holes	Min. $25.00
Command Strips/hooks/paint peels	$30.00/per incident
Replacement Dorm Key	$50.00
Replacement Mailbox Key	$25.00
Personal Item(s) Removal	$50.00
Improper Check-Out	$25.00

Notes:

1. Returning student(s): Students cannot return for a new term without the fee(s) paid in full and students will not be allowed to sign up for any other fee-based trip/activities.
2. Graduating Seniors: Outstanding Fees need to be paid before graduation day.
3. A fee of $25 may be assessed for each overdue payment.
4. Payment methods: credit card online, or by check, cashier's check, or money order. Please do not mail cash.

Room and Mailbox Key Replacement Fine

Students are given their first dorm room and mailbox keys. The replacement cost for the dorm room key is $50. A replacement for the mailbox key $25. Students shall not copy room or mailbox keys.

Key Fob and Building Access Control Badge Replacement Fine

Students are given a parking key fob and a building access control badge at the beginning of the academic year. The replacement cost for these items are $50/each. To receive a replacement, students must notify Student Affairs.

Returned Check Fines

Checks received by the school that are written on accounts with insufficient funds will result in a charge of $36 per check, any future payments must be made in cash or cashier's check/money order.

Insurance

Automobile Insurance

Students must provide proof of liability insurance to the school for any vehicle brought to campus. ASMS does not provide insurance. Proof of Liability insurance must be submitted to the Operations Department. Students who do not provide proof of insurance in a timely fashion may lose the privilege of keeping a car on campus. Cars with no proof of insurance may be towed. If a vehicle is towed by a third party, the vehicle's owner is responsible for any associated fees.

Medical Insurance

Students must provide proof of insurance, or parents may sign a disclaimer indicating they are responsible for all medical expenses incurred by the school on behalf of their children.

Tenant's Insurance

The Alabama School of Mathematics and Science encourages parents to consider obtaining insurance for their son/daughter's private property brought to campus. Personal Property is not insured by the school.

Banking Services and Money

Students do not need a large amount of spending money while at ASMS. Most students spend this money on incidentals and ordering pizza, etc. When students need more cash, they should have a convenient way of getting money. This may include writing a check or having an ATM card. Students are not able to cash checks on campus. Students need to make sure they understand how to balance a check book and realize the consequences of writing checks without sufficient funds. ASMS does not encourage and is not responsible for cash sent through the mail. ASMS is not responsible for cash kept in dorm rooms. Numerous large banks have local branches in Mobile and some are within walking distance from campus.

VII. Student Health and Wellbeing

Medical Information and Guidelines

Allergy Shots

Allergy shots must be given at a physician's office.

Arranged Hospital Care/Emergency Treatment

Transportation

In the event that a student needs emergency care, they will either be driven by ASMS staff or taken via EMS to either Mobile Infirmary or the University of South Alabama Children's and Women's Hospital.

Parent Notification

ASMS will notify the custodial parent/legal guardian as quickly as possible, at which time parents must make arrangements to meet student in the emergency room in a reasonable amount of time. ASMS staff will stay with the student if possible until the custodial parent/legal guardian arrives but may have to return to campus.

Insurance/Payment

Please arrange insurance coverage with your insurance provider and note that custodial parents/legal guardians are responsible for all medical costs and will assume all financial obligations incurred by the student's health related situations. ASMS is not responsible for charges filed with your insurance company, and ASMS assumes no responsibility for student medical expenses.

Hospital Discharge

Once the student is discharged from the hospital or emergency department, the student will need to provide a letter of medical clearance from their care provider before returning to campus. The student cannot return to campus until they have been seen and cleared to return to campus without restrictions by their provider.

Communicable Illnesses

ASMS will comply with all federal and state laws governing the management and reporting of communicable diseases and other conditions requiring special consideration. ASMS will review the directives of the individual's treating physician or other medical care provider to determine, on a case-by-case basis, all risk factors that may be involved. Reasonable precautions will be taken to minimize risks that the student's condition may present to him or herself or to others. ASMS does not discriminate against any individual based on health condition. Faculty and staff are required to be sensitive to health problems of students and to ensure that students are treated confidentially, fairly, and impartially and are

provided safe access to educational services. Harassment or discrimination against persons known or believed to have a communicable disease will not be tolerated.

If current medical knowledge indicates that an individual's health condition does not pose a risk to others, the student will be permitted to continue to engage in as many of the normal pursuits as the condition allows, subject to any limitations imposed by the student's medical care provider or reasonable precautions imposed by ASMS. If the student cannot continue performing in accordance with ASMS's academic and other standards, the Office of Student Affairs and/or the school nurse shall be advised as soon as possible. These school officials are responsible for taking necessary actions to determine if the student needs off-campus care.

ASMS will respond to each situation on a case-by-case basis. Any communicable disease or medical condition that would be detrimental to the immediate health and welfare of the student and/or the general school population will be evaluated by school officials, with input from the medical community as needed. Some communicable diseases require that a student be sent home immediately after diagnosis by a physician.

Students who are diagnosed with a communicable disease and show symptoms; such as fatigue, fever, swollen lymph glands, splenomegaly, and/or pharyngitis will be sent home for the time needed to recover. A written statement verifying that the disease is no longer contagious and that it is safe for the student to return to school must be obtained from the student's medical provider and provided to the school before the student will be allowed to return to the ASMS campus. The confidentiality of a student's health information will be maintained at ASMS.

Lice Policy

Due to ASMS being a residential school, policies, and procedures for suspected cases of lice will be different than most schools. Parents shall work with the school to prevent the spread of head lice. If a student has head lice, confidentiality will be maintained If a case of lice, the following procedures should be followed:

1. A school nurse/ trained designee will check the student(s) for head lice.
2. The school will notify the parents of the head lice and the procedures to follow.
3. The parents will be required to get their student from ASMS as soon as possible.
4. Procedures for treatment of the student's hair and belongings.
5. The student must be examined by the school nurse/trained designee for proof that all head lice and nits have been removed before returning to school.
6. Treatment should be completed promptly so students can return to school without incurring significant loss of instruction time.

Concussion Policy

Definition:

"A concussion is a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells" (CDC, 2019a).

Participant Agreement:

The Alabama High School Athletic Association (AHSAA) requires a participant agreement, consent, and release be signed by the parent and student annually before playing a sport.

Immediate Plan of Action Following a Head Injury:

If a student sustains a head injury while participating in any kind of physical or athletic activity, he/she will be removed from the activity or game immediately and will not return that day. After a noted head injury, the student will be evaluated by a trainer, coach, or nurse and will either be seen at the closest emergency room or urgent care facility.

Return to Campus:
The student may return to campus only after the emergency or urgent care medical doctor provides 1) a medical release clearing the student to return to school activities and 2) a completed copy of the Acute Concussion Evaluation (ACE) care plan. If the physician determines that the student needs further evaluation, parents must transport the student to his/her primary care physician.

Return to Learn:
The ACE care plan will inform the ASMS administration, staff, instructors, and coaches on the student's timeline for recovery. The care plan will be provided to all instructors, academic counselor(s), Athletic Director, Office of Student Affairs, Assistant Director of Judicial and Community Affairs, and School nurses. Symptoms may occur right after the trauma, or they may take several days to appear. If the student has any of the following symptoms after receiving medical clearance, he/she must report to the ASMS School nurse. Symptoms include headaches, pressure in the head, nausea or vomiting, dizziness, blurred vision, feeling sluggish or "foggy," drowsiness, or a change in sleep pattern. If students experience any of these symptoms after receiving medical clearance, they will need to be re-evaluated by a medical doctor.

Return to Sports:
The student may return to the sport/activity **ONLY AFTER A MEDICAL RELEASE HAS BEEN ISSUED BY A MEDICAL DOCTOR.**

Counseling Services
The primary purpose of the clinically oriented counseling offered by ASMS is to help with the adjustment issues frequently encountered by students leaving home for the first time and adapting to the academic and residential school environment. It is intended to be solution focused and short-term in duration. Referrals to outside providers will be provided if more long-term therapy is recommended.

ASMS works with outside providers to provide mental health counseling, screening, and medication evaluation. Referrals can be made through the Personal Counselor or Dean of Students. The outside provider will work with parents and guardians to include them in all decisions related to the student's treatment. The student and parent/guardian must sign a release of information form, allowing ASMS to consult with the outside mental health professional should the need arise to communicate with the therapist/ treatment team. The student, parent or guardian shall be held financially responsible for costs incurred from outside providers.

Informed Consent
All Alabama students under the age of 16 must have **Informed Consent** to meet with any counselor on campus or to participate in counseling-related activities. These activities include Large Group Guidance, Small Group Guidance, Mentoring, Career Guidance and Coaching, Assessments/Surveys, and Crisis Intervention. This requirement is mandated by **Senate Bill 101**.

Crisis Intervention
Counselors provide twenty-four (24) hours a day/seven (7) days a week crisis intervention to assist students in residence. Crisis situations may include depression, the loss of a loved one, or other matters with which students need immediate help.

Extended Absences
In case of extended illness, a student should take home textbooks, class syllabi, and contact the Academic Counselor. Students sent home because of illness must report to the school nurse immediately upon their return to campus to be readmitted to class and have absences excused.

Becoming Sick at Home
When a student is home for weekends or holidays and becomes ill, he/she should be evaluated for medical treatment before returning to school. This decreases the chances of other students being exposed to illness. Please notify ASMS if your student is not returning due to illness.

Financial Obligations
Parents/guardians assume all financial obligations incurred by their son/daughter in health-related situations. Funds to pay insurance co-payments, office visit costs, and prescription costs should be considered when setting up banking arrangements in Mobile.

Health Office Hours
Health office hours are posted in the Student Health Office Area. Generally, a nurse is present from 7:30 am until 9:00 pm Monday through Thursday, 7:30 am until 4:00 pm on Friday, and other times as posted. The nurse's phone number is 251-441-2119. At any other time, students or parents should consult a Student Affairs staff member or Campus Security in the event of health problems or emergencies, 251-331-2928.

Infirmary
The nurse's office and a small infirmary are on the first floor of the Administration Building. Students who are sick may remain in the infirmary under the nurse's care during the school day. The school nurse will make the decision regarding the level of care required.

Medical Examination Forms Required Annually
Before attending each year at ASMS, all students must have a complete physical examination form on file at the school. Class registration will be suspended until the school receives the physical examination forms. ASMS does not provide for, or arrange, routine physicals or routine medical or dental appointments. Families are responsible for providing medical information yearly. If there is a change in a student's general health condition during the year, the school nurse should be notified of the change. ASMS reserves the right to directly contact a student's primary physician or specialist for information on how a student's medical conditions or medication interactions may impact their enrollment and performance at ASMS.

Medication
Parents must notify the school nurse in writing of their student's prescription and over the counter medications. **Students may receive over the counter medications and prescribed medications as approved by their licensed health care provider and parent (Prescriber Authorization Form and Non-Prescription Over the Counter Medication Orders).** Parents must regularly update this information every time a student's medication is changed or if they are prescribed a new medication. A new form **must be** completed and signed by both the physician and the parent/guardian. The

parent/guardian should give the first dose of a new medication at home in case of a possible allergic reaction.

Failure to notify the school of a change to the approved medications a student may possess could result in disciplinary action.

- **IMPORTANT**: Many prescription medications, including those for ADHD, depression, anxiety, bipolar disorder, and pain, must be under lock and key and **ONLY** administered by the nurse or trained staff.
- All prescription medications must be on record in the nurse's office. Most prescription medication will be kept in the nurse's office. Students may get medication from the nurse or designated staff as needed. When the nurse is off campus, designated staff may access the office to administer medication to students. The nurse will maintain a log of all medication and dosage given to students. Prescription medications are not to be transferred between students. ***Improper use of prescription or non-prescription drugs is a Level 3 violation.***
- All medication must be in the original container labeled by the pharmacy or the manufacturer with the student's name, name of medication, method of administration, frequency of administration, dosage, date of issue, and prescribing physician.
- Any cough or cold medication containing dextromethorphan (e.g., Coricidin, Robitussin) must be stored in the nurse's office and may **only** be administered by ASMS personnel under a physician's direction. A completed Prescriber Authorization Form and Non-Prescription Over-the-Counter Medication Order, signed by both the physician and parent/guardian, are required.
- Students may not self-administer narcotics or controlled prescription medications. With prior approval from the ASMS nurse and written parent/guardian permission, certain prescription medications (e.g., acne or birth control) and some over-the-counter medications (e.g., ibuprofen, Tylenol, Benadryl, etc.) may be kept in the student's room for self-administration. **These medications must:**
    - Be accompanied by a physician-signed PPA
    - Be in a new, unopened container
    - Include clear dosage instructions
- Allergy shots are not administered on campus but will be coordinated at a local clinic if students cannot have this done while they are at home.
- ASMS and its employees and agents assume no liability because of any injury sustained by a student from the self-administration of asthma inhalers or other prescription medication as approved by the parent and physician.
- Students and parents are responsible for managing medication refills. Residence life staff can help transport students to local pharmacies to pick up refills, but students are responsible for scheduling this transportation and picking up the refill on time. Medications cannot be sent through the mail, and medications administered by the nurse's office must be checked in immediately after the refill is obtained.
- The parent/guardian may request that students self-medicate and self-carry **EMERGENCY OR RESCUE MEDICATIONS.** All self-carried medications must remain in the original labelled container.
- At the end of the academic year, parents are responsible for collecting unused medications. Unclaimed medications will be safely disposed of.

Student Mental Health, Safety Response, Temporary Leave, and Return

ASMS is committed to responding promptly and lawfully when a student experiences a mental health concern or behavior that may affect safety or participation in the academic or residential program. Students and families are encouraged to disclose information reasonably necessary for ASMS to provide appropriate support, accommodations, medication management, and safety planning.

When current behavior creates an immediate concern for the safety of the student or another person, ASMS may provide continuous supervision, restrict access to unsafe areas or items, contact emergency services or crisis professionals, notify the parent or guardian, arrange an emergency evaluation, require prompt parent or guardian retrieval, and take other temporary measures reasonably necessary to address the immediate concern. ASMS may temporarily transition a student from campus or delay a return to campus or residential life when current objective information indicates that the measure is necessary for safety.

After an emergency evaluation, hospitalization, or temporary transition from campus, the student may return only after ASMS completes an individualized review and approves a return plan. Hospital discharge, a provider's release, or the passage of time will be considered but will not by itself establish readiness to return to the academic and residential program.

No student will be disciplined or permanently withdrawn solely because of a mental health diagnosis, treatment or hospitalization, a history of self-harm or suicidal ideation, a suicide attempt, a treatment recommendation, or a request for accommodation. This limitation does not prevent ASMS from taking temporary safety measures, delaying return to campus or residential life, requiring an evaluation, or addressing conduct that violates a generally applicable safety or conduct rule.

ASMS will conduct an individualized assessment based on current objective information. The assessment will consider the nature, duration, and severity of the risk; the likelihood of harm; the student's functional ability to participate in the academic and residential program; and whether reasonable accommodations, safety planning, or other supports can sufficiently mitigate the concern.

ASMS may request current documentation, when necessary, but the request will be limited to information reasonably needed to evaluate functional limitations, safety, accommodations, medication management, or readiness to return. ASMS may communicate with a treating provider only with written consent or as otherwise permitted or required by law. A provider's recommendation will be considered but will not be the sole factor in the school's decision.

Return to campus will be determined through an individualized, interactive process involving the student, parent or guardian, relevant school personnel, and treating professionals when appropriate. ASMS may implement a support plan, safety plan, academic adjustments, residential supports, or reasonable accommodations. A student or parent may appeal a decision under the Procedural Safeguards and Appeals provisions of the ASMS Student Accommodation and Support Policy.

Conduct that violates a generally applicable Student Code of Conduct or safety rule may be investigated and addressed through the disciplinary process even when a disability or mental health condition may have contributed to the conduct. Before imposing a disciplinary removal that would constitute a significant change in placement, ASMS will complete any evaluation, manifestation determination, or other disability review required by the Individuals with Disabilities Education Act or Section 504. ASMS may maintain reasonable interim safety measures while completing the disability review and disciplinary process. Safety intervention and discipline serve different purposes and should be documented separately.

Routine Visits

ASMS does not handle routine medical, dental/orthodontic appointments for students. Parents should arrange these appointments when students are at home during the breaks or holidays. However, if there is an emergency, transportation to a local physician or dentist will be provided. Parents living in Mobile County and other counties within an hour drive of the school are asked to make and transport their son/daughter to medical appointments.

Urgent Care

If a student is assessed by a nurse and determined they need medical attention for a routine illness, they will be taken to USA Health Adolescent and Young Adult Health or to the closest Urgent Care. The nurse

will contact the parent or legal guardian to tell them the student will go to the doctor. The student is responsible for calling parents/guardian when returning from the doctor's visit to inform them of the results of the visit; however, the custodial parent/legal guardian may call the nurse at any time during office hours concerning the doctor's visit. **When an employee transports a student to urgent care in a non-emergency situation, the student may be dropped off in the waiting room after check-in and asked to call the Front Desk for pick-up after receiving care.**

HIPAA Policy Regarding Student's Right to Consent to Pregnancy/STD/STI Testing and Treatment

HIPAA law grants adolescents the right to consent to medical testing and treatment without parental consent. Confidential testing for pregnancy and STDs/STIs is available in Mobile at the following (and other) locations:

Women's Resource Center
718 Downtowner Loop West
Mobile, AL 36609

Mobile County Health Department
251 North Bayou St.
Mobile, Alabama 36603

One of these locations is within the students' walking boundaries and a student could potentially seek and receive testing without informing a staff member. Students at ASMS concerned they may need pregnancy, STD, or STI testing may seek a staff member's consultation. In such cases, staff members can provide the student with emotional support, information about the necessity of testing, and transportation to a testing center. Transportation will be coordinated through the ASMS nurse's office. Any testing cost will be the student's responsibility.

Opt-In for Mental Health Services for Student Under the Age of 16

All Alabama students under the age of 16 must have **Informed Consent** to meet with any counselor on campus or to participate in counseling-related activities. These activities include Large Group Guidance, Small Group Guidance, Mentoring, Career Guidance and Coaching, Assessments/Surveys, and Crisis Intervention.

Alabama State Law, **Senate Bill 101**requires that no student **under the age of sixteen (16)** may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

For purposes of the above policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (*e.g.,* Erin's Law; Jason Flatt Act).

This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance with the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

A. **Written Notification** – At least annually, the school shall provide parents and legal guardians of students under 16 a written notification regarding school provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may allow, limit, or prevent their student's participation in the programs.

   The written notification may be provided electronically, including through the school's online portal or by such other means and methods as are customarily used for such purposes.

B. **Opt-In To Participate in Mental Health Services** –
   1. *General Requirement* – For a student **under the age of sixteen** to participate in mental health services, written permission by the student's parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by other means and methods as are customarily used for such purposes.

   2. *Rescinding Permission* – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration.

   3. *Requests for Opt-In and Referrals Authorized* – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstance arise for which services could be beneficial; and/or (2) provide a parent or legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.

   4. *Exception for Imminent Threat* – If a parent or legal guardian of a **student under the age of 16** has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

C. **Information for Parents/Legal Guardians** – If a parent or legal guardian **of a student under the age of 16** elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments.

D. **Recordkeeping –** Written records maintained by the school and related to a student's mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education record generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law.

   Records pertaining to a student's mental health services will be kept separately from academic records unless including such record(s) in the student's academic record is necessary to implement a state and/or federal law (*e.g.,* special education referral process).

Confidential Health Services and Minor Consent

A minor's authority to consent to testing or treatment is governed by Alabama law and the policies of the treating healthcare provider. The Health Insurance Portability and Accountability Act governs the privacy of protected health information but does not itself create a minor's right to consent to treatment.

ASMS personnel may provide general information, emotional support, and transportation or referral assistance only as authorized by law and school procedure. Before arranging nonemergency transportation, making a referral, notifying a parent or guardian, or disclosing information, personnel will consult the school nurse or designated administrator and comply with applicable consent, confidentiality, mandatory reporting, and emergency requirements.

VIII. Technology Policy

The Alabama School of Mathematics and Science provides faculty, staff, and students access to computer resources through the Network servers and cloud services. faculty, staff, and students using these resources must adhere to all policies of the Alabama School of Mathematics and Science and the Alabama Research and Education Network. Prohibited behaviors/activities are subject to disciplinary action up to and including termination and prosecution (where applicable). These activities include, but are not necessarily limited to, the following:

Illegal Activity

- Uploading or downloading copyrighted material, violating the intellectual property rights of others, or illegally sharing trade secrets. This includes any type of media files such as movies or music. Accessing, downloading, or printing out articles solely for educational and research purposes, however, may be permissible under the fair use clause of the copyright law.
- Illegally sharing computer software via Internet, the local network, personal storage, or any other media.
- Copying or transmitting material contained in copyrighted databases such as Infotrac, without permission from the source.
- Buying or selling weapons or illegal substances via computer networks.
- Threatening, harassing, or "stalking" others via computer network.
- Knowingly replicating or transmitting computer viruses, or otherwise deliberately damaging the systems or files of other people.

Strictly Prohibited Behaviors/Activities

- Trafficking in pornography of any kind via Internet, the local network, URLs, personal storage, or any other media.
- Activity that violates state or federal law. This may include viewing, downloading, posting, printing, or sending pornography, or other sexually explicit, profane, obscene, hostile, or blatantly offensive and intimidating material, including hate speech, threats, harassing communications (as defined by law), or information that violates any state or federal laws.
- "Spam," the practice of indiscriminately sending unsolicited email (e.g., commercial advertisements, chain mail, pornographic materials, political lobbying, hate speech, racial diatribes, and religious proselytizing) or signing up for listservs and unwanted accounts to persons who have not indicated interest in receiving such materials.
- "Hacking" or "Cracking," i.e., deliberately invading the privacy of others by attempting to gain unauthorized access to any account or system. This also includes unauthorized port scanning or running vulnerability detection software on school's network to find security loopholes.
- Obtaining/distributing confidential information. Deliberately and inappropriately observing, recording, accessing, using, or transmitting passwords, account numbers, email addresses, phone numbers, or credit card numbers belonging to other people is prohibited.

- Downloading executable programs, which might interject computer viruses into computers, is prohibited. Further guidance regarding safe sites and appropriate downloads should be sought from the IT department (the school takes no responsibility for damage to your work or your own equipment resulting from viruses or files you might download via the Internet.)
- Using School equipment, including the School's Internet, Network, servers, or web pages, for commercial gain.
- Unauthorized wiring, altering, or damaging of School-owned computer equipment, including hardware and software.
- The use of software, modems, or any other devices to circumvent the school's network.

Help Desk Ticket System

Students, faculty, and staff use the online Help Desk Ticket system to report maintenance or IT issues. The help desk ticket system can be accessed online at the ASMS website, Dragon Portal.

Alabama Research and Education Network Acceptable Use Policy

The Alabama Research and Education Network (AREN) complies with the following Acceptable Use Policy. All users of School network facilities are obligated to adhere to its terms.

Overview

The Alabama Research and Education Network (AREN) is a state-wide network administered by the Alabama Supercomputer Authority (ASA). This policy provides a definition for acceptable use by authorized users of AREN and indicates recommended action if the policy is violated. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

ASA Primary Goals

The Alabama Supercomputer Authority has been established to:

- Enhance university research in Alabama
- Attract and support high technology industry
- Expand knowledge and use of computational science AREN Acceptable Use Policy
- All use of AREN must be consistent with ASA's primary goals
- AREN is for the use of individuals legitimately affiliated with member organizations, to facilitate the exchange of information consistent with the academic, educational and research purposes of its member organizations.
- It is not acceptable to use AREN for illegal purposes
- It is not acceptable to use AREN to transmit threatening, obscene, or harassing materials
- Access to the Internet is provided through an ASA statewide contract with a regional network provider. The contract allows ASA to grant access to the Internet to any governmental, educational, and industrial entity through AREN. Charges may be assessed by ASA to facilitate network connectivity. Reselling Internet connectivity and services is prohibited.
- It is not acceptable to use AREN to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network
- Information and resources accessible through AREN are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use AREN to access information or resources unless permission is granted by the owners or holders of rights to those resources or information

Violation of Policy

- All organizations authorized to access AREN are responsible for informing their users of this acceptable use policy. All AREN users must follow the acceptable use guidelines, both in letter and spirit.
- ASA reserves the right to monitor and review all traffic on AREN for potential violations of this policy. Violations of policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the AREN Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the member representatives' responsibility to contact ASA, in writing, about questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

Software

The reproduction and use of computer software on School equipment or by School employees or students in pursuit of School business or instruction shall be in accordance with the copyright law (as set forth in Title 17, United States Code) and the manufacturer's condition of sale. Specifically:

- No School employee or student shall reproduce or allow the reproduction of software in violation of copyright law or the conditions of sale
- No School employee or student shall accept or use software which is not known to be provided in accordance with the copyright law or conditions of sale
- It is the individual responsibility of each user to determine that the use of the software is in accord with this policy.

Guidelines

The policy stated above applies to:

- the use of copyrighted or licensed software by School departments and employees on School equipment
- the use of software purchased with School funds on non-School equipment
- the use of software for instructional purposes.

The school interprets the copyright laws and manufacturers' terms of sale as described below:

- Back-up copies: You may make as many backup copies as are necessary to protect your software in the event your original fails. Such copies are NOT to be used simultaneously on another machine. The law permits you to make such backup copies even if the manufacturer does not provide you with the process to make one.
- Multiple-loading or booting from one disk into multiple machines at the same time: You may not simultaneously load one copy of a copyrighted program into many different machines, even if it is physically possible. Although you may use your legal copy in different machines at various times (so that you are only using one copy at a time), you may not permit multiple concurrent uses of the package. It would be legal to load and run it on one computer, turn the computer off, and then run it on another computer. For example, WordPerfect is sold for use on one computer, but it is possible to sequentially load it into many different computers and then run them at the same time. This is a clear violation of the law; you have caused the "proliferation of simultaneous users" (the legal term for this process). The fact that it is physically possible is irrelevant.
- Networks: The concept of "proliferation of simultaneous users" also applies to networks. Unless you purchased the software with an explicit "network license," downloading the program to multiple stations at the same time violates the copyright law. As in the preceding example, the fact that it is physically possible to download the software on your network is irrelevant.

Instructional Responsibilities

Academic departments and individual course instructors should ensure that students are informed of the legal and ethical issues regarding software copyrighting and School policy on this matter. As a minimum, departments should:

- post the school policy regarding software copying in a conspicuous location adjacent to any departmental microcomputers which may be accessible to students
- read and explain the school policy in any classes using microcomputers.

Use of Software in Coursework

Departments and individual faculty are responsible for ensuring that any copyrighted software made accessible to students is done so in accordance with School policy and all legal requirements. Specifically, faculty shall be careful to respect the following points:

- Neither departments nor faculty shall impose requirements which would encourage students to copy software in violation of School policy. Instructors shall not make assignments without verifying that a sufficient quantity of legal copies of the software will be readily accessible to students for the completion of course assignments.
- Difficulty or expense involved in acquiring sufficient copies does not constitute a reason for violating School policy.
- Any copyrighted software made accessible to students shall bear the following statement conspicuously placed on both documentation and physical media:

This software is issued subject to School policy and may not be copied for any purpose. Violation of this policy may lead to disciplinary or legal action.

Monitoring and Tracking

All computer use at ASMS is subject to monitoring, tracking, and, when necessary, examining. This includes but is not limited to:

- Installing filters to protect students' exposure to inappropriate sites
- Maintaining a historical tracking of students use
- Searching a personal computer when there is evidence or suspicion of misuse or infraction
- Viewing or inspecting any file, transmission, or programs on personal computers.

Antivirus/Antispyware Software

Antivirus software is provided on all computers owned by ASMS. Also, this software is provided to students at no charge if they remain a student at ASMS. This antivirus software MUST be used. The student may use other software in addition to the AV software provided by the school if it does not interfere with its operation.

Equipment Check-out

A limited number of Chromebooks and Internet Hotspots are available for student check-out. Hotspots are only available for check-out in the event of remote learning. Failure to return checked-out equipment will result in the forfeiture of the security deposit and/or holding the student's transcript. A student may lose his/her privilege to check-out equipment if he/she fails to return or damages said equipment.

Wireless Networks

ASMS has a wireless network with "hotspots" around campus and in classrooms. The use of any other wireless routers or network devices is prohibited without prior approval.

Policy

- Wireless users must follow all network connection policies as set forth in the School Computer Use Policy.
- Interference or disruption of other authorized communications that result from the intentional or incidental misuse or misapplication of wireless network radio frequency spectrum is prohibited.
- The ASMS Wireless Network is not intended as a replacement for the campus wired network. In fact, the campus wired network is the first and primary option for students, faculty, and staff. Users of the wireless network are discouraged from running high bandwidth applications on the wireless network.
- Users of ASMS's computing resources must not acquire, possess, trade, or use hardware or software tools that could be employed to evaluate or compromise information systems security at ASMS.

Summary

All persons using the Alabama School of Mathematics and Science computing and telecommunication resources must comply with the Computer Use Policy. The policy applies to all computer workstations, servers, network devices, software, databases, and related equipment accessed directly or indirectly through the Internet. ASMS encourages authorized users to make acceptable use of computer resources, consistent with its educational, research, and service-related mission. Users must also comply with all applicable federal and state laws and School regulations regarding intellectual property, including federal copyright law, and with all applicable licenses or contracts regarding the use of software. In situations where access to computer resources is limited, priority use of these resources must be granted to educational and research-related activities. Recreational and personal use of School computer resources is permitted only to a limited extent and only when they are not needed for educational research activities. Certain uses of School computer resources are never permitted. These include, but are not limited to the following:

- interfering with the operation of the school's computer and telecommunications systems including "hacking" or "cracking;"
- altering or damaging computer hardware or software;
- using unauthorized passwords or circumventing system security;
- broadcasting unsolicited messages ("spamming");
- invading the privacy of another person;
- using School resources for personal, commercial, or financial purposes;
- viewing and/or possessing, downloading, printing, or sending distasteful, lewd obscene, threatening, offensive, harassing, insulting, discriminatory or rude pictures or other material. (Material received inadvertently via email should be reported then deleted.);
- downloading of copyrighted music, video or other large files that could disrupt the normal operation of the network; and
- Sharing pirated music, video or other programs or files with users on the ASMS network or on the internet through peer-to-peer programs or any other method of sharing pirated media.

The ASMS IT department reserves the right to monitor, access, retrieve, read, and/or disclose communications through the school networks at the President's request when there is reasonable cause to suspect criminal activity or policy violation, or monitoring is required by law, regulation, as appropriate under federal and state privacy laws and regulations.

The foregoing is a summary of key points of the official ASMS Computer Use Policy. Violation of the policy terms can result in denial of privileges and other penalties. If there are any differences between this summary and the official policy, its terms shall supersede it.

IX. Residential Life and Student Leadership

ASMS Residential Life programs help facilitate a vibrant, safe, and inclusive living environment where each student is invested in their academic and personal success and their pride in ASMS. The Office of Student Affairs is committed to the following interconnected values that will inform our learning outcomes:

- **Academic Excellence**: active engagement in the curriculum both inside and outside of the classroom.
- **Community**: accountability to, and participation in, a diverse communal living environment that fosters interdependence, positive and meaningful relationships, and a sense of belonging at ASMS.
- **Personal Development**: positive development of key life skills gained through formative experiences.
- **Respect**: interactions guided by civility, integrity, inclusivity, open dialogue, and the resolution of differences through restorative practices.
- **Wellness**: holistic care for an individual's wellbeing, including a strong support network and access to campus resources.

Student Leadership

Students have many opportunities to apply for leadership positions at ASMS. Participating and graduating from the Jo Bonner Leadership Academy (JBLA) is a requirement for some student leader positions including, Peer Advisor, Ambassador, SGA Officer, Junior Class VP & President, Senior Class VP & President, Oculus Head Editor, and Yearbook Head Editor.

Some student leadership positions are listed below.

Peer Advisors

Peer Advisors assist the Office of Student Affairs in providing the best possible environment for the student body and serve as the closest link to the students in the residence halls. Peer Advisors act as trained listeners and mediators for incoming students assigned to them and for the student population. They assist students in adjusting to the ASMS community. They also serve as 'student managers' who assist the hall staff in:

- Promoting a safe, clean, and comfortable environment in the dormitories.
- Creating activities for students.
- Encouraging a sense of pride and belonging on their distinct floors, e.g., Curie, DaVinci, Einstein, and Newton.
- Work with Hall Advisors to promote harmony and cohesiveness on their floors.

In the spring of each year, the Office of Student Affairs accepts applications from juniors and sophomores and selects a group of students who have demonstrated integrity, respect, and the ability to act as

positive role models. Peer Advisors must show excellent time management skills in balancing their academic and extracurricular activities. Candidates must also have at least a 3.0 GPA, no intermediate or major infractions, and positive recommendations from the ASMS community. The Peer Advisors will be trained with the residential staff at the beginning of the academic year and will participate in the Jo Bonner Leadership Academy

Student Government Association (SGA)

The Student Government Association (SGA) is made up of various elected positions by the student body. The SGA serves as advocates for the students and plans large and small events around campus. The purpose of the SGA is to develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the school; improve school morale; provide a forum for student expression; organize student activities; and promote the general welfare of the school. The SGA has the authority to plan events that will recognize students and faculty members for excellent work, service, and behavior. The SGA is guided by its Constitution and operates through a committee structure.

Honor Societies/Service Clubs/Activity Clubs

There are more than thirty active honor societies and clubs at ASMS. At the beginning of each year, a club fair is sometimes held during one of the required weekends. Students receive information about each club's requirements and activities. Students wanting to organize a new club may apply for a charter through the Student Government Association. All clubs and organizations must be chartered through the SGA. Sororities and/or fraternities that limit membership are not appropriate for this residential setting.

Student Ambassadors

The student ambassadors represent ASMS in an official capacity, e.g., hosting VIP visits to school, conducting campus tours, hosting speakers' forums, communicating with the media through the student column, making presentations on behalf of the school, etc. Ambassadors are also paired with incoming students and serve as a "sibling" to help with the adjustment to ASMS. The Admissions Office selects the ambassadors in the spring of each year. Juniors and sophomores who have demonstrated leadership, respect, and integrity at ASMS are encouraged to apply for the positions. Student Ambassadors participate in the Jo Bonner Leadership Academy.

Student Judiciary Committee

The Student Judiciary Committee is made up of various students appointed by the Dean of Students. Reviews of some disciplinary actions involving residential Minor Violations that do not necessitate referral to the ASMS Discipline Committee will be handled by the Student Judiciary Committee. The Dean of Students or designee decides what cases are brought before the Student Judiciary Committee.

Discipline Committee

The Discipline Committee hears cases in which a long-term suspension, dismissal, or expulsion may be imposed. Committee members are appointed by the President. The person who conducts the investigation may provide evidence but may not serve as the Hearing Officer or as a voting member of the Committee. The Hearing Officer must be impartial and must not have served as an accuser, material witness, investigator, or prior decision maker in the matter.

Student Engagement Team

The Student Engagement Team operates as a representative cohort of the student body. Specifically, creating, planning, and implementing school wide programming that promotes student involvement, social and emotional learning, and esprit de corps. The Student Engagement Team is responsible for planning, organizing, and executing programming events like Week of Welcome, Spirit Week, Goofy Olympics, Geek Fest, and Special Projects Week.

Student Leadership Expectations

All students in leadership positions are expected to be leaders inside and outside of the classroom. We expect student leaders to model positive behavior for their peers. If a student leader does not meet the student conduct or academic expectations of ASMS, the following are possible responses to inappropriate actions:

- **Intermediate Violations**
  When a student leader is found to have committed an Intermediate Violation (or multiple Minor Violations), they are automatically put on a probationary period at the discretion of the Office of Student Affairs or Dean of Academics, who determines the appropriate sanctions for the offense, which could include removal from the leadership position or the inability to participate in student leadership positions.
- **Major Violations**
  A student leader charged with a Major Violation will be immediately suspended from his or her duties until the Discipline Committee convenes and renders a decision. If the Discipline Committee finds the student not guilty of the charges, the student will regain the leadership position. If the Discipline Committee finds the student to be guilty of the charges, the student will be removed from the position. The Discipline Committee can also bar a student from participating in future leadership activities, including SGA.
- **Grades**
  Any Student Leader put on Academic Probation will meet with the Office of Student Affairs to determine an appropriate course of action, which could include probation until academic issues are resolved or permanent relief of leadership duties. Not complying with the course of action or continued lack of academic success will mean removal from office.

X. Community Life Information and Guidelines

The students at ASMS have the privilege of participating in a program that encourages and challenges students to excel. The residential aspects of this program have been established to enhance the students' ASMS experience by creating a complete living-learning environment. The residential life program is specifically designed to allow students a chance to develop social and leadership skills, to provide a quiet and convenient place for studying, and to create a healthy sense of community within the school.

Assemblies

Students are required to attend assemblies when they are scheduled.

- Students must attend all assigned assemblies unless there is a conflict with an academic-related obligation. Students with these conflicts must notify Student Affairs to receive permission to be absent in advance. Students excused from assemblies are responsible for obtaining information and/or announcements received.
- Failure to attend or cause disruption during an assembly is an Intermediate Infraction.
- Students will show respect and observe proper etiquette while in the auditorium.
- Use of electronic devices, talking, sleeping, reading, and littering are inappropriate and will be handled through the Student Code of Conduct.
- Students should not wear headphones, hats, or hoodies.
- Students should not complete schoolwork during assemblies.
- Food and beverages are not allowed in the auditorium.

Bus Scheduling

ASMS will arrange a bus service to take students home for holidays and breaks for a paid fee. Reservations are made through the parent portal in Blackbaud. All reservations are final, and full payment is due when the reservation is requested. There will be no refunds nor will requests for additions or deletions be honored. Prices will be based on bus service costs and will be established at the beginning of the academic year. ASMS reserves the right to utilize alternative transportation, including ASMS vehicles, as necessary. No refunds or adjustments to transportation fees will be made. Please see the Parent Resource Guide at asms.net for additional bus information including stops, dates, and approximate time of service.

Campus Animals

Animals are prohibited on campus. Thus, dogs, cats, and other domesticated animals, including emotional-support animals, are not permitted in student residence halls, academic buildings, or other ASMS-owned and -controlled buildings unless specifically exempted. ASMS will not shelter stray animals. Unattended animals may be seized by animal control or law enforcement. Owners may be fined for unattended and/or unleashed animals. The following are specifically exempted:

- Scheduled and approved visits, such as for a therapy animal.
- Approved fish, reptiles, and amphibians in classrooms.

- Law enforcement animals.
- Service animals for assisting disabled persons.

Campus Leadership

The ASMS Leadership Team (ASMS administrators including Deans, Directors, Assistant Directors, etc.) is on campus during business and evening hours. Directors and other designated administrators are on campus on weekday evenings. The administrator in charge will be posted.

Study Hours

In the interest of promoting good study habits and time management skills, ASMS has a mandatory study hours program. Study hours protect the emotional and mental wellbeing of our students by ensuring that they have ample time before lights-out to complete schoolwork. Students will also have free time before and after study hours.

From 7:00 pm to 9:00 pm Sundays through Thursdays, ASMS maintains required study hours. During this time, students are expected to work peacefully on academic tasks. The default study area location is the student's dorm room (with the door open), but students may elect to work in different public areas of campus. Students assigned to mandatory study hall must work in areas designated by study hall staff.

ASMS staff will monitor the campus and make sure that students are engaged in non-distracting academic work. The following activities are strictly banned during study hours: club meetings, recreational movies, video games, and any activity that risks distracting other students. A violation of study hours is considered a minor infraction. Repeated violations of study hours may be upgraded to an intermediate infraction and possible referral to the ASMS Discipline Committee.

Students participating in the following activities may be exempt from study hours: evening classes, study labs, school-sponsored sport events, teacher-led events, and any activity for which the student receives permission from an ASMS director.

Students who achieve 4.0 GPAs for two consecutive terms are eligible to be exempted from study hours so long as the activities they engage in are quiet and do not distract others. Third-term seniors in good academic standing are similarly exempt from study hours. The privilege of being exempted from study hours may be taken away from students facing academic difficulties or who have significant conduct issues.

If a non-exempt student misses Study Hours for a reason that has been specified by their parents and approved by Academic Affairs, they will be expected to make up the missed time when the student has free periods. The student should complete and submit a online. Then, the student will be expected to adhere to that plan by signing in at the Office of Academic Affairs during the school day. The student may study in Academic Affairs or in the library. The [illegible]monitored to confirm that they are on-task. An off-task student (or one who misses their make-up) will be written up for a minor infraction on first offense or an intermediate infraction for second or severe offenses. Students who miss Study Hours for well-documented emergency or medical reasons will generally not be required to make up the missed time.

SGA Club Activities

Club activities must adhere to the policies in the SGA Handbook and the guidelines established by Student Affairs and Finance.

Non-SGA Club Activities

Clubs not officially sponsored by the SGA may still operate on campus with similar operations and benefits as an SGA-sponsored club. These clubs may request guidance, funding, and transportation directly from Student Affairs.

Communication

Email is the primary means of communication at ASMS. All students are assigned an asms.net email account when they enroll at ASMS. Students are expected to check their ASMS email account multiple times each day. Students and parents should contact ASMS employees through ASMS email account and/or ASMS office phones. Email is the primary and preferred form of communication.

Computers in the Dorms

ASMS provides access to computers in the library and two computer labs. Students may, however, bring a computer from home, though it is not required. ASMS will not service or assume responsibility for computers brought from home.

Events/Activities

Overnight events and lock ins are not permitted. Events and activities must end by midnight except by special permission. Permission may be granted by the Dean of Students or designee and/or the SGA advisors.

Fashion Shows/Reviews

Students are not permitted to hold fashion shows, reviews, or events that emphasize appearance and invite judgments about any community member's appearance.

Food Delivery

Food ordered from an off-campus vendor must be delivered before 8:45 p.m. Sunday-Thursday and before 11:30 p.m. on Friday and Saturday. Deliveries shall be left in the designated area in the Bedsole Lobby.

Cafeteria Food Services

Every effort has been made to create an environment in which students may enjoy socializing and relaxing during mealtimes. ASMS provides food service every day when school is in session. Visitors must pay for their meals.

Behavior and Dress

Proper dress is always required in the cafeteria. Students are expected to bus their own trays and clean after themselves. Utensils, dinnerware, trays, or glasses will not be taken from the cafeteria. Food is to be consumed in the cafeteria unless permission is given to take food to the courtyard. For these occasions, paper products will be provided. No food is allowed in carpeted areas, which include classrooms.

Cafeteria Hours

	Weekdays	Saturday & Sunday
Breakfast	7:30 a.m.-9:00 a.m.	9:30 a.m. – 10:30 a.m. (Continental)
Lunch	11:00 a.m.-1:00 p.m.	11:30 a.m. – 12:45 p.m.
Dinner	5:00 p.m. - 6:30 p.m.	5:30 p.m.-6:30 p.m.

* Students who will attend a worship service or other early morning activities can request a Saturday or Sunday breakfast pack. Requests need to be in by the prior Friday at noon. Breakfast packs should be picked up on Friday or Saturday at dinnertime. Any student who requests a breakfast pack and does not pick it up will be assessed a meal charge.

Special Needs
The cafeteria will cater to any student with special dietary needs. However, a written prescription from the doctor is required to help ensure that the special dietary needs are properly met. Such prescriptions must be filed with the nurse before school opens. If a student is ill and needs meals brought to his or her room, a request must be written by the school nurse and presented to the cafeteria manager.

Event and Room Request Process

An official representative of the organization must complete and submit the online Event Request Form through the student's Dragon Portal at least two (2) weeks prior to the proposed event date. Once submitted, the form will be routed electronically through the required personnel, beginning with the organization's sponsor.

For events requiring purchases, the organization's sponsor is responsible for completing all Purchase Orders (POs), as organization officers and members are not privy to the organization's budget. All POs must be signed by the organization's sponsor before they can be reviewed and approved by the SGA, Student Affairs, the President, and the Finance Office.

Event Request Forms and POs that do not comply with all required procedures and submission deadlines will be automatically denied.

Student Purchase orders must be submitted to Student Affairs with the appropriate signatures acquired:

- Organization President
- Organization Sponsor
- SGA or class Treasurer (if applicable)
- SGA Sponsor (if applicable)

Reservable Spaces
A list of reservable spaces and the individual's responsible for those spaces is listed below.
Contact Student Affairs Dept. to reserve the following:
Coffee House
TV Room
Game Room
Meeting Room
Courtyard
Cafeteria

Contact the Athletic Director to reserve the following:
Gym
Weight Room
Fitness Center
Pool

Contact Academic Affairs to reserve the following:
Auditorium
Outdoor Classroom

West Campus
Media Room
Classrooms

Student Identification Cards / Building Access Control Cards

Students are issued an official ASMS picture ID card and a building access control badge at the beginning of the academic year. Both the student ID card and the building access control badge are non-transferable. Students may not make, alter, duplicate, or use another person's school ID card or building access control badge.

Students are required to carry their school ID card and wear or have their building access control badge on their person at all times while on campus. Local law enforcement officers may ask students for school ID in off-campus situations.

Lost or damaged building access control badges must be reported immediately. A replacement access control badge request form may be obtained from the Office of Student Affairs. A replacement fee of **$50.00** will be charged for each lost or replacement building access control badge.

Internet Service

Internet service is available in dormitory rooms to the students. Service is shut down from 1 a.m.-6:00 a.m. Monday-Thursday.

Media Policy

The Alabama School of Mathematics and Science has fostered a close working relationship with the local and state-wide news media to promote its programs, projects, and events. To assist in the effort, the Department of Development, in general, and the Director of External Relations have been designated as the coordinating professionals for the media. All media engagement, news releases, newsletters, public service announcements, press releases, publicity, promotional brochures, advertising (except for advertising for purchasing), graphics, photography, etc. will be originated, produced, disseminated, and/or approved by the Director of External Relations. All requests for interviews, commentary, or media communication must be approved through the Director of External Relations. ASMS employees and students should not contact the media regarding school activity or communication without approval by the Director of External Relations. All students must also have a signed Media Release on file, which is typically signed on or prior to Move-In Day. The ASMS Media Release allows ASMS to include information including first name, last name, county, year in school, hometown, quotes, and their image in photos, videos, stories, etc. The President may reserve the right to approve all publications referenced above.

Media Release

By enrolling your student at ASMS, parents/guardians and students are:

- Granting ASMS permission to use and/or promote your child's likeness and information as described above in the above summary.
- Consenting to the use of photographs, videos, or intellectual property* (see below) to be used by ASMS in official publications and other media, for all publicity and/or instructional purposes.
- Granting ASMS the rights to copyright or otherwise protect any matter in which said photographs, videos, reproductions, and intellectual property hereof and/or testimonial appear.
- Releasing ASMS from any liability in connection with the use, reproduction, and publication of any of the photographs, videos, or intellectual property.

*Description of intellectual property:

To include, but not limited to: Directory information as defined in the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34CFR Part 99); honors, awards, and special recognitions; and any classroom or extracurricular work associated with said recognitions.

As a parent or guardian of an ASMS student, if you do not consent, grant, and release ASMS regarding the above for your student, please reach out Student Affairs to discuss more. ASMS strongly encourages parents/guardians who decide to opt out it is the parent responsibility to inform their child of this decision and to advise their child to step out of photos or videos etc. when feasible as well as to advise their child to remind staff members of this decision as appropriate.

Movies and Television

ASMS students are not allowed to possess or view unrated films or television shows (NR), or films rated X or NC-17. Additionally, students under 17 are not allowed to possess or view films or television shows rated R except when there is an academic purpose. ASMS students may not view "R" or "Unrated" movies or programs in public areas.

Off-Campus Employment

Students are not allowed to work for pay off-campus while enrolled at ASMS. Special exceptions for academic-related opportunities can be approved by an ASMS director.

Postal Services

Receiving Mail and Packages

Students can send and receive mail and packages at ASMS. The mail is posted each weekday afternoon upon being received. To receive mail, students must use the following address.

Student's Name, ASMS
1255 Dauphin Street
Mobile, AL 36604-2519

Mailing Packages

Students must mail packages at a local post office branch. The nearest Post Office is at Spring Hill Avenue and Broad Street. To get mail forwarded at the end of the year, each student must fill out a forwarding card at the post office and inform the receptionist of the forwarding address. Mail forwarding is limited to the United Stated Postal Service (USPS). Otherwise, incoming mail will be returned to the sender.

Printers on Campus and in Dorms

ASMS provides access to printing in the library. Students may, however, bring their own printers to campus. Although many assignments are turned in electronically, there will be occasions when students will need to turn in paper assignments.

Public Display of Affection Policy

ASMS students are expected to always conduct themselves respectfully. Being overly affectionate creates a distraction from the student's purpose at ASMS. In addition, PDA can cause other community members to be uncomfortable. The expression of feelings of affection towards others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior. In a shared learning environment, students are expected to demonstrate self-respect and respect for others by maintaining appropriate boundaries.

Examples of acceptable displays of affection: hand holding, brief friendly hug, brief kiss on the cheek, arm around shoulder or waist.

Examples of unacceptable displays of affection: Prolonged or intimate hugging or kissing, sitting on another student's lap, straddling or engaging in physical closeness that implies sexual intimacy, any behavior that draws undue attention or causes discomfort to others.

Residence Hall Information

Bathrooms

There are two community bathrooms on each floor in the girls' residence hall, and a large community bathroom on each floor in the boys' hall. There are small, built-in compartments in each bathroom to store shampoo, soap, toothpaste, and other toiletries.

Common Areas

There are shared areas/lounges for students' use in socializing outside their rooms. A microwave and a TV are provided in these areas. Students rotate the cleaning of community bathrooms, hallways, and lobbies daily. Shared area furniture shall not be rearranged without permission to ensure proper egress pathways.

Furniture

Each student will have an extra-long twin bed, a wardrobe, a desk with desk lamp and shelf, and a nightstand. The rooms are air-conditioned and have at least one window with mini blinds installed. Room furnishings are not to be removed or swapped. All furniture for a given room is to remain in that room. Mattresses may not be kept on the floor. All furniture in each room must remain so that it allows a clear view of the entire room from the door, ethernet access, and clear exit in an emergency.

Windows

Curtains may be hung; but signs, posters, flags, or other decorations are not to be displayed in windows or hung outside windows. Windows cannot be sealed. Example: duct taping or placing boards in the windows is not permitted. First floor dorm windows should not be used as congregating and/or conversation points.

Laundry Facilities

Laundry facilities for students are on the first floor of the Administration Building. ASMS will not be responsible for clothes left or taken from the laundry room. The Student Affairs staff will remove and dispose of all clothes left in the laundry room at certain periods during the year. The laundry room closes prior to in dorm each evening.

Roommate and Room Change Policy

There is a moratorium on changes for the first four weeks of school. Room changes occur at regular intervals during the year, primarily at the beginning of each term. If a student's roommate withdraws from school, the student may be asked to change rooms to consolidate open space. Non-compliance can result in disciplinary action. ASMS does not have private rooms. If a student is the sole occupant of a room, s/he may occupy one side of the room and must be prepared to receive a roommate at any time.

To change a room, students first must meet with a Residence Life staff member to review their roommate contract with the goal of settling any differences and amending the agreement as needed. If the conflict continues, students may meet with the Dean of Students or designee who will act as mediator. If the situation does not improve, students may be granted permission to change rooms. The Assistant Director of Residence Life grants room change permission.

Room Condition and Key
When a student arrives on campus, he/she will check the condition of his/her assigned rooms on the Room Condition Form. The student and a staff member will sign this form. The student will be held accountable for all missing furniture and damage done to their room; restitution charges or fees will be assessed. Additional room charges may include room cleaning, excessive wear of floors, walls, ceiling, and furniture, leaving private property or cinder blocks, removal of additional furniture, etc. A general cleaning fee will be assessed when general areas such as bathrooms, lounges, or corridors are left dirty.

Keys
Each student will be issued one dorm room key and one mailbox key. It is the student's responsibility to always carry his/her keys with him/her and to lock his/her room door. If a student loses a dorm key, there will be a $50 charge to have the key replaced. If a student loses a mailbox key, there will be a $25 charge to have the key replaced. Keys will be included in weekly room inspections. Safety is an issue of utmost importance. Therefore, students should never give their key to anyone else. A lost key should be reported immediately so that a replacement can be made. ASMS keys shall not be copied.

Help Desk Ticket System
An online Help Desk Ticket system is used for issues such as a broken AC, light bulb out, or WIFI not working. The help desk ticket system can be accessed online at the ASMS website, student dragon portal.

Room Items

Required Items
Students should bring a mattress pad, pillow, blanket, comforter, sheets, towels, toiletry items, wastepaper basket, laundry detergent, school supplies, alarm clock, and phone.

Additional Items
A small floor rug, broom, dry erase board for messages, laundry basket, drying rack for hand washables, iron, stereo/radio, reading lamp, posters, and pictures. Pictures, posters, etc. should be put up using easy-removal tape. No duct tape is to be used on walls, doors, or windows. Students may hang LED lights (Christmas-type lights are prohibited). Hanging tapestries and/or fabric hung from lights are prohibited.

Good Judgment in Decorations
Since parents, school personnel, guests and other students visit rooms, good judgment in choices of posters and other decorations is expected. Students will be asked to take down any poster or decoration offensive to others or that does not comply with the school's harassment and discrimination policies.

Refrigerators
The only approved appliance in the room is a small college type refrigerator (4.4 cu. Ft. and less than 36 in. tall). The following are conditions to have a refrigerator: If an extension cord is required, it must be the heavy, three-wire (prong) variety. Refrigerators must be emptied, cleaned, and unplugged for breaks and holidays. Refrigerators must be kept clean, free of spoiled food and will be part of the room inspections. ASMS recommends that roommates share refrigerators. *Due to limited storage space on campus, refrigerators may not be shipped to the campus prior to the start of school. Refrigerators must be unboxed prior to moving-in and/or brought to campus by the student.*

Personal Property Disclaimer
Students are responsible for the care and security of their personal belongings. ASMS is not responsible for the loss, theft, damage, or destruction of any personal property that is not owned by ASMS. This

includes, but is not limited to, clothing, electronics, jewelry, school supplies, athletic equipment, musical instruments, bicycles, vehicles, and other personal items brought to campus.
Students are encouraged to clearly label their belongings, secure valuable items, and avoid bringing unnecessary valuables to campus. Any personal property brought to ASMS is done so at the student's own risk.

Scheduling

In Dorm Hours

Sunday – Thursday	9:30 p.m.
Friday & Saturday	midnight

In Room Curfew

Sunday – Thursday	11:45 p.m.
Friday & Saturday	1 a.m.

All students are expected to return to their own rooms at in-room curfew time.

On Campus Curfew

Sunday – Thursday	7 p.m.
Friday & Saturday	11:45 p.m.

All students are expected to return to campus by the stated on-campus curfew time. If there are exceptional circumstances, parents and/or students may contact the Office of Student Affairs.

Lights Out

Sunday – Thursday – midnight
Lights Out is the time at which students should have the lights off in their rooms and be in bed resting for the next day. Use of alternate light sources or electronic devices after Lights Out is a policy violation.

Lights Out Study Extensions

Limited study extensions may be given, but these extensions will be at the discretion of the hall staff and will be granted sparingly. Lights out extensions need to be approved by the Hall Coordinator on duty. Students who seem able to make good decisions about their study times and bedtimes can continue. If students are not making good decisions regarding their study times, staff intervenes regardless of the level system.

Religious Services

Houses of worship in the Mobile area have responded most enthusiastically to ASMS. There are opportunities for students to meet with members of several local houses of worship. Parents and students are encouraged to contact local houses of worship before the start of the school year. If students would like more information on youth group activities, times for services, and other special programs, ASMS can help in securing such information. Many houses of worship provide transportation to and from their services and activities. General parental permission is needed to allow a house of worship to provide transportation.

School Dances

ASMS strives to provide a positive social atmosphere at scheduled dances that are held throughout the year. To promote an appropriate environment for students, ASMS has developed dance behavior expectations, dress standards, and conduct guidelines. Students must remain inside or within specified areas once they have arrived. Once a student leaves the dance, the student cannot return. Students are expected to follow school rules and the Student Code of Conduct at all dances. Rules about tobacco, alcohol, or drugs apply at every dance, including those held off-campus. The dress for dances will be in

keeping with that type of dance. Any change in acceptable wear will be advertised prior to the dance. Students who are not dressed appropriately will be sent back to campus.

Attire

Students are expected to follow the school dress code and the following attire is inappropriate:

- See-through fabrics
- Undergarments should not be visible
- Attire that reveals breasts, bottoms and/or belly buttons. This means there must be actual fabric on the chest, not see through fabric

Dancing Guidelines

- No straddling legs, bending over or lap dancing
- No "grinding"
- No "making out" or no overt and or prolonged public displays of affection
- No touching chests, buttocks, or genitals
- Hands may touch waists, backs, or shoulders only
- No dancing in which movements imply sexual actions with person or with objects

Guests

An ASMS student may bring one guest per dance to the designated dances provided the following rules are followed:

- A guest permission slip is required and must be approved by the ASMS administration. The ASMS administration has the sole right to decide if a guest can attend a dance.
- If high school age, the guest must be attending school, and the guest's school must be able to provide information about the guest. No one over 21 is allowed as a guest.
- Guests must understand they are attending a high school event and must follow ASMS rules.
- Alumni or former students are considered guests and must be approved. ASMS reserves the right to deny access to any guest.

Sidewalk Chalk

Permission from Student Affairs is necessary to use sidewalk chalk. If students use sidewalk chalk without permission, such activity will be considered vandalism/defacing property. When sidewalk chalk is used, it may only be applied to sidewalks that are not under a covered area. Sidewalk chalk *cannot* be used on buildings, columns, brick facades, doors, or within the pool area, including the pool decking.

Student Dress Code

ASMS respects students' rights to express themselves in the way they dress. All ASMS students are expected to respect the school community by dressing appropriately for an educational environment. Student attire should prioritize participation in learning and the health and safety of students and the adults that supervise them. This policy is intended to guide students, faculty, staff, and parents.

Fashions, styles, and trends evolve; therefore, the school reserves authority in matters which may arise and are not identified with this policy. Learning to wear appropriate attire is vital to every student's social development and, in many instances, their future success. Although all ASMS staff and faculty can use discretion in deciding what clothing is not appropriate, the Office of Student Affairs will have final judgment over clothing choices. In short, ASMS will use common sense and reasonableness to determine proper attire.

The following standards must be followed:

Requirements:

- **Shirts and Blouses**: Must cover areas from one armpit across to the other armpit and cover the midriff (bellybuttons should not be visible). No low-cut or revealing tops. Reasonable exposure of midriff may be acceptable in some circumstances, but will not be permitted in classrooms, assemblies, dining areas, and other ASMS sponsored events unless specified by administration.
- **Tank tops:** Straps must be at least 2 inches wide. No spaghetti straps or thin straps and must cover the midriff and undergarments. No low-cut or revealing necklines and they should not be excessively tight or loose. It must fit appropriately.
- **Shirt styles that are not allowed without additional coverage:** Halter tops, crop tops, tube tops, sports bras, corsets or similar styles.
- **Pants and Shorts**: Should be worn at the waist. Shorts and skirts must be of appropriate length (e.g., fingertip length when arms are at the sides), and clothing should fully cover the buttocks at all times.
- **Leggings, Yoga Pants, and Spandex Athletic Shorts:** Allowed if worn with a top that covers the hips and buttocks – leggings and yoga pants should not be see-through, and undergarments should not be visible. Athletic shorts that are shorter than fingertips should not be worn outside of the athletic event or workout space.
- **Dresses and Skirts:** Must be at least fingertip length, should not be see-through, low-cut or revealing and must cover undergarments and buttocks at all times.
- **Bathing Suits:** Are permitted only within the designated pool area. Proper swimming attire is required; street clothes, cut-offs, or underwear are not allowed. When leaving the pool area, bathing suits must be covered with appropriate clothing (e.g., towels, robes, cover-ups).
- **School Events**: Dress code may be relaxed for special events (e.g., spirit days, dances) as announced by the administration. Pajamas can only be worn in the residence halls (exception: school-sponsored dress-up days).
- Rips or tears in clothing should be smaller than three inches in length and cannot expose undergarments.
- Shoes must always be worn and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by Student Affairs).
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
- Specialized courses and events may require specialized attire, such as sports uniforms, safety gear, or business-casual clothes (e.g., the science fair).
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing and accessories that endanger community safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
- Clothing, wigs, face paint, and other items of attire that could be classified as "costumes" are not appropriate for general school wear (exception: school-sponsored dress-up days).

Compliance
The ASMS administration reserves the right to determine what constitutes an appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class and are subject to disciplinary procedures. Any exceptions to the dress code must be approved by the administration. If you have specific questions or need clarification, please consult the Office of Student Affairs.

Student Publications

There are several excellent student publications at ASMS each year. These publications include Azimuth (yearbook), FireWire (student newspaper), and Oculus (literary publication). Faculty and staff sponsors select editors and approve content.

Student Transportation

ASMS has limited transportation assets. ASMS transportation is reserved for medical emergencies and other necessary transportation needs. To help accommodate students who live outside of Mobile and Baldwin counties, the Student Affairs staff will do a weekly trip to Walmart for students to get any food or supplies needed.

Bicycle Policy

ASMS permits students to bring bicycles, including electric bicycles (e-bikes), subject to the following requirements:
Eligibility: Students may bring a bicycle or e-bike to campus after the first academic term. Any required approval or registration must be completed before bringing a bicycle to campus.
Storage and Security: Students must provide their own bicycle lock and secure bicycles in designated storage areas. ASMS is not responsible for lost, stolen, or damaged bicycles or e-bikes.
Use: Bicycles and e-bikes may not be ridden on campus. Students must walk them until they have left campus property. Students using bicycles for off-campus travel must follow all sign-out procedures, local traffic laws, and the ASMS Three-Person Rule, requiring students to travel in groups of three (3) or more.
Transportation: Bicycles and e-bikes are not permitted on ASMS buses or other school-provided transportation.
Safety: Students are responsible for maintaining their bicycles in safe operating condition and wearing appropriate safety equipment while riding.

Student Sign-Out Policy (REACH)

ASMS uses an application called REACH to notify school employees and a student's parents about the location of the student. REACH is also used to sign-in students to campus or to denote when a student is restricted to remain on campus.

ASMS has jurisdiction over students at all times except when they are deemed checked out to their parents' care. Students are expected to adhere to all guidelines regarding sign-in and sign-out. Regulations governing sign-outs are designed to give ASMS staff a reasonable knowledge of a student's whereabouts and, thus, a way of reaching the student in an emergency. Students can leave campus by walking off, driving off, riding in an ASMS vehicle, or leaving with parents and/or a designated pickup person approved via REACH request.

If a student is already signed out, they are not allowed to sign out or drop off other students. Parent / guardians cannot check their student out and leave them on ASMS property to be picked up by another student/person. Also, ASMS will not release students to rideshares.

ASMS allows its students moderate privileges regarding signing out and using vehicles and trusts the fundamental integrity and honesty of those students. Violating that trust will result in loss of privileges and possible discipline measures, including expulsion.

Who needs to set up a REACH account? Parents and students each need a REACH account. Students and parents must set up accounts within the REACH System. Families will be provided login information before Move-In Day, and parents or students may submit REACH requests. A REACH request requires parental permission for a student to leave campus.

Are overnight REACH requests permitted during the week? Students may not spend school nights off-campus except in emergencies, even with parents.

- Students are allowed to sign out to be with their parents anytime; however, requests for sign-outs that would necessitate students missing class or required study hall are strongly discouraged and must be approved at least one week in advance by the Dean of Academics to ensure the student receives an excused absence.

When are REACH requests due? In general, all REACH requests should be made by noon on the day a student plans to leave campus.

- REACH requests for walking off campus are due 30 minutes before leaving campus.
- Drive-off requests are due by noon the day a student plans to drive off campus.
- Break/Holiday Departure should be requested at least 3 days prior to departure.

Who can submit and approve a REACH request? Parents or students may submit the request, but only parents may approve.

- Only parents can approve off-campus, overnight, and/or special student permission requests through the REACH system.
- Students may not approve REACH requests on their parents' behalf. If ASMS learns that a student has approved a REACH request instead of their parent, that student will lose sign-out privileges for the remainder of the year and could face disciplinary actions up to expulsion.

ASMS may call a parent to confirm a REACH Request at any time.

How do parents approve a REACH request? Parents must approve a request through the REACH system that details the sign-out date and time, location with address, mode of transportation, and person responsible for picking the student up.

The submitter should detail the students' destination, the mode of transportation, and the names of any students who will accompany them. The request must also list the adult whose care they will be in and their relationship to that adult (ASMS faculty, ASMS staff, parent, guardian, grandparent, family friend, etc.) with a valid phone number for that adult. ASMS may contact that adult prior to allowing the student's REACH request to be processed and the student leaving campus. Once the parent or guardian approves the REACH request and the student is signed-out of campus, the parent or guardian assumes responsibility for the student.

If someone other than the student's parent/guardian will be picking the student up, that must be noted in the REACH request. Parents must give permission for any person to sign out their student in the notes section of the leave request. Please list the name as it appears on the person's identification. That person's driver's license will be checked at the front desk. Please note that a student may not sign out another student.

What if I need help with my REACH request? If you need assistance submitting requests, resetting passwords, etc., please contact the Department of Student Affairs or the Department of Human Resources and Operations.

Leave Type Descriptions

Overnight – Used when students go home over the weekend. Students are not allowed to go home overnight during the school week even with their parents, unless special permission has been granted by the Dean of Students or Dean of Academics.

Day Leave – Used when the student needs to leave campus for a few hours but will be returning to campus for the night, e.g. doctor's appointment, dinner with their family.

Breaks/Holiday Departure – Used for scheduled campus closures, e.g. Winter Break, Mardi Gras, Spring Break.

Special Permissions – Used when those without Senior Driving Privileges wish to drive themselves off campus for medical appointments, academic opportunities, etc. Special Permission must be granted by the Dean of Students or the Dean of Academics.

Extracurricular Event Leave - Used when a parent or authorized person picks up a student off campus after an extracurricular event, e.g. band trip, athletic away game, field trip, etc. and returns them to ASMS

On-Campus Visitor – Used when a visitor is coming onto campus to visit a student. Please refer to the On Campus Visitor section of the Handbook for specific rules surrounding visitors.

Walk-Off – Used when a student wishes to walk off campus. Please refer to the Walk-Off section of the Handbook for specific rules surrounding Walk-Offs.

Senior Drive-Off – Used when a student wishes to use their Senior Driving Privileges. Please refer to the Senior Drive-Off section of the Handbook for specific rules surrounding Senior Drive-Off.

Medical Leave – Used when a student needs to leave campus for a medical reason, or a medical appointment Documentation is required upon return.

Walk-Off Privileges

Parents approval is required for Walk-Offs. Students who wish to walk off campus must submit a walk-off request through the REACH system. In the notes section, they are required to detail their destination, with the location address and which students (first and last name) will accompany them. For safety purposes, students must remain in groups of 3 or more. Students will then report to the front desk with all students they are walking off campus with and sign out with the front desk staff. All students must wait for approval before exiting the building. Students may not sign in or out for another student. Students must stay with their group and return to campus no longer than the specified hour limit after signing out. ASMS can suspend walking off-campus privileges in inclement weather conditions, including heavy rain.

Walk-Off Policy Statement

To prioritize the safety and well-being of our students, all walk-offs that fall within the approved radius will receive approval through REACH. This ensures that we remain mindful of student whereabouts while

allowing flexibility within safe boundaries. Any student found going to a non-approved location while on a walk-off will face disciplinary action and may lose walk-off privileges.

For any questions regarding approved locations or the designated radius, please contact the Office of Student Affairs.

Weekday Walk-Off Hours
Monday - Friday
Seniors: 3 p.m. - 6 p.m. (3-hour limit)
Sophomores and Juniors: 4 p.m. - 6 p.m. (2-hour limit)
**Students may not sign out to walk off if it interferes with their scheduled class. **

Weekend Walk-Off Hours
Saturday and Sunday
10 a.m. - 6 p.m. (4-hour limit)

Vehicles/Driving Privileges

Bringing a vehicle to school is a privilege that should be taken seriously. ASMS reserves the final authority to restrict or deny the use of the student's vehicle.

- Students are prohibited from bringing a vehicle to campus without registering it.
- Students **must check in** driving fobs at Front Desk when vehicles are not in use.
- Vehicles may be registered through Blackbaud. Any vehicle not registered on campus may be towed at the owner's expense.
- Students must provide a copy of their vehicle registration, insurance card, and a photocopy of their driver's license. Students will be given a decal or hangtag, which must always be visible.
- ASMS may request a copy of a student's driving record at any time. In such cases, failure to provide an accurate and up-to-date record will result in loss of driving privileges.
- Students must park their vehicles in an assigned lot.
- Non-seniors can park a car on campus without driving privileges extending past driving home and back.
- Students who fail to maintain a high regard for vehicle rules and safety may be instructed to return their vehicles home for a designated period or the remainder of the school year.

ASMS may withdraw vehicle privileges if the school considers a student's vehicle operation a danger to self or others or if its operation is detrimental to school order. Any vehicle owned or operated by a student may be searched by a school official possessing reasonable, articulable suspicion that there may be a violation of the school's printed regulations and/or Alabama law. The parent or legal guardian of the ASMS student assumes full legal and financial responsibility in matters of their vehicle.

The risks involved are those of the owner and operator, not ASMS. All students need to keep in mind these vehicle policies:

- No student shall drive another student's vehicle. Students or their guests may not drive the vehicle of another student or guest.
- Students shall only drive a vehicle if they sign out with ASMS staff (including moving from one parking spot to another).
- Students may not loiter at/in vehicles.

Consequences for Violations: Students who fail to maintain a high regard for vehicle rules and safety may be instructed to return their vehicles home for a designated period or the remainder of the school

year and may face additional disciplinary action, including but not limited to loss of driving privileges, suspension, or referral to the Discipline Committee.

Motorized Vehicle Policy (Mopeds, Scooters, and Similar Vehicles)

ASMS permits students to operate motorized vehicles, subject to the following requirements:

Eligibility: Students must possess a valid driver's license and comply with all applicable state and local laws.

Registration: Vehicles must display a valid license plate, be insured, and be registered with ASMS, including any required parking permit. **Students may register only one (1) motorized vehicle on campus at any time.**

Parking: Approved students must pay the applicable parking permit fee. Parking permits are limited and not guaranteed. Priority is given to senior students, with preference given to those farthest from campus. ASMS reserves the right to establish additional parking criteria as needed.

Vehicle Use: Vehicles must be operated safely, comply with school regulations and traffic laws, and be parked only in designated areas.

Liability: ASMS is not responsible for loss, theft, vandalism, or damage to student-owned vehicles. Failure to comply with this policy may result in suspension or revocation of vehicle privileges, disciplinary action, towing at the owner's expense, or other administrative action.

Senior Driving Privileges

Seniors in good behavioral standing, with a B or higher in all of their classes may submit REACH requests to drive to safe locations in Mobile County, Baldwin County, and surrounding areas after the fifth week of Fall Term. Grades will be rechecked at every grade posting and permissions will be adjusted accordingly. Parent approval is still required. No passengers will be allowed. Drive-off will be limited to four hours on weekends and two hours on weekdays.

Weekday Drive-Off Hours
Monday - Friday
Seniors: 2:30 p.m. - 6 p.m. (2-hour limit)
Students may not sign out to drive off if it interferes with their scheduled class.

Weekend Drive-Off Hours
Saturday and Sunday
10 a.m. - 6 p.m. (4-hour limit)

Weekend Check Out
Parents/guardians must approve a REACH request by Friday at noon if their student is going home for the weekend. The REACH request must name a designated person to pick up the student. The name listed in the REACH request should match the designated person's ID. Staff at the front desk will request ID for every person picking up a student. The earliest students can leave for the weekend will be after their last class on Friday. **Students must return by 7:00 p.m. on Sunday**. Students must sign out by 8:00 p.m. for an overnight visit. Students may not sign out to home multiple times in the same weekend. Note: **If a student is signed out, they are not allowed to pick up or drop off other students unless they have permission in advance from the Dean of Students.**

Routine Appointments

ASMS is not responsible for transporting students to routine medical, dental/orthodontic, shopping, or haircut appointments. Parents should arrange these appointments when students are home during breaks or holidays. Transportation to a local physician or dentist can be provided in an emergency. Parents residing within an hour's drive of the school are asked to make routine appointments and provide transportation for their children. For students whose parents live more than an hour away, they may request transport to emergency medical appointments, although this service is not guaranteed. A student must notify Student Affairs three business days in advance to request ASMS driving services. ASMS reserves the right to deny a student's request for any reason.

XI. Student Code of Conduct

ASMS is an exceptional school. Opportunities and challenges abound, allowing the bright and dynamic students enrolled in the school to excel. The academic opportunities provide a unique and exciting learning experience in a residential setting that provides for students' needs while enhancing their intellectual growth.

As young people of personal and intellectual promise, ASMS students are expected to consider the potential ramifications of choices – to think before they act. They are also expected to hold themselves personally accountable for their decisions, words, and actions. They are expected to accept the consequences thereof, and to view such as valuable lessons learned. By enrolling in ASMS, the student pledges to accept these expectations and to strive to uphold them. His/her ongoing enrollment at ASMS and ultimately his/her graduation is conditioned thereupon.

The students selected to attend ASMS bring with them a variety of backgrounds and expectations. The school is committed to working cooperatively with students and their parents or guardians to create an environment conducive to personal development and academic achievement. A major goal of ASMS is to enable students to live independently. ASMS offers many opportunities for students to grow as individuals, and there are many opportunities for greater personal responsibility. With the increase in freedom comes the challenge of making positive decisions.

The Student Code of Conduct exists to guide and inspire the entire community's decision-making process. This code provides students, parents/guardians, school employees, and the public with expectations for community behavior. All community members are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

Philosophy

To develop a strong sense of community, expectations are a necessary framework within which a sense of closeness, cooperation, sharing, enjoyment, and a feeling of belonging can emerge. All groups find comfort in establishing standards or rules which help guide the behavior of their members. ASMS recognizes the need for such rules and understands the value of defining possible consequences if those rules are disregarded.

Responsibility for Discipline

In general, instructors, the Office of Student Affairs and the Office of Academic Affairs are responsible for handling incidents of academic dishonesty and violations of the Student Code of Conduct occurring during organized academic activities, such as classes, labs, academic field trips, etc. that are referred to administration. The Office of Student Affairs oversees all other violations, including some that may be

assigned to the Student Judiciary Committee. Finally, the Discipline Committee can convene to handle intermediate and serious infractions.

Consequences

The willful or inadvertent disregard for school rules implies a need for learning proper conduct. Learning correct action or behavior is brought about through the use of natural, predetermined consequences. The consequence is intended to reasonably fit the seriousness of the violation and ultimately to change behavior. To this end, three levels of violations and corresponding consequences have been developed.

- **Minor Violations** are minor infractions that are disruptive to the daily operation of academic and residential life.
- **Intermediate Violations** are more serious infractions indicating a more substantial disregard for school procedures and demonstrating a lack of student self-control.
- **Major Violations** are the most serious infractions indicating a disregard for the welfare of self and others.

The categories of minor, intermediate, and major infractions are not intended to be read as an all-encompassing list of prohibitions, but rather to be understood by members of the ASMS community as an indication of the nature and scope of the degrees of infractions of appropriate conduct. The detail which follows is intended to give notice of consequences commensurate with such conduct. At all times, the burden of seeking clarity and understanding before choosing a course of action is on the individual member of the ASMS community. If students are unsure about what types of disciplinary measures to expect upon the violation of a rule, they should pursue a discussion with their Residence Life Coordinator, Assistant Director of Residence Life, Dean of Students, or the Dean of Academics.

The rules in the disciplinary section have been established to provide clear expectations. Both parents and students should spend time familiarizing themselves with these policies and expectations. Parents agree to work cooperatively with staff members in maintaining the established behavioral standards. Parents agree to support the discipline policies as written in the Handbook rather than ask that exceptions be made. Consistent application of consequences to inappropriate behavior teaches responsibility and discipline in a positive manner.

School officials will determine what constitutes unacceptable behavior and address violations of that behavior utilizing their discretion. Unanticipated, unacceptable incidents will arise and require follow-up action. It is not the intention of the school to supplant each student's individual responsibility by itemizing every possible violation and defining its consequence. The absence of any specifically defined rule or regulation, procedure, or policy should not be viewed as an indication of acceptable behavior. Students should ask for clarification before making any assumption or conducting questionable behavior. The offenses listed are examples typical of each level but are not exclusive within each level.

Repeat or egregious student misconduct may result in restriction, probation, suspension, not being invited back for the next school year, dismissal, or expulsion. The school reserves the right to pursue disciplinary action or legal action for student behavior while under the authority of ASMS, on or off campus, which is subversive to good order and discipline in the school, regardless of whether the behavior is specified in this Handbook. A student who continues to misbehave will be recommended for dismissal or expulsion. Parents are expected to support and cooperate with school efforts.

Parents of students who have repeated violations may consider returning the students to their home schools before dismissal is recommended. Once the recommendation for dismissal has been made,

however, voluntary withdrawal is not an option. Students who have been dismissed from ASMS for disciplinary cause or who withdrew prior to a recommendation for dismissal will not be readmitted to or allowed to visit ASMS or ASMS-related functions under any circumstances. Students who have not been recommended for promotion or have not been invited back to the school may not attend school functions and may not reapply for admission.

Failure to Abide by Disciplinary Action

Students who fail to abide by the required disciplinary action assigned for a Minor Violation or single Intermediate Violation will be required to satisfactorily complete the consequence previously assigned and be given an Intermediate Violation write-up for disrespect. Students who commit Major Violations, violate drive-off and walk-off policies, or fail to abide by the consequences of incidents involving multiple Intermediate Violations will be assigned a Major Violation and be referred to the Discipline Committee.

End of Year Violations

At the discretion of the administration, a senior who commits an Intermediate or Major Violation in April or May, may be recommended for dismissal, suspension, expulsion, or may not be permitted to participate in the graduation ceremonies. Sophomores or juniors who engage in similar behavior may not be invited to return for their junior or senior year.

Criminal Behavior

ASMS does not condone criminal behavior. Conduct involving illegal drugs, illegal use of prescription drugs, underage alcohol use, theft, assault, trespass, breaking and entering, weapons, physical harm, threatened physical harm, or other suspected criminal activity will be addressed under the Student Code of Conduct and reported to law enforcement when required by law. ASMS may take immediate safety measures while a school investigation or criminal proceeding is pending.

Terrorist Threats, Credible Threats, and Threatened Harm

A credible threat means a knowing and willful statement or course of conduct that, based on the totality of the circumstances, would cause a reasonable person to fear for the person's safety or the safety of another. A credible threat may be communicated verbally, in writing, electronically, through conduct, or by another means. An apparent present ability to carry out the threat is not required for reporting or an immediate safety response.

Students may not make, communicate, post, transmit, or assist in making a terrorist threat, credible threat, bomb threat, threat involving a weapon, or threat of physical harm. This prohibition does not prevent a student from reporting a threat in good faith to ASMS personnel, law enforcement, a parent, or another responsible adult. A claim that a statement was intended as a joke does not prevent ASMS from taking immediate safety action. Any final disciplinary determination will consider the full context and available evidence.

For this section, principal means the ASMS official formally designated by the Board to perform duties assigned by Alabama law to a school principal. The principal shall immediately notify appropriate law enforcement upon notice of conduct reasonably believed to constitute making a terrorist threat in the first or second degree. The principal shall also notify appropriate law enforcement when a student or school employee violates ASMS policy concerning drugs, alcohol, weapons, physical harm to an individual, or threatened physical harm to an individual, as required by Alabama law.

If a criminal charge is warranted arising from conduct covered by the preceding paragraph, the principal may sign an appropriate warrant or complaint. ASMS will immediately suspend the student from regular classes and schedule a hearing at the earliest possible date, no later than thirty calendar days after the suspension or within an earlier period required by law.

For a charge arising from a policy violation involving drugs, alcohol, weapons, physical harm, or threatened physical harm, the length of suspension will depend on the disciplinary hearing. A student

found to have violated such a policy may not be readmitted until related criminal charges or offenses, if any, have been resolved by the appropriate authorities and the student has satisfied lawful conditions imposed by the Board for readmission.

If a student is charged with making a terrorist threat in the first or second degree, the student will remain suspended from regular classes and may not be readmitted until all criminal charges or offenses arising from the conduct have been resolved, the student has completed a psychiatric or psychological evaluation and begun counseling if prescribed by the court, and the student has satisfied other lawful conditions imposed by the Board. A student adjudicated or convicted of making a terrorist threat in the first or second degree will be expelled as required by Alabama law.

All actions under this section remain subject to the student's due process rights and applicable protections under the Individuals with Disabilities Education Act and Section 504, which take precedence in the event of a conflict. A suspension will not prevent a student from attending a hearing or official proceeding when summoned by ASMS or the Board.

Collective/Group Punishments

Collective and/or group punishments will be avoided in academic and residential situations as much as possible, though circumstances may call for group punishments. For example, the closure of the game room, TV room, or other community spaces will happen due to frequent or egregious misuse.

Fire Safety

Fire and Safety guidelines are posted in halls. Students are expected to keep their rooms, hallways, and shared areas clean, organized, and free of clutter and debris. The use of candles, incense, lighters, matches, cooking utensils or any open flame or smoldering materials is not permitted in dormitories. Tampering with a smoke alarm, using any of the aforementioned objects, and smoking or vaping are serious offenses and cause for serious disciplinary action. Any other action that could be considered a fire hazard will be taken very seriously.

Items Not Permitted in Room

- Cooking appliances, e.g., microwaves, coffeemakers (one-cup Keurig-style coffeemakers are permitted in rooms), and grills. (If students would like to bring a traditional coffeemaker to school, they may keep the coffee maker in the lobby of their halls.)
- Computer monitors larger than 32" (diagonally).
- Pets (e.g., turtles, fish, hamsters, parrots, etc.).
- Candles or incense.
- Candle melts, oil diffusors, and / or any electrical melt dispenser.
- Bicycles are not to be stored in rooms but on the outdoor bike racks.
- Flammables or any equipment or material that may be dangerous or unhealthy.
- Empty alcohol containers or alcohol advertisements and vape containers, e.g., posters, lights, stickers, etc.
- Box cutters, pocketknives, pepper spray/mace or any other weapons (Weapons are not permitted on school property in Alabama, see §16-1-24.1.). Students who violate this policy are subject to automatic expulsion.
- Power tools, heavy machinery, or other potentially dangerous devices.
- 3D printers deemed unsafe.

Weapons and Prohibited Items

Weapons are not permitted on school property in Alabama, see §16-1-24.1. A weapon is a firearm or an item designed to inflict bodily injury. A dangerous instrument is an object used, attempted to be used, or threatened to be used to cause injury, or possessed under circumstances that reasonably indicate an intent to use it as a weapon. An ordinary academic, laboratory, maintenance, culinary, or

personal item is not a dangerous instrument solely because it could cause harm, although ASMS may separately prohibit possession of specific items in the residential setting.

Weapons include, but are not limited to:

- Knives (butterfly, switchblade, box cutter, utility knife, pocketknife, Bowie knife, hunting knife, single blade folding knife, multi-blade folding knife, kitchen knife with sharp or serrated edges);
- Firearms/Guns (including paintball, pellet, BB, or a toy that could be mistaken for a firearm) and ammunition (including jewelry or articles of clothing made from or made to look like ammunition);
- Throwing stars;
- Hatchets and axes;
- Swords and other martial arts equipment;
- Explosives (fireworks, firecrackers, dynamite; gunpowder); and
- Tasers
- Pepper spray or mace.

A student may not possess, display, threaten to use, transfer, or use a weapon or dangerous instrument on campus, during school transportation, on a field trip, or at another school related activity. A violation is a Major Violation and may result in suspension, dismissal, or expulsion after appropriate due process. ASMS will apply any mandatory sanction required by state or federal law and will comply with IDEA and Section 504 safeguards. Law enforcement will be notified when required by law.

Possession of a firearm is subject to the mandatory consequences required by federal and state law, including expulsion for at least one calendar year when legally required, subject to any case specific written modification authorized by law. A student may possess an otherwise prohibited tool or item for an approved academic or school activity only with advance written authorization and direct school supervision.

Prohibited Sexual Devices

No individual may possess, display, use, distribute, sell, exchange, loan, or store any prohibited sexual device on ASMS property, in school vehicles, or during any school-sponsored activity or travel.

A "prohibited sexual device" is any item designed, modified, marketed, or primarily intended for sexual activity or stimulation. This definition does not include standard hygiene products or medically necessary devices when used as intended.

Violations of this policy may result in confiscation of the item, notification of a parent or guardian, loss of residential or extracurricular privileges, and disciplinary action in accordance with the Student Code of Conduct.

Secret Societies/Gang Activity

It is unlawful in the State of Alabama to organize fraternities, sororities, gangs, or secret societies in public high schools. It is also unlawful for a public-school student to be a member of, belong to, or participate in such organizations, and to solicit student membership in such organizations. Students in violation of this policy are subject to suspension or dismissal.

Off-Limit Areas

For safety and security, the following areas are off-limits to ASMS students:

- Restrooms or rooms meant for the opposite gender, unless with approval.
- Roofs.
- Trespassing on private property.

- Rooms or offices that are locked or should be locked.
- Private property without invitation or approval of the person who owns the property.
- Cafeteria when staff has organized serving meals outside.
- Any off-campus location without proper sign-out (including West Campus).
- Any part of the facility, including classrooms and labs, without authorization or permission.
- Construction sites.
- Areas of campus may be restricted during evenings and weekends at the discretion of Student Affairs personnel (e.g., isolated stairways and breezeways).
- Stairways in the administration building are considered closed at 4:30 pm. Students should not be on the stairways in the administration building after business hours.
- Male students should not be on the 2nd, 3rd, or 4th floor breezeway areas outside of the Girls Residence Hall at any time. Female students should not cross Georgia Avenue that separates the Boys Residence Hall and the Girls Residence Hall at any time.
- Female students are not permitted to go any further east than the swings located to the north of the Boys Residence Hall.

Student Due Process

The intention of ASMS is to afford due process when the procedures contained within the Student Code of Conduct are implemented. The degree of procedural due process provided shall be based on the gravity of the offense and the severity of the contemplated penalty. Before being punished for violations of school regulations or Board policy, students have the right to the following minimum due process procedures:

- School rules will be clearly stated and related to the educational purposes of the school.
- School rules will be fair and specific enough for students to know what they may or may not do.
- Students, parents, and guardians will be informed of the rules affecting behavior and discipline.
- When disciplinary action is involved, school personnel and students will comply with required procedures, including but not limited to, providing oral or written notice to the student of charges and evidence, as well as an opportunity for accused student to provide an explanation of the events.
- For long-term suspension (more than 10 days) or expulsion, ASMS shall afford the student the right to a hearing before the Disciplinary Committee.

Parental Responsibility and Information

Parents and guardians are responsible for their child's attendance and conduct at ASMS. Parents and guardians are required to read this Student Code of Conduct and return a signed acknowledgement form (found at the beginning of this Handbook). The signature of the ASMS student and the parent, guardian or other person having control or custody of the child shall document receipt of the policy.

Parents and guardians should also be aware of the following, pursuant to § 16-1-24.1(e) of the Code of Alabama:

- A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public-school system shall be responsible financially for such child's destructive acts against school property or persons.
- A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public-school may be requested to appear at school by an appropriate school official for a conference regarding acts of the child.
- A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a school who has been summoned by proper notification by

an appropriate school official shall be required under this provision to attend such discipline conference.

- Furthermore, with certain exceptions, the school is entitled to recover actual damages from the parent or guardian, or both, of any minor who maliciously and willfully damages or destroys property belonging to the school.

Discipline Process and Procedures

The categories of minor, intermediate, and major infractions which follow are not intended to be read as an all-encompassing list of prohibitions, but rather to be understood by members of the ASMS community as an indication of the nature and scope of the degrees of infractions of appropriate conduct. Too, the detail which follows is intended to give notice of consequences commensurate with such conduct. But at all times, the burden of seeking clarity and understanding before choosing a course of action is on the individual member of the ASMS community. Code of conduct offenses are cumulative for students, in that past disciplinary records for a student with chronic behavioral referrals are considered for subsequent discipline infractions.

Defiance

If a student continues to defy community standards, he/she can expect more serious consequences for his/her offenses. Students need to keep in mind that they enjoy the privilege of attending ASMS. If a student continues to disregard the ASMS expectations and standards--expectations set forth in this Handbook as a condition of attending the school–the student may anticipate being asked to leave ASMS.

Insubordination

At any level insubordination is profoundly serious. It should be fundamentally understood that the President is the ultimate authority of the school. Any insubordination to the ASMS faculty and/or staff would be considered a total disregard for the school's authority.

Intervention

At any point, the senior administration may call for intervention with the student. Team meetings will be held to address specific behaviors and faculty and staff concerns. Parents will be contacted so that they can be present for these meetings.

Unexcused Absences

Unexcused absences will be closely monitored and corrected with disciplinary action as outlined in the ASMS Attendance Policy (Section IV, Academics).

Disclosure of Disciplinary Information

As part of a student's college admissions process or as the result of a transfer to a new school, ASMS can be asked to disclose pending or disciplinary action taken during the student's tenure. ASMS employees will provide up-to-date and accurate information when requested by other institutions. Because ASMS is a residential high school, some infractions that would go unreported at a home school may be reported at the request of the college, university, or secondary school. Admission decisions are made by the college, university, or secondary school based on their final characterization of the record.

Repeat Offenders and Egregious First Time Offenders

While repeat offenders typically are treated more severely than first-time offenders, the acts of some first-time offenders may be so egregious as to warrant a response other than those outlined below in the Continuum of Infractions. If students are unsure about what types of disciplinary measures to expect upon

the violation of a rule, they should pursue a discussion with their Hall Coordinator, Campus Life Coordinators, Assistant Director of Judicial and Community Affairs, or Dean of Students.

ASMS Student Judiciary Committee
The Student Judiciary Committee Council adjudicates matters of conflict in the student community. Acting as a judge and jury in applying the community rules to the finding of facts, the Council recommends appropriate disciplinary action to the Dean of Students. All cases are handled respectfully and confidentially by Student Judiciary members.

Members: Students with the utmost character, integrity, and the ability to approach problems objectively and reasonably are encouraged to complete the application process. A committee, appointed by the Dean of Students, selects applicants to serve on the ASMS Student Judiciary Committee. ASMS Student Judiciary consists of seven students. The Student Judiciary Committee will review relevant information and hear testimony from the students involved. Then, the student Judiciary Committee will deliberate and make recommendations to the Dean of Students

Discipline Committee
The Discipline Committee hears cases in which a long-term suspension, dismissal, or expulsion may be imposed. Committee members are appointed by the President. The person who conducts the investigation may provide evidence but may not serve as the Hearing Officer or as a voting member of the Committee. The Hearing Officer must be impartial and must not have served as an accuser, material witness, investigator, or prior decision maker in the matter.

Written notice: The student and parent or guardian will receive written notice of the alleged policy violation, a summary of the evidence, the possible consequences, and the hearing date. Notice will ordinarily be provided at least three school days before the hearing. A shorter period may be used when an emergency or statutory deadline requires prompt action, provided that the student receives a meaningful opportunity to respond.

Evidence and participation: Before the hearing, the student and parent or guardian will be permitted to review the nonprivileged evidence that will be considered. At the hearing, the student may respond to the allegations, present relevant evidence, identify witnesses, and question the reliability of evidence through the Hearing Officer. The Committee may reasonably limit repetitive, irrelevant, threatening, or harassing participation.

Parents and advisors: A parent or guardian may attend. The student may be accompanied by an attorney or another advisor in an advisory role after providing at least forty-eight hours' notice when reasonably possible. The student's choice to bring an attorney does not require ASMS to retain or bring an attorney.

Standard of proof: The Committee will determine whether a violation occurred using the preponderance of the evidence standard, meaning that the evidence shows the violation was more likely than not to have occurred.

Recusal: A Committee member must recuse when the member is a material witness, accuser, investigator, relative of the student, or has another conflict or demonstrated bias that could reasonably call impartiality into question. The President or Hearing Officer will appoint a replacement when necessary.

Failure to appear: A student or parent who cannot attend may request reasonable rescheduling for good cause. Failure to appear after reasonable notice does not automatically forfeit procedural rights. The Committee may proceed in the person's absence if reasonable efforts to secure participation have been unsuccessful.

Committee findings: The Committee will issue written findings identifying the evidence relied upon, the policy violation found, and the recommended consequence. The findings and recommendation will be provided to the student, parent or guardian, and President. The Committee recommendation is not the final ASMS decision.

Presidential review: The student or parent may submit a written request for review to the President within ten school days after receiving the Committee findings. The request may identify a material procedural error, significant new evidence not reasonably available at the hearing, a conflict or demonstrated bias, a finding not supported by the evidence, or a consequence materially inconsistent with the Handbook. The President may affirm, modify, reverse, or return the matter to the Committee for further proceedings. The President must not have served as the investigator, Hearing Officer, material witness, or voting Committee member in the matter. The President's written decision is final within ASMS.

Disability and specialized procedures: ASMS will apply procedural safeguards required by the Individuals with Disabilities Education Act and Section 504. Matters governed by Title IX, the disability grievance process, or another legally required procedure will be handled under the applicable specialized procedure.

Release of Student Information

Outside ASMS: ASMS will disclose education records only as permitted by the Family Educational Rights and Privacy Act and other applicable law. For a student under eighteen, a custodial or noncustodial parent generally has rights concerning the student's education records unless ASMS has been provided a court order, state law, or other legally binding document that specifically limits those rights. When FERPA rights have transferred to a student who is eighteen or otherwise qualifies as an eligible student, ASMS will disclose records to parents or guardians only as permitted by FERPA. ASMS may send routine correspondence to each parent or guardian whose rights have not been legally restricted and whose current contact information is on file. Families are responsible for providing current custody orders and contact information.

Within ASMS: Education records may be shared with school officials who have a legitimate educational interest, including personnel responsible for instruction, counseling, health, safety, accommodations, discipline, and residential support. Information will be limited to what is reasonably necessary for the employee's assigned duties and will be handled in accordance with FERPA and ASMS confidentiality procedures.

Continuum of Infractions

The following are examples of community infractions and consequences to give students an idea of the disciplinary measures to expect:

Minor Infractions

Infractions at this level are either handled by the Dean of Students or designee, or at his/her discretion may be referred to the Student Judiciary Committee

- Dorm curfew violations.
- Dress violations.
- Failing room inspection.
- Inappropriate public display of affection.
- Inconsideration/disrespect.
- Late return from off-campus.
- Lights-out violations.
- Excessive distraction of other students: any conduct and/or behavior, which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction (i.e., talking excessively, interrupting class functions, provoking other students).
- Tardiness to class, academic event, or study hall.
- Sitting on an AC unit or gaming tables.

- Failure to sign in or out.
- Failure to submit a REACH request by the deadline.
- Using inappropriate language or vulgarities.
- Improperly disposing of trash.
- Loud music.
- Raucous behavior.
- Study hours violations.
- Any other violation which the President may reasonably deem falls into this category.

Administrative Responses to Minor Violations

Administrative responses for minor violations include but are not limited to the following:

- Student conference
- Parent contact(s)/conference(s)
- Additional work service detail
- Out-of-school suspension not to exceed three days (not to exceed a cumulative total of ten days per term)
- Assignment to Remediation School
- Expulsion for students with chronic discipline infractions (see Procedures for the Administration of Formal Disciplinary Action)

Intermediate Infractions

Infractions at this level are handled by the Dean of Students or designee, the Hearing Officer of the Discipline Committee or at his/her discretion may be referred to the Discipline Committee.

- Curfew violations (late return from off campus – late enough to cause concern).
- Defiant behavior.
- Egregious minor infractions.
- A pattern of unpreparedness for class: Students repeatedly fail to bring instructional materials to class.
- A pattern of inappropriate public display of affection.
- Honor Code violation (1st offense, which includes cheating and plagiarism–see Honor Code).
- Possession and/or use of tobacco/nicotine.
- Security/safety violations (may be viewed as a major infraction when the situation warrants it).
- Social media infractions (may be viewed as a major infraction when the situation warrants it).
- Technology violations.
- Missing an assembly without an administrative-approved absence.
- Being in another student's or a hall staff member's room without permission.
- Compromising hall security by propping open exit doors, entering, or exiting an alarmed door.
- Possession of pornographic material or materials encouraging the use of illegal drugs or alcohol.
- Sexting (may be viewed as a major infraction when the situation warrants it).
- Use of obscene manifestations (verbal, written, or gestures directed toward another person).
- Use of offensive slurs or epithets
- Cell phones or other electronic devices are used in a classroom without teacher approval, during special events, or during study hall for non-academic purposes.
- Allowing other students in the room after the lights are out.
- Repeated failure to follow Instructions: Students repeatedly obey directions in the hallways or in assemblies, etc.
- Walkouts (organized refusal of two or more students to attend class or school functions).
- Sharing testing materials with other students.
- Selling school–supplied tickets, such as for field trips and/or events.

- Any other violation which the President may reasonably deem falls into this category.

Administrative Responses to Intermediate Violations

Administrative responses for Intermediate violations include but are not limited to the following:

- Parent contact(s)/conference(s)
- Loss of privileges (including walking at graduation)
- Probation
- Out-of-school suspension
- Assignment to Saturday School
- Expulsion for students with chronic discipline infractions

Major Infractions

Major infractions will most likely result in the harshest of disciplinary measures. Major Infractions most often require a hearing by the Discipline Committee. In some situations, it may be possible for the Hearing Officer at his/her discretion to hear these cases without convening the full Discipline Committee. Parents will be consulted, and at this point, parents may request a hearing before the full committee.

Major Offenses

- Academic (egregious or repeated) dishonesty.
- Drugs and alcohol: Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.
- Arson: The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their children.
- Battery upon board employee: The threatening by word or act or the unlawful and intentional touching or striking of an ASMS employee against his or her will, or the intentional causing of bodily harm to an ASMS employee. In accordance with Legislative Act 94-794, it is a felony to assault schoolteachers or employees.
- Gambling.
- Violation of contract.
- Criminal behavior.
- Robbery: The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- Stealing, larceny, and grand theft: The intentional unlawful taking and/or carrying away of property valued at $100.00 or more belonging to or in the lawful possession or custody of another.
- Burglary of school property: The breaking into or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.
- Illegal organizations: Any participation in fraternities, sororities, and secret societies.
- Egregious minor or intermediate infractions.
- Fire safety violations (including but not limited to false fire alarm and open flame).
- Honor Code violations (repeated incidents).
- Social media infractions (egregious or repeated incidents).
- Unsolicited written, electronic, or verbal proposition to engage in sexual acts.
- Criminal mischief: Willful and malicious injury or damages at or in excess of $200.00 to public property or real property belonging to another.

- Possession of firearms: Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, possession of a deadly weapon on school premises with intent to do bodily harm is a class C felony.
- Intentionally providing false Information to a Board employee: Including, but not limited to, forgery of parent's name(s); intentionally providing false information to parents, such as changing grades.
- Possession of weapons: Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- *Terrorist threats, credible threats, bomb threats, and threatened harm prohibited by this Handbook." Replace the current bomb threat rule and add the statutory response procedure.*
- Explosives: Preparing, possessing, or igniting explosives on Board property is likely to cause serious bodily injury or property damage.
- Sexual acts: Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- Aggravated battery: Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- Inciting or Participating in Major Student Disorder: Leading, encouraging, or assisting in major disruptions that result in the destruction or damage of private or public property; personal injury to participants or others.
- Unjustified activation of a fire alarm system.
- Igniting fireworks, firecrackers, or smoke bombs.
- Violation of Substance Abuse Policy and Program.
- The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is prohibited during the administration of a secure test like the ACT or PSAT. If a student is observed to be in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a 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, the student's test will be invalidated, and relevant disciplinary measures will be taken.
- Possession of an unauthorized key.
- Trespassing while signed out.
- Threat, harassment, or intimidation of a student: The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely.
- Threats, extortion: The verbal, written, or printed communication including malicious threat of injury to the person, property, or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any person to do any act or refrain from doing any act against his/her will.
- Leaving campus without permission.
- Intentionally defaming the character of another person.
- Simple assault on an ASMS employee.
- Fighting.
- Being in an unauthorized or restricted area. Being on a roof for any reason will result in expulsion
- Any other violation that the President deems reasonable to be included in this category.

Administrative Responses to Major Violations

Administrative responses for major violations include, but are not limited to, the following:

- Loss of privileges (including walking at graduation)
- Probation
- Out-of-school suspension
- Expulsion
- Legal action
- All major violations must be reported to the President immediately.
- NOTE: Due to the serious nature of major violations, it may be necessary to remove a student immediately from school property. In such an event, the procedures spelled out in the out-of-school suspension policy should be followed.

Final Decisions and Appeals

Students may appeal this final decision to the President, who may grant the appeal or refuse to hear the appeal when he/she agrees with the Discipline Committee decision. Students wishing to file an appeal should contact the Office of the President via email within two weeks of receiving the Discipline Committee's decision. Typically, appeals are granted (1) when there is a procedural issue, (2) when new information was not reasonably available at the hearing, and/or (3) when the punishment does not follow Student Handbook policy. An appeal is not granted when a student disagrees with an outcome.

Restrictions - Disciplinary Consequence

Assignment of Restriction

Other than weekend restrictions, all restrictions will begin no later than two days from the date the assignment of consequences form was signed by the student. Except in cases of emergency (as determined by administrators), restriction days will be served consecutively.

Violations of Restriction Guidelines

The consequences for major violations of restriction guidelines are determined by the Dean of Students.

Types of Restriction

A. Weekend residence hall restriction – (Friday, Saturday, and Sunday)

1. Restriction begins at 4:45 p.m. Friday and ends at curfew Sunday.
2. Students may have up to forty-five (45) minutes for each meal in the cafeteria.
3. Students may be granted a one-(1) hour break on Saturday and Sunday to go to the Bedsole Building, library, or team practices (with a staff member).
4. Students may leave campus only for emergencies or to attend religious services.
5. Students must always inform staff of their whereabouts by:
    a. Leaving a note on their room door as to their location within the residence hall
    b. Signing out when leaving the residence hall for a meal or the one-hour break
    c. Signing in at the residence hall office every one and one-half (1.5) hours
6. At all other times students are to remain inside their residence halls (not to include porches).
7. Students should be in their rooms with no visitors at 10:30 p.m.
8. Students may not attend, or participate in, team games or matches.
9. Students may have no outside guests.

B. In-Hall Restriction

1. Students may attend classes, meals (45 minutes), work service, and go to the Nursing Center.
2. Students must be inside the residence hall at all other times (not including porches).

3. Students may leave campus only for emergencies or to attend religious services.
4. Students must always inform staff of their whereabouts by:
    a. Leaving a note on their room door as to their location within the residence hall
    b. Signing out when leaving the residence hall for a meal or the one-hour break
    c. Signing in at the residence hall office every one and one-half (1.5) hours
5. All interrupted times must be made up, i.e., a weekend for a weekend, a weekday for a weekday.
6. Students may go to the Bedsole Building or library for one hour each evening (including weekends). Students must sign in and out of Bedsole Building with the supervisor on duty.
7. Students may have no outside guests.
8. Students may not attend or participate in team games or matches or club events.
9. Students will report to their rooms at 10:30 p.m. with no visitors for the remainder of the night.

C. Remediation School

1. Students will be reassigned to a designated room.
2. Students may attend meals (45 minutes) and classes.
3. Students may leave campus only for emergencies or to attend religious services.
4. Students must sign in or out of the residence hall when returning or leaving the residence hall for meals and classes.
5. Students may attend tutorials if prior permission is granted by the Dean of Students.
6. Students must be in their residence hall rooms at all other times.
7. Students may not have any visitors in their rooms; doors must be kept closed.
8. Students shall participate in individual wellness activities but may not participate in team practices, games, or matches.
9. A parent conference will be held.
10. Students who fail to comply with the requirements of Remediation School will be referred to the Dean of Students for additional action which may include out-of-school suspension or a re-evaluation of their status as ASMS students.

D. Weekend Home Restriction

Students must return home and should be signed out by 6:00 p.m. on Friday and may not return until after 3:00 p.m. on Sunday. Students on weekend home restriction may not attend or participate in school activities. Parents should use this time to help their students focus on Section I of the Handbook and to review and discuss the principles outlined in this Handbook.

Probation - Disciplinary Consequence

Probation is a period of time set by an administrator during which students are given a chance to improve behavior exhibited in prior violations of school policy. The ASMS administrator will provide written notification to students, parents, and teachers when students are placed on probation. This notification may include a contract including future plans and expectations for the students and the manner in which they must meet the prescribed requirements. The parents, students, faculty, administrators, and counselors will receive copies of signed contracts. Students who fail to correct behavioral problems during the probationary term will be evaluated for dismissal. Students placed on probation twice, even though not necessarily back-to-back, will retain probationary status until graduation or dismissal from the school.

Suspension

General Suspension for Ten (10) Days or Less

Suspension is defined as the administrative removal of students from campus for a specified period of time due to violation(s) of school policy or probation. All suspensions at ASMS are out-of-school; the

students must remain at home for the number of days assigned. The Dean of Students or their designee may suspend students from ASMS for a period of ten (10) school days or less when it is determined that their behavior is detrimental to the good order of the school and that suspension is an appropriate disciplinary action for a serious violation of school rules (or frequent violations of school rules).

The procedure for suspending students is as follows:

1. An ASMS administrator will provide the student with notice of the charge(s) orally or in writing. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and shall be given an opportunity to refute the charges. No time delay is necessary between the time a student is notified of the charge(s) and the time of the informal hearing before ASMS officials. This will be the only hearing conducted.
2. If the facts support the students' guilt, the administrator will determine the appropriate term of suspension.
3. Upon notification of suspension, the students will be placed on room restriction until they leave school to begin the suspension. The suspension may begin immediately. The ASMS administrator will inform the parent(s), either in person or by phone, of the suspension prior to the students leaving campus.
4. Within five (5) school days of the informal hearing with the students, ASMS officials will send written notification to the students and parents specifying the reasons for the suspension.
5. Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc.
6. Students suspended from school may make up only work involving major grades. To take advantage of this opportunity, they must make arrangements with their teachers within three (3) school days of their return to school. Failure to contact teachers and make specific arrangements will waive the right to make up the work. Teachers are not obligated to repeat classroom lectures or provide private tutoring for material missed in class.
7. Upon completion of suspension, students returning to school must make an appointment with the school official who handled the suspension to discuss returning to school and any additional restrictions that may apply. Parents may also be requested to consult with the ASMS official.

Emergency Suspension

Emergency Suspension occurs when the President or designee summarily suspends students for not more than three (3) days to complete an investigation for serious student misconduct under circumstances where immediate removal of the students is necessary to restore order, protect persons on the school grounds, protect the student, or protect school property. The school official will meet with the students to provide notice of violations of school policy and evidence against them and allow them to respond. Parents will be immediately notified of the suspension and the students will be immediately placed on room restriction and may not attend any classes. The students must leave school as soon as possible. Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc.

During the students' absence, a school official will complete the investigation. When possible, the administrator will complete the investigation by the end of the school day following the emergency suspension. The administrator will communicate their findings to the students by phone and allow them to respond.

Further disciplinary action can be recommended or taken as needed. If additional suspension is necessary, the President or a designee may extend the suspension for a period not to exceed ten (10)

days. A written notification of the reasons for the suspension will be sent to the students and their parents within five (5) school days. If no further suspension or dismissal is imposed, the students may make up all schoolwork as previously defined under "Suspension" (above) and must initiate contact with the school official upon their return.

Expulsion

Expulsion is administrative removal of students from enrollment at the ASMS due to violations of law and/or policy (e.g., felonious acts or habitually disruptive behavior). *Any proposed expulsion will be handled under the Discipline Committee procedures stated.*

Discipline Committee

In any case that could result in an expulsion, the hearing will be conducted with the Discipline committee. Due to the fact that only the most serious offenses will come before the Discipline Committee, confidentiality standards require only adult participation. Members are appointed by the President. The Chairperson of the Discipline Committee serves as Hearing Officer for the Discipline Committee. The Hearing Officer reviews transcripts from the Discipline Committee, reviews records and leads an investigation of the matter (fact finding, interviews, consultation with a Campus Life Coordinator and Dean of Students, etc.). All parties having dealt with the conflict may be asked to testify before the Hearing Officer and/or the full committee. At a Discipline Committee Hearing, parents and/or legal representatives are only present in an advisory role. If parents choose to have a legal representative at the hearing, then both parties must have representation. ASMS must have at least 48-hour notice before the hearing if parents bring counsel. If parents bring counsel, they are permitted to only serve in an advisory role. Failure of the student or parent to appear at the hearing will result in the forfeiture of all procedural rights to contest the expulsion.

The Hearing Officer will prepare his findings, conclusions, and recommendations in writing and hand deliver or mail the same to the President of ASMS and the students' parents. The students may be expelled upon recommendation of the hearing officer to the President. Following expulsion from ASMS when applicable, ASMS will notify the students' schools of residence that they are no longer enrolled. Upon request, educational records will be provided to the schools where the student enrolls. A student expelled from school is prohibited from campus and may not participate in school-related functions or activities on or off campus.

Safety Inspections, Search, and Seizure Policy

ASMS respects student privacy while maintaining a safe residential school environment. Searches and inspections will be conducted reasonably, without discrimination or retaliation, and in a manner proportionate to the purpose of the search.

School property and routine inspections: Dorm rooms, lockers, desks, school issued devices, and other school owned spaces or property remain under ASMS control. ASMS may conduct uniform or scheduled health, safety, maintenance, inventory, and room inspections. A routine inspection may not be used as a pretext for an arbitrary search of personal belongings. Staff will knock and announce before entering a dorm room when circumstances permit.

Room inspections: Administrative room inspections may be conducted periodically and uniformly to evaluate cleanliness, health, safety, and maintenance. When a student is not present for an individualized search of a room or personal property, an adult witness will be present when practicable, and the student will be notified after the search unless delayed notice is necessary for safety or an active investigation.

Individualized searches. ASMS personnel may search a student or the student's belongings, room, locker, vehicle, or electronic device when there is reasonable suspicion that the search will reveal evidence of a violation of law or school policy. The scope and method of the search must be reasonably related to the basis for the search and not excessively intrusive in light of the student's age, the nature of the concern, and the item sought.

Personal searches: A personal search must be authorized by the President, Dean of Students, or designee and conducted by trained personnel. A witness will be present when practicable. Strip searches and body cavity searches are prohibited. When immediate safety permits, the student will be informed of the reason for the search and given an opportunity to produce the item voluntarily.

Electronic devices: Access to the contents of a personal electronic device requires reasonable suspicion particular to the device, the student's voluntary consent, or legal process. Review will be limited to applications, files, accounts, dates, or communications reasonably related to the suspected violation. A device may be secured temporarily while appropriate authorization or law enforcement assistance is obtained.

Vehicles: A student vehicle on campus may be searched upon reasonable suspicion that it contains evidence of a violation of law or school policy or an item posing a safety risk. Refusal to permit an authorized search may result in removal of the vehicle from campus and may be addressed under applicable school rules.

Consent and obstruction: A student may not conceal, destroy, remove, or interfere with evidence or physically obstruct an authorized school search. A refusal to provide voluntary consent will not by itself be treated as misconduct when ASMS lacks independent authority to conduct the search. ASMS may secure an item or area while pursuing other lawful authority.

Emergencies and law enforcement: ASMS may take immediate action when reasonably necessary to prevent imminent harm, preserve evidence, or secure a dangerous item. Searches conducted by law enforcement are governed by applicable law. ASMS personnel will cooperate with lawful law enforcement activity and will document school-initiated searches and seizures.

Items obtained through a lawful search may be confiscated, returned to a parent or guardian, retained as evidence, or provided to law enforcement as appropriate. Disciplinary consequences remain subject to notice, due process, and applicable disability protections.

Possession, Purchase, Distribution, or Use Of Tobacco and/or Nicotine Products

The Law & ASMS Expectations

The ASMS is a tobacco-free environment for students and adults. Smoking or the possession of tobacco/nicotine products is NOT permitted on campus or at school related activities. Students should be aware that a person under 19 years of age who purchases tobacco/nicotine or accepts tobacco for personal use is in violation of state law. In addition, ASMS also prohibits the possession of smoking paraphernalia, e.g., rolling papers, lighters, matches, lighter fluid, electronic cigarettes, or vaporizers for any student. While under the patronage of ASMS the same drug-free policies exist for all ASMS administration, faculty, staff, and students. Students need not be observed smoking to be in violation; possession constitutes a violation and will be referred to administration for assignment of consequences.

ASMS Action – Tobacco Violation

1. Once it is determined that students used, possessed, or distributed a prohibited tobacco product as described above, parents will be notified, and a comprehensive parent conference will be required. Students may be placed on suspension. Expectations for students while on suspension will be communicated during the parent conference.
2. Upon returning to school from suspension, the students will report to the school counselor for further activity. A tobacco cessation program will be initiated and completed. Failure to successfully complete the tobacco cessation program may result in a recommendation for dismissal. A signed release of information form will become part of any off-site counseling services. Students will also serve five consecutive school days (M-F) of In-Hall Restriction
3. A subsequent offense will result in a recommendation for dismissal.

Student Substance Abuse Policy and Program

Purpose, Scope, and Application

The Alabama School of Mathematics and Science (ASMS) strives to provide the best possible education for its students. We believe that education occurs only as students are actively engaged in the learning process. ASMS, through its administration and faculty, seeks to engage its students in a way that will contribute to full personal development. In that regard, ASMS recognizes that the use of illegal drugs while at school or away from school leads to increased accidents, injuries, illnesses, and medical claims and can lead to the deterioration of the health of students. Students who abuse controlled substances are dangers not only to themselves, but also to other students, teachers, staff, and members of the public. Substance abuse related medical costs also place an unacceptable financial burden on health and benefit programs to the detriment of other students. Decreased productivity and morale and increased absenteeism and turnover can adversely affect ASMS' ability to provide the best possible education for its students.

Considering these concerns, ASMS' goal is to maintain a safe, healthy, and productive learning environment free of substance abuse. To achieve this goal, ASMS has adopted and implemented a comprehensive Student Substance Abuse Policy and Program (the Program). ASMS' objectives include:

- To create and maintain a safe, drug-free learning environment for all students by prohibiting and disciplining substance abuse;
- To reduce the problems of absenteeism, tardiness, carelessness and/or unsatisfactory performance related to substance abuse;
- To reduce the likelihood of accidental personal injury and/or property damage;
- To eliminate substance abuse and its effects from ASMS;
- To reduce the likelihood that property of ASMS will be used for unlawful drug activities;
- To identify substance abuse as early as possible;
- To encourage students with substance abuse problems to seek professional assistance;
- To protect the reputation of ASMS in the community; and
- To comply with all federal and state laws pertaining to substance abuse testing.

ASMS encourages any student with a substance abuse problem to seek counseling or treatment. ASMS will make available to students and parents information concerning the availability of alcohol and abuse counseling and rehabilitation. Participation in those programs will be at the parent's expense. This Program is not intended to affect the ability of ASMS to manage the learning environment or to disciple its students. ASMS' Community Standards Handbook, including the provision on discipline, will remain in full force and effect following the adoption of this Program. ASMS reserves the right to interpret, change, or rescind this Program at any time, with or without prior notice.

This Program covers all students of ASMS. Execution by each student and his or her parent of the consent form is a condition of enrollment by the student at ASMS.

Definitions

As used in this Program, the following terms are defined as follows:

Alcohol

"Alcohol" includes but is not limited to:

- Beer and other malt beverages
- Wine
- Distilled spirits

Controlled Substances

"Controlled Substances" include, but are not limited to:

- Marijuana, cocaine, heroin, hallucinogens, methaqualone, benzodiazepines, opiates, amphetamines, methamphetamines, barbiturate, phencyclidine (PCP), and any other substance and the derivatives thereof, whose manufacture, sale, distribution, dispensation, possession, or use is prohibited or controlled by state or federal law;
- Any prescription substance for which the person taking the substance does not have a lawfully issued prescription;
- Any so called "designer drug", "look alike" synthetic drug, and similar substance, even if not specifically prohibited by state or federal law;
- Any other substance that may be abused, whether available legally over the counter (such as cough syrup) or naturally occurring (such as hallucinogenic mushrooms) or which was never intended for human consumption (such as glue); and
- A metabolite of any substance described in paragraphs 1 through 4.

Medical Review Officer ("MRO")

The MRO is a licensed physician designated by ASMS who has been certified by the American Board of Medical Review Officers and who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate positive results of alcohol and controlled substance tests considering a student's medical history and relevant biomedical information. If ASMS designates an employee of the laboratory conducting testing under the program as the MRO, the laboratory must have established a clear separation of functions to prevent any appearance of a conflict of interest, including assuring ASMS that the MRO has no responsibility for the drug testing or quality control operations of the laboratory.

Testing Laboratory

The Testing Laboratory is a facility designated by ASMS, certified by the United States Department of Health and Human Services, and licensed or certified, when required, by appropriate local and state authorities, to test students for the use of controlled substances.

GC/MS

The term GC/MS means Gas Chromatography/Mass Spectrometry.

Facilitator

Such persons as ASMS may from time to time designate to collect the samples under this Program.

Parent
This term shall include the parent, legal guardian, or other legal representative having primary custody and responsibility for a student.

Reasonable Suspicion of Substance Abuse/Testing Factors
While it is not possible to list every factor that might lead to testing, those listed below are some of the most common:

- Observable actions while at School, such as direct observation of substance abuse or the physical symptoms or manifestations of impairment due to substance abuse;
- A report of substance abuse provided by a reliable and credible source;
- Evidence that a student or employee has tampered with any substance abuse test under this Program;
- Evidence that a student has caused or contributed to an accident while at School, on School premises, or at a School-sponsored or endorsed event;
- Evidence that a student has used, possessed, sold, or solicited alcohol or controlled substances while at School, while on the premises or other property of ASMS, or while attending any School-sponsored or endorsed event;
- Excessive unexcused absenteeism or tardiness;
- Significant deterioration in grades or performance in school athletics;
- Notable change in personality, such as mood swings, euphoria, depression, abusive behavior, violence, secretiveness, insolence, insubordination;
- Unexplained absences from normal classes;
- Unusual or erratic behavior that cannot be readily explained;
- Changes in personal hygiene or demeanor;
- Cravings for water or for sweets;
- Reddened eyes or dilated pupils;
- Odor of alcohol or controlled substance;
- Unexplained significant weight loss or gain;
- Slurred or incoherent speech;
- Difficulty in motor coordination.

Search and Testing resulting from Reasonable Suspicion of Substance Abuse
When there is a reasonable suspicion that a student may be in possession of a substance prohibited by this Program, the student may be required, as a condition of continued enrollment, to submit to a search of living quarters, clothing, personal lockers, purses, lunch boxes or other containers, desks, or personal vehicles. The President or Director or Assistant Director of Judicial and Community Affairs shall approve searches. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience. A report detailing the information to support reasonable suspicion shall be prepared and a signed incident report will be provided detailing the facts supporting reasonable suspicion. The report shall be given to the President within 24 hours of observation of the conduct. The President will then determine whether the student will be required to report to the Facilitator for hair testing, and/or urine testing to a local hospital or other medical or health provider for additional testing, which may include blood, urine, or hair testing.

Testing Factors
Random Testing of Students
Students are subject to random testing throughout the school year. Testing may begin 90 days after initial enrollment. On a periodic basis and without prior notice, students will be selected by the use of a computer-generated list, to submit to testing in accordance with the Program. Since the selection is

random, some students may be selected several times for random testing during the school year and others may not be tested through random selection. Prior negative test results of a student do not exempt a student from additional testing.

Reasonable Suspicion of Substance Abuse Testing
ASMS may also test a student based upon reasonable suspicion that the student has used alcohol or a controlled substance in violation of this Program. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience.

Return to Participation Testing
All students who undergo a counseling or rehabilitation program or who are suspended for abuse of substances covered under this policy will be subject to unannounced testing for at least a twelve-month period.

On Site Hair/Urine Testing Procedures
Assignment of Random or Social Security Number for Testing Purposes
Students will be assigned a number from a random number table or a computer-based random number generator matched to the students' Social Security numbers. If a random number table is used, the President will be the only employee of ASMS with knowledge of the correlation between the random number and the name of the student.

Reporting for Testing
On each testing day selected by ASMS, students whose numbers are selected for testing shall be required to report to the place at ASMS designated for collection activities by the Facilitator. The student shall present identification to the Facilitator and complete a student information form for identification purposes. The student will be given a copy of his or her assigned number in a sealed envelope, if computer-generated, rather than Social Security numbers, are used.

Hair or Urine Samples
If hair is collected, the Facilitator will remove at least 3.9 centimeters (approximately one and one-half inches) of hair from the student. Hair can be collected from several locations on the head. Body hair from the arm, leg or chest in males may be used as an alternative to cranial hair. If urine is collected, the facilitator will follow the accepted and appropriate procedures to collect the sample.

Collection of the Samples
The samples will be placed into a receptacle provided by the testing laboratory with the root end clearly marked. The student will initial the storage receptacle, which will be placed inside a second storage receptacle, which will also be initialed by the student. An adhesive, tamper proof strip will be placed over the second storage receptacle. The acquired samples will then be placed in a safe or other storage unit under lock and key. The Facilitator will be the sole person with the ability to remove the acquired samples from the stored location. ASMS will send by overnight delivery the samples to the testing laboratory on a weekly basis.

The Testing Laboratory
The testing laboratory shall conduct tests on the samples collected in accordance with federally established procedures. One sample shall be tested for cocaine, opiates, methamphetamines, and phencyclidine (PCP). A second, separate sample may be tested for all other controlled substances.

Unreadable Sample
The testing laboratory shall report any sample that is adulterated, contaminated, unreadable, not authentic, or otherwise impossible to analyze properly to the President or to such other person as she/he designates, who shall meet with the student and/or the Facilitator and ask for an explanation. If a satisfactory explanation is provided, a new test may be performed at the discretion of the President. If a satisfactory explanation is not provided, the President may recommend rehabilitation and/or impose discipline in accordance with this Program.

Communication of Results

Negative Results
The testing laboratory shall report negative results to the President or such other person as ASMS may from time to time designate. The President shall communicate the results confidentially to the student and his or her parent.

Positive Results
The testing laboratory shall confirm all positive test results using GC/MS. If the confirmatory test is positive, the following procedures shall be followed:

- The testing laboratory will report positive test results to the parent and President.
- The President shall talk with the student and his or her parent and shall inform them that a second test shall be conducted. The President shall notify the Facilitator, and the second test will be performed on the original sample using GC/MS or an equivalent at the parent's expense.
- If the results of the additional confirmatory test are negative, the results of the initial test will not be used for any purpose.
- If the results of the additional confirmatory test are positive, the President shall notify the student and the parent. Parents will be requested to pick up the student immediately. The student can return to school after completing a rehabilitation program, and an additional confirmatory test is negative. The expense of the confirmatory test will be the responsibility of the parent. If the student tests positive again, the student will be sent home with no opportunity to return.

Discipline

Generally
Compliance with this Program is a condition of continued enrollment at ASMS. A violation of any provision of this Program, a failure or refusal to cooperate or participate fully in this Program, or a failure or refusal to sign any required document or to submit to a test or search, is a ground for dismissal.

Disciplinary Action/Expulsion
Students who use, possess, or distribute alcohol or controlled substances on school premises or at any School-sponsored or endorsed function can be referred to law enforcement authorities and can be subject to disciplinary action and/or expulsion. A student who is present in a group where alcohol or controlled substances are being used or openly displayed may also be subject to disciplinary action and/or expulsion.

Confidentiality
All information concerning the testing, counseling, rehabilitation, treatment, or discipline of a student under this Program will be treated as confidential information that may be released only to the President, the Dean of Students, Assistant Director of Judicial and Community Affairs, the Academic Dean, the student, and his or her parent. Except for disclosures required to be made pursuant to judicial or quasi-judicial process, no such information shall be provided to anyone else without the specific written consent of the parent authorizing the release to the third person. In the absence of a valid consent to

disclose the information, ASMS shall respond to inquiries regarding a student tested, referred to counseling or rehabilitation, disciplined, or dismissed under this Program by stating only that the student was dismissed and the dates he or she attended ASMS. Any employee of ASMS who willfully discloses any other information in violation of this Program will be subject to discipline, up to and including dismissal.

Miscellaneous Provisions

Dissemination of Program

A copy of ASMS' Student Substance Abuse Policy and Program shall be distributed to all students enrolled and shall be available in the office of the President and the Dean of Students.

Emergency Action

Nothing in this Program shall prevent or restrain the President or Dean of Students any teacher or other employee of ASMS from taking immediate action deemed necessary to stop or to prevent an unsafe act or to stop or prevent an immediate threat of personal injury, death, or property damage.

Student Acknowledgement and Consent

Each student and their parents must read the Student Substance Abuse Policy and Program and sign an acknowledgement and consent form. As stated above, execution by each student and his or her parent of the Acknowledgement Form is a condition of enrollment by the student at ASMS.

XII. Parent and Guardian Support

Family involvement is a significant component in assuring that ASMS is a successful experience for each student. Parents provide security, love, values, and discipline for their students. The ASMS academic and residential programs will give the students opportunities, structure, and materials with which to learn and grow. Together, the faculty and staff work with parents to help students reach their highest potential. This is achieved by requiring a family commitment as part of the decision to attend and remain at ASMS. This commitment is enhanced by a continuing and good relationship with the home and the family.

Parents/legal guardians are fully responsible for the behavior and performance of their students while enrolled at ASMS. Important aspects of parental support include encouraging and enforcing appropriate student behavior, monitoring schoolwork and grades, and keeping up with school activities and information. Two-way communication between the school and home is critical to student success. ASMS will contact parents to keep them informed of their student's progress and of school events. ASMS depends on parents to keep school administrators informed of issues and concerns of which they become aware.

The purpose of this section of the Handbook is to provide the expectations around the conduct of all parents and guardians connected to our school. These expectations help to clarify the types of behavior that will not be tolerated and seeks parental agreement to these expectations. These expectations also outline the actions the school can take should expectations be ignored. Families should realize that it is a privilege for students to attend ASMS, as students have a right to attend their county public schools. These Parent and Guardian Guidelines are an agreement between Parents/Guardians and ASMS. ASMS is committed to resolving difficulties constructively, through open, honest, and positive dialogue. Official communication is via email or phone. If parents have concerns about their student in relation to the school, they should:

1. Initially contact the student's teacher, hall staff, Academic Counselor, Office of Student Affairs, or Office of Academic Affairs.
2. If the concern remains, they should contact the Dean of Students or the Dean of Academics.
3. If still unresolved, the Office of the President should be contacted.
4. If still unresolved, follow grievance procedures outlined in this Handbook or on the school website.

Disruptive Behavior

Disruptive behavior that interferes with or threatens to interfere with any of the school's normal operations or activities anywhere on the school premises will not be tolerated. Any behavior on the school premises, including inappropriate or disruptive communication via phone calls or emails, that is deemed unacceptable by the school's administration, will not be tolerated. This includes, but is not limited to:

- The use of loud or offensive language on the school premises, via phone calls or emails.

- Damage or destruction of school property.
- Smoking, vaping, chewing tobacco, taking illegal drugs, or the consumption of alcohol on school premises.
- The threatening of, in any way, any students, parents, staff, faculty, administration, or visitors at the school. This includes the sending of abusive or threatening emails or text/voicemail/phone messages or other written communications including social media.
- Defamatory, offensive, or derogatory comments regarding the school or any of the students, parents, staff, faculty, or administration at the school on social media platforms.
- The use of physical, verbal, or written aggression towards another adult or student. This includes the physical punishment of a child on school premises.

Please note that approaching someone else's child to discuss or chastise them may be considered as an assault and may have legal consequences. Should any of the above occur on school premises or in connection with school, the school may feel it is necessary to act by contacting the appropriate authorities or consider banning the offending adult from entering the school premises. It is important for parents and visitors to make sure any person visiting or picking up their students is aware of this policy.

Social Media

The Parent Council has a Facebook page which allows parents to receive and respond to messages about school events. The ASMS Parent Council Facebook page also fosters a community where parents can come to find support, to answer each other's questions, and to discuss topics of relevance. Common sense and respect should be used when discussing school life online. Although this is a closed group, comments made on social media should be considered public. Any comment that could be construed as incorrect, inappropriate, or infringing on a student's privacy will be removed. Social media is also not an appropriate venue for airing grievances, and those should be addressed via direct communication with the school and/or a school employee.

Posts and comments made by non-ASMS employee members on the ASMS Parent Council page are not being made in an official capacity, and therefore the accuracy of the information shared or covered cannot be guaranteed on this page. For accurate information, parents and guardians should call or e-mail the school. Some ASMS faculty and staff members are members of the Parent Council Facebook page by choice, and ASMS Family Programs also has an account which is part of the page. Information posted on the Parent Council Facebook page by an official ASMS employee or by the ASMS Family Programs account can be considered accurate. At the same time, the Parent Council Facebook page should not be considered a primary means of communicating with ASMS faculty and staff members. Tagging them in a post or comment does not guarantee that it will be seen and/or that a response will be given. Questions or concerns that need a response from faculty and staff members should be emailed to them directly, or a phone call should be placed to the school.

Inappropriate Online Activity includes but is not limited to:

- Defamatory or libelous comments;
- Threatening, abusive, or personal comments about students, staff, faculty, administrators, or other parents;
- Emails circulated or sent directly with abusive or personal comments about students, staff, faculty, administrators, or other parents;
- Use of social media to discuss issues concerning individual students, staff, faculty, administrators, or other parents;
- Use of offensive language; and
- Breaching school security procedures.

Consequences for Parent/Guardian Guidelines Violation

In the event of any parent or visitor of the school breaking this code, proportionate actions will be taken as follows:

- In cases where unacceptable behavior is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the police. This will include any or all cases of threats of violence or actual violence to any student, staff, faculty, or administrator in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying.
- In cases where evidence suggests that behavior would be tantamount to libel or slander, then the school will refer the matter to ASMS legal counsel for further action. In cases where the code of conduct has been broken but the breach was not libelous, slanderous, or criminal in nature, then the school will send out a formal letter to the parent/visitor with an invitation to a meeting. The school reserves the right to have a third party at the meeting to help facilitate a positive discourse.
- If the parent/visitor refuses to attend the meeting, then the school will write to the parent/visitor and ask them to stop the behavior causing the concern and warn them that if they do not, they may be banned from the school premises. If after this action the behavior continues, the parent/visitor will again be written to and informed that a ban is now in place.
- Note: (1) A ban from the school can be introduced without having to go through all the steps offered above in more serious cases. (2) ASMS understands the severity of banning a parent or guardian from campus and will do so only in extreme cases. (3) If a ban occurs, ASMS will communicate how a student can be picked up by the person who has been banned.

XII. Appendices

Appendix A

ASMS Syllabus Addendum

ASMS Student Community Handbook policies on academic integrity, behavior, absences, grading, and accommodations are considered to be part of every course syllabus for classes offered at ASMS.

Appendix B

Discrimination/Harassment Complaint Form

Date: _____ Time Submitted: _____

Name of Person Bringing Complaint: _____

Relationship/Title: _____

Address: _____

Phone: _____

Email: _____

SCHOOL: Alabama School of Mathematics and Science

SUMMARY OF COMPLAINT:

_____

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Discrimination/Harassment Complaint Form

Please list any witnesses to the possible violation. Give their names and/or positions:

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_____

_____

_____

Please list any others directly affected by the possible violation. Give their names and/or positions:

_____

_____

_____

_____

_____

Please list any evidence that you have knowledge of that pertains to this possible violation:

_____

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_____

_____

_____

Your suggestions on resolving the complaint:

_____

_____

_____

_____

_____

II. Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this complaint.

_____

_____

_____

_____

Signature of Complainant Date

_____

Signature of Person Receiving Complaint Date

Appendix C: THE ALABAMA SCHOOL OF MATHEMATICS AND SCIENCE
STUDENT WITHDRAWAL/DISMISSAL FORM

STUDENT NAME _____ DATE _____

SOCIAL SECURITY NUMBER _____ GRADE _____

1. A student who withdraws or is dismissed from ASMS will not be awarded academic credit if he/she leaves before the end of the current term. The receiving school will determine transfer credits based on current transcript.

2. For weekend or holiday withdrawals, the parents may remove the students that day, but **IT WILL BE NECESSARY** to complete the withdrawal process (returning ID card, key, all books & library cards) on the next business day.

3. Text or library books must be returned to the librarian. If the librarian is not available, you may turn them in to the Registrar. Books **are not** to be turned into a fellow student.

4. Official Transcripts will not be released until **ALL** outstanding books and fees have been cleared.

5. Damage charges and any outstanding fees will be deducted from the security deposit. **I/We understand that all financial obligations must be fulfilled before my/our child's transcript will be forwarded to another institution. I/We have read and understand the above.**

_____
Parent/Guardian Signature *Date*

_____
Parent/Guardian Printed Name

_____City_____State_____Zip_____
Current Address

_____
Student Signature

Transcript request: School name_____

Address_____

City_____State_____Zip_____

Date mailed to receiving school_____

Academic Advisor's Signature: _____ Date: _____

President/Director's Signature: _____ Date: _____

RESIDENTIAL LIFE OFFICE **Student _____**

EXIT INTERVIEWER_____ DATE _____

Notes_____

School I.D. card (rec'd by) _____
Library cards (rec'd by) _____
Room key (rec'd by) _____
Mailbox key (rec'd by) _____

Room inspected by _____ Date _____

Room condition Approved _____ Disapproved _____ (State reason) _____

ROOM DAMAGE CHARGES $_____

LIBRARY

ASMS library books _____Cleared _____Not cleared
ASMS textbooks _____Cleared _____Not cleared
Damaged/Unreturned textbooks:

Textbooks owed $_____ ASMS library fines owed $_____

TOTAL ASMS LIBRARY FINES & TEXTBOOKS OWED $_____

Librarian's Signature _____ Date_____

SCHOOL NURSE

Gave student/parent medical/immunization records _____Yes _____No _____N/A
Returned student's medicine to student/parent, if any _____Yes _____No _____N/A
Informed parents of outstanding medical bill(s), if any _____Yes _____No _____N/A

Nurse's signature_____Date_____

ATHLETIC DEPT

Cleared: Yes_____ No_____ Athletic Director's Signature_____
Comments:_____

BURSAR OFFICE

USA Library due $_____
Room damage charges due $_____ Misc. fees due/refunded $_____
Special Projects due/refunded $_____ Activity fee due $_____
ASMS Library fines/textbooks due $_____

TOTAL AMOUNT DUE $_____ TOTAL REFUND DUE $_____

Bursar's Signature_____ Date_____

RECEIPT OF STUDENT HANDBOOK

I acknowledge that I have received a copy of the ASMS Student Handbook. I understand that this handbook replaces all prior verbal and written communications regarding ASMS student policies, procedures, and appeal processes.

I understand that the policies, procedures, and appeal processes are described in this handbook. I have read and understood the contents of this handbook and will act in accord with these policies and procedures.

I have read and understand the Code of Conduct expected by ASMS and I agree to act in accord with the Code of Conduct.

I understand that if I have questions or concerns at any time about the handbook or the Code of Conduct, I will consult Student Affairs, Human Resources, or the President for clarification.

Finally, I understand that the contents of this handbook are simply policies and guidelines, and the contents of the handbook may change at any time.

Signature _____

Name (Print)_____

Date_____

ASMS Student Community Handbook 2026-2027 Addendum

Amended 9/17/26

ASMS Bicycle, Skateboard, and Rollerblade/Skate Policy

ASMS permits students to bring bicycles, including electric bicycles (e-bikes), rollerblades, inline skates, and traditional roller skates to campus subject to the following requirements. Skateboards are not permitted for use on campus. These requirements are intended to promote the safety of students, employees, and visitors throughout the ASMS campus.

Eligibility:
Students may bring a bicycle or e-bike to campus after the first academic term. Any required approval or registration must be completed before bringing a bicycle or e-bike to campus.

Storage and Security:
Students must provide their own bicycle lock and secure bicycles and e-bikes in designated storage areas. Students are responsible for properly storing rollerblades and skates when they are not in use. ASMS is not responsible for lost, stolen, or damaged bicycles, e-bikes, rollerblades, skates, or related equipment.

Bicycles and E-Bikes:
Bicycles and e-bikes may not be ridden on campus property. Students must walk their bicycles or e-bikes until they have left campus property. Students using bicycles or e-bikes for off-campus travel must follow all sign-out procedures, applicable traffic laws, and the ASMS Three-Person Rule, requiring students to travel in groups of three (3) or more.

Rollerblades and Skates:
Rollerblades, inline skates, and traditional roller skates may only be used in the following designated areas:

- The walking track inside the gym; and
- The outdoor blacktop near the basketball goals/pickleball court.

Students may not skate in residence halls, academic buildings, sidewalks, roadways, parking lots, or any other area of campus not specifically designated for skating. Students must carry or otherwise safely transport their skates to and from the designated skating areas and may not skate as a means of transportation around campus.

Protective Gear:
Students using rollerblades, inline skates, or traditional roller skates are required to always wear appropriate protective gear while skating. At minimum, students must wear a properly fitted helmet, knee pads, elbow pads, and wrist guards.
Students found skating without the required protective gear will lose their skating privileges. Continued or repeated violations may result in additional disciplinary action in accordance with the ASMS Student Handbook.

Skateboards:
Skateboards may not be ridden or used anywhere on ASMS campus property, including sidewalks, roadways, parking areas, residence halls, academic buildings, the gym, outdoor courts, and other campus grounds.

Transportation:
Bicycles and e-bikes are not permitted on ASMS buses or other school-provided transportation.

Safety and Conduct:
Students are responsible for maintaining their bicycles, e-bikes, rollerblades, and skates in safe operating condition. Students using designated skating areas must remain aware of others, skate in a safe and controlled manner, and immediately follow instructions from ASMS employees regarding safety or use of the area.
ASMS reserves the right to temporarily restrict or suspend use of a designated skating area due to scheduled activities, facility conditions, weather, safety concerns, or other operational needs.

Enforcement:
Failure to comply with this policy may result in loss of bicycle or skating privileges, a requirement that the item be removed from campus, and/or disciplinary action in accordance with the ASMS Student Handbook and applicable student conduct procedures.

ASMS Public Records Request Policy

Purpose and Authority

ASMS is committed to transparency and compliance with Alabama law regarding public access to government records. This Policy is adopted pursuant to the Alabama Open Records Act, Ala. Code § 36-12-40 et seq., and Act 2026-592, to establish uniform procedures for receiving, processing, and responding to public records requests directed to the Board and its offices.

This Policy is intended to facilitate public access to records while protecting information that is exempt from disclosure under applicable federal or state law, safeguarding the privacy of students and employees, and ensuring efficient operation of Board offices.

Definitions

- **Public Records:** All written, typed, or printed books, papers, letters, documents, maps, and other materials made or received by public officials in the course of conducting public business. This includes, but is not limited to, payroll and salary information, employment applications, resumes, employee evaluations, disciplinary records and hearing transcripts, board meeting minutes, board packets (once acted upon), contracts, bid documents, computer records and work emails, employee timesheets, settlement documents, and internal audits. Substantive work emails discussing official Board business, such as hiring decisions or policy matters, are public records, while routine or personal emails that are not needed to conduct Board business are generally not subject to disclosure.
- **Public Officer / Records Custodian:** The individual designated by the Superintendent to receive and process public records requests on behalf of the Board. The Public Officer is responsible for acknowledging, evaluating, and responding to all valid requests in accordance with this Policy and applicable law.
- **Standard Request:** A request for specific public records that would require less than eight (8) hours of staff time to locate, review, redact (if applicable), and produce.
- **Time-Intensive Request:** A request for records that is more complex or voluminous in nature and would require more than eight (8) hours of staff time to locate, review, redact (if applicable), and produce.

Designation of Public Officer

The President of ASMS shall designate a Public Officer (Records Custodian) who is responsible for receiving and processing all public records requests. The Public Officer may establish written procedures for handling requests, which shall be reasonably available to the public. The identity and contact information of the designated Public Officer shall be posted on the Board's website and made available at the Board's central office.

Who May Request Records

Any Alabama citizen may request public records from the Board. This includes individuals, parents, employees, businesses, and media organizations located within the State of Alabama. Citizens of other states and out-of-state entities generally do not have the right to request Alabama public records and the Board reserves the right to deny such requests to the extent permitted by law.

The Board may require proof of Alabama residency from any requester.

Request Procedures

All requests for public records must be submitted using the Board's standard Public Records Request Form. The form shall be reasonably available to the public at the Board's central office and on its website.

The Public Officer shall not be obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope. Requests made out of pure speculation or idle curiosity with no real purpose may be declined. Media requests for records are not considered idle curiosity and may not be denied on those grounds.

Acknowledgment and Response Timelines

- **Acknowledgment**: The Public Officer shall acknowledge receipt of a valid public records request **within ten (10) business days of receipt.**
- **Standard Requests:** For standard requests (requiring less than 8 hours of staff time), the Public Officer shall provide a **substantive response within fifteen (15) business days after acknowledgment**. This deadline may be extended if necessary under the circumstances.
- **Time-Intensive Requests:** For time-intensive requests (requiring more than 8 hours of staff time), the Public Officer shall:
    - Notify the requester **within fifteen (15) days following acknowledgment that the request has been classified as time-intensive**;
    - Provide the requester the opportunity to withdraw the request, amend the request to narrow its scope, or proceed with the request as submitted;
    - And if the requester elects to proceed, **provide a substantive response within forty-five (45) business days** from the date the requester notifies the Board of its election to proceed.
    - This deadline may be extended if necessary under the circumstances.

Types of Substantive Responses

A substantive response to a public records request may include any of the following:

- Providing the requested records;
- Offering access to the records at a set time and place;
- Stating that the records will be provided upon payment of a reasonable fee;
- Denying the request with reasons for the denial;
- Denying the request because the record does not exist;
- Denying the request for failure to complete the Board's standard Public Records Request Form;
- Denying the request for failure to follow the Public Officer's written procedures; or
- Denying the request because the records requested are not public records.

Exempt Records

The following categories of records are exempt from mandatory public disclosure:

- Information received in confidence by a public officer;
- Sensitive personnel records;
- Records related to pending criminal investigations; and
- Records whose release would clearly harm the public interest.

These exemptions shall be applied narrowly, and the Board bears the burden of proving that a record falls within one of these categories. Courts require narrow application of these exceptions.

Additionally, student education records are protected from disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and applicable state law. The Board shall not disclose personally identifiable information from student education records without proper consent or unless an exception under FERPA applies.

With respect to employee discipline records, the President’s recommendation to discipline or terminate an employee is generally not public until after the Board has acted on it. Information that could damage an employee's reputation may be withheld until the employee has had a meaningful opportunity to respond.

Salary and payroll records are always public in Alabama, regardless of whether an employee is uncomfortable with disclosure. Employees may not request that their salary information be kept private, and employment contracts are also public documents.

Fees

Search Retrieval and Production Fees: The Alabama School of Math and Science may charge a fee to cover the cost of staff time for locating and producing records. The current rate is $20.00 per hour, with a minimum charge of $20.00.

In all cases, you may be responsible for reasonable copy and electronic record fees. The cost of copies is $1.00 per page. Fees are due whether the records are provided by electronic format or on paper. The Board may require payment of assessed fees before providing copies of requested records.

Format of Records

The Board controls the format in which records are provided, whether in paper form or electronic format. The Public Officer shall determine the appropriate format to protect the integrity of the documents and limit disruption to Board operations.

Redaction Requirements Under Act 2026-592

When records relating to public contracts for goods or services are requested, the Public Officer shall redact the following information before releasing the records:

- Account numbers;
- Tax identification numbers;
- Routing numbers;
- Employee identification numbers;
- Sensitive personally identifying information; and
- Similar information that could be used to initiate a financial transaction.

The Board reserves the right to redact additional protected, sensitive, or confidential information in accordance with Act 2026-592 and other applicable law.

Anti-Solicitation Protections

Pursuant to Act 2026-592, the following protections apply specifically to records maintained by school boards:

- **Prohibition on Solicitation:** No individual or entity may use any list of names or addresses contained in or derived from the Board's public records for the purpose of selling or offering for sale any property or service to any individual or entity listed, or to any individual who resides at any address listed.
- **Prohibition on Passing Lists:** No individual or entity may sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the Board's public records or information for the purpose of allowing that person to sell or offer for sale any property or service to any individual or entity listed, or to any individual who resides at any address listed.
- **Civil Penalty:** A person who knowingly violates the anti-solicitation provisions of Act 2026-592 **shall be liable for a civil penalty of up to Five Hundred Dollars ($500.00) for each violation.**

Certification Requirement

If the Board's Public Officer has a reasonable belief that a request for public records containing names and/or addresses may be used for solicitation purposes prohibited by Act 2026-592, the Public Officer may require the requester to execute a written certification before releasing the records. Such certification shall state that the requester will not use the names or addresses to sell anything to the listed individuals or entities, and will not share the list with any other person who would use it for sales purposes.

The Board's standard Public Records Request Form includes the required certification language. Completion of the certification is required under Act 2026-592 when records may contain names and/or addresses of individuals or entities.

Good Faith Protection

A Public Officer who follows the proper steps outlined in this Policy and applicable law in releasing public records is protected from legal liability, even if the requester later misuses the information. Act 2026-592 places responsibility on the person who misuses the records, not on the employee who released them in compliance with this Policy and in good faith.

Board Not Required to Create Records or Answer Questions

The Board is not obligated to create a record that does not already exist in response to a public records request. However, a rule of reason shall be applied; if technology allows the Board to relatively easily generate a report containing requested information, it may be appropriate to do so.
Alabama law requires only that the Board provide documents in response to a valid request. Board staff may voluntarily answer written questions submitted with a records request, but they are not legally required to do so.

This procedure is based on the requirements of the Alabama Open Records Act and may be updated as needed to reflect changes in the law or school policies.

Alabama School of Math and Science

PUBLIC RECORDS REQUEST FORM

Complete and submit this form to make a public-records request to the Board of the Alabama School of Math and Science. All fields must be completed with accurate information for your request to be processed.

IMPORTANT NOTICES

Administrative Fees: The Alabama School of Math and Science may charge a fee to cover the cost of staff time for locating and producing records. The current rate is $20.00 per hour, with a minimum charge of $20.00.

In all cases, you may be responsible for reasonable copy and electronic record fees. The cost of copies is $1.00 per page. Fees are due whether the records are provided by electronic format or on paper. The Board may require payment of assessed fees before providing copies of requested records.

Proof of Residency: The Board may require proof of Alabama residency from the requester and reserves the right to deny requests from non-residents or out-of-state entities to the extent permitted by law.

Form Requirement: This certification form is required when requesting public records from the Alabama School of Math and Science that may contain names and/or addresses of individuals or entities. All fields must be completed with accurate information for your request to be processed and fulfilled by the Board's Records Custodian. Providing false information on this form may subject the requester to civil penalties.

REQUESTER INFORMATION

Full Legal Name: _____

Alabama Driver's License Number: (Please attach documents, such as an Alabama driver's license or voter registration.) _____

Business Name (if applicable):

_____

Phone Number: _____

Email Address: _____

Street Address (Do not use a P.O. Box):

_____

City, State, Zip: _____

DESCRIPTION OF RECORDS REQUESTED

(Be as specific as possible. Alabama law does not require a public officer to respond to requests that are vague, ambiguous, overly broad, or unreasonable in scope. Additionally, overly broad requests may qualify as time-intensive requests, may take longer to process, and may be subject to higher fees to cover the administrative costs of copying the requested records.)

_____

_____

_____

_____

_____

DATE RANGE OF RECORDS REQUESTED: _____ to _____.

PURPOSE OF REQUEST (OPTIONAL)

(This information is requested solely to assist the Board in processing your request and determining whether any exemptions or confidentiality protections may apply.)

_____

_____

_____

Date of Request: _____

CERTIFICATION

The undersigned requester hereby certifies, under penalty of law pursuant to Act 2026-592, that with respect to any list of names and/or addresses contained in or derived from the public records requested above, the requester does NOT intend to, and WILL NOT:

- Use any list of names or addresses contained in or derived from the requested records for the purpose of selling or offering for sale any property or service to any individual or entity listed, or to any individual who resides at any address listed; **or**
- Sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the requested records or information for the purpose of allowing that person to sell or offer for sale any property or service to any individual or entity listed, or to any individual who resides at any address listed.

A knowing violation of this certification may result in civil penalties of up to $500.00 per violation under Act 2026-592.

The undersigned requester hereby acknowledges that certain records may be protected from disclosure under applicable federal or state law, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and other privacy laws. The requester agrees not to knowingly misuse any personal information obtained through this request in violation of applicable law.

The requester acknowledges that, pursuant to Act 2026-592, the Board reserves the right to redact account numbers, tax identification numbers, routing numbers, employee identification numbers, sensitive personally identifying information, and similar information from public contract records prior to release.

SIGNATURE AND AFFIRMATION

By signing below: I acknowledge and affirm the certification statements set forth above and certify the information provided is true and correct. I understand and accept the legal consequences of providing false information. I also certify that I am an Alabama resident with standing to request public records pursuant to Alabama law. I understand and accept that payment of fees may be required before my request is fulfilled.

_____

Requester Signature Date

_____

Requester Printed Name

Please note that the Alabama School of Math and Science (ASMS) may limit the number of persons reviewing records at any one time if required by the physical facilities where the records are produced or viewed. ASMS also reserves the right to limit the records reviewed to one at a time so as to unduly interfere with the normal operation of ASMS. Requests for copying and inspection of records may only be during normal business hours of ASMS. ASMS may charge its reasonable costs, including copying costs. Costs include a search fee of $20.00 per hour, one-hour minimum, and $1.00 per page copied.

Date received (To be completed by the Alabama School of Math and Science): _____