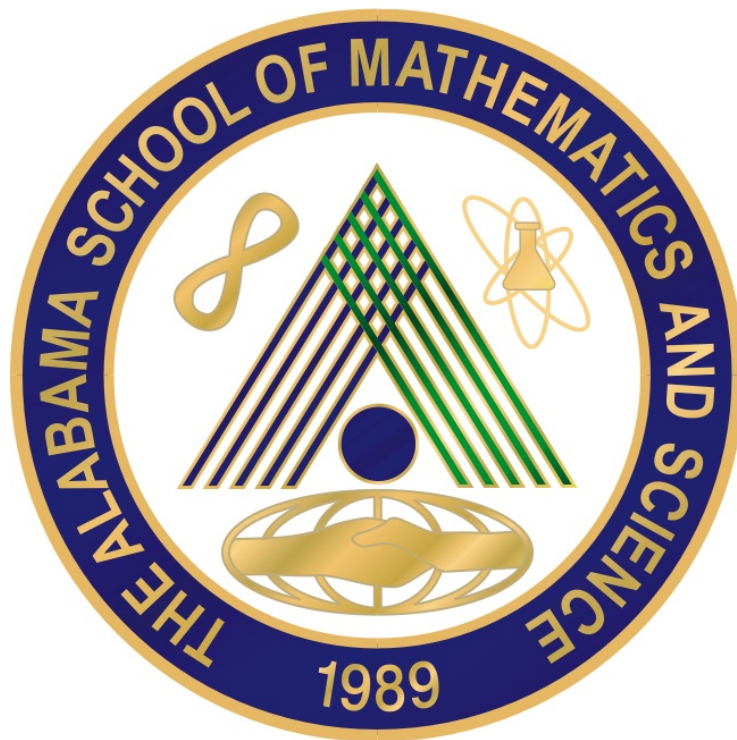


# Community Standards Handbook

2018-2019



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## **I. Introduction**

### **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 the sciences, mathematics, humanities and liberal arts, 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 offer students an opportunity to discover and develop artistic talents.

ASMS opened in September of 1991 with a class of 140 juniors, a sampling of the many talented and highly motivated students of Alabama. The goal of the school is to provide an intensive educational experience to highly motivated students, from a wide variety of backgrounds.

The residential context combined with 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 teachers, students and individuals throughout the state. ASMS is truly a public school, available to any applicant who is selected. 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 truly a privilege to attend ASMS.

The school, which is located in Mobile's Dauphin Way Historic District, is a true partnership between the state of Alabama and business and industry. The operating budget is supplied by the state. 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.

### **The Privilege of ASMS**

John Dewey asserted that public schools in America should exist to prepare young people for the responsibilities of citizenship in a democratic society. As a unique public school in the State of Alabama, the Alabama School of Mathematics and Science has a higher mandate: to prepare our students for the responsibilities of ethical leadership in a democratic society. Consistent with this mission, the aim of the Student Code of Conduct together with the Honor Code is not to create a complex structure of external discipline within which students are bound, but rather to provide a clear set of guidelines within which students are to exercise personal judgment. The goal of these codes includes the development of honorable intent, self-discipline, and deliberative decision making, all critical skills of an effective ethical leader.

A student's right to a free and adequate public education resides at his/her local public school. Invitations to rising juniors and rising seniors to return to the school are extended on a yearly basis. At any time, students deemed unable or unwilling to accept the commitment necessary to be successful in this special learning environment may be asked to return to their home school.

Students at ASMS are expected to have a strong commitment to the pursuit of academic excellence in all subject disciplines and meet school attendance and behavioral expectations. The goals for each student should be to: gain superior subject matter knowledge; become a critical thinker; learn to use technology as a tool to enhance learning; improve both written and oral communications skills; become a more scholarly person; display a sense of community; and, maintain high standards of behavior. Meeting these goals requires a great investment of time and effort. Students unwilling or unable to make this commitment will be returned to their home school.



## **II. Mission and Philosophy**

### **ASMS Mission Statement**

The Alabama School of Mathematics and Science mission is 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.

### **Our Beliefs and Values**

#### ***Safe, Caring & Nurturing Environment***

A quality learning environment provides for the physical, social and emotional development of students. We strive to provide this in a caring, nurturing environment that is safe and secure.

#### ***Trust, Honor, Integrity and Respect***

Trust, honor, integrity and respect for others with diverse backgrounds define the character and good health of the ASMS community. The interpersonal relationships of students, staff and faculty shall be based on these attributes of ethical behavior. Our Honor Code shall be consistently upheld.

#### ***Responsibility***

Acting responsibly means not only accepting the consequences for what we do, but also for what we do not do. Our actions, or in some cases, our inactions, impact others in our community.

#### ***Fairness***

We will strive to make decisions in an equitable manner. It is not fair to discriminate within the community or to handle situations in a manner that is not consistent.

#### ***Caring***

At the very heart of ethical behavior is our compassion and concern for others. We care about other members of the ASMS and greater community. We demonstrate that caring with kindness and empathy as we actively seek opportunities for community service.

#### ***Citizenship***

Being a good citizen means basically playing by the rules and obeying the law. Along with the privilege of attending ASMS comes the expectation that all community members will abide by the policies and rules of ASMS as represented in the Community Standards Handbook.

#### ***Creativity and Life-Long Learning***

We endeavor to provide an environment that fosters the human spirit, the creativity and the imagination of our talented students. We hope to inspire our students to continue their intellectual development through self-directed life-long learning and to continuously expand the realm of the possible.

### **Honor Code**

A working school honor code is predicated not only upon widespread honorable intent within the school community, but also upon clear understanding of the parameters of the code and consistent application of and attention to the code itself. In short, in order to be effective, it must be understood and utilized. Attention is given to introducing all members of the school community to the expectation of honor 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. Accordingly, honor infractions are viewed within a spectrum of first-time and multiple offenses. For a more detailed explanation of this see Infra, Section VI. Code of Student Conduct.

The code shown below was proposed by the members of the 2003 ASMS Leadership Institute in the spring of 2003.

**Honor Code: Every student shall be honor bound not to cheat (including plagiarizing), steal or disrespect the property of others, or lie about anything pertaining to the school. Any student found guilty of an honor violation will face sanctions up to and possibly including expulsion. Actively aiding someone in breaking the honor code is a violation and will be punished as such.**

As a reminder of the intent of the Honor Code, students will take the Honor Pledge at the beginning of the school year. Additionally, from time to time, students may be asked to sign the pledge when submitting academic work.

**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 this code.**

### **Family Involvement**

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 child. The ASMS academic and residential programs will give the students opportunities, structures, 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.

ASMS parents/legal guardians are fully responsible for the behavior and performance of their children 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 will depend on parents to keep staff and faculty members informed of issues and concerns.

### **Notice of Nondiscrimination**

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 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. Inquiries or complaints may be addressed to Title II Coordinator, 1255 Dauphin St., Mobile, AL 36604.

### **Spirit of the Handbook**

The spirit of the Handbook is grounded in the expectation of students to exercise reasonable judgment before they take action. 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 in a timely and efficient manner, taking actions deemed to be in the best interests of the school, faculty, staff and students. The policies set forth in this student handbook provide a reasonable guide for acceptable student behavior at the Alabama School of Mathematics and Science and apply to all ASMS students regardless of age. In all instances students are expected to ask questions and exercise reasonable judgment before they take action. In addition to the policies and procedures outlined in the Handbook, all ASMS students must abide by local, state, and federal laws.

### **Communication of Amendments or Addenda:**

All policies and procedures in this handbook are subject to change. If at any time an amendment to the handbook is made - students, parents, faculty and staff will be notified in writing prior to the implementation of the new standards.

### III. Academic Affairs

The Faculty and President establish the curriculum, implement it in regard to the calendar, credits and graduation requirements, and set the standards and penalties for academic discipline. They guarantee due process in academic matters to students pursuant to the mission of ASMS and in accordance with the guidelines that follow.

#### Attendance Policy

Students must be in full attendance to take full advantage of the academic opportunities offered at ASMS. Class attendance is a very significant component of academic success.

**Attendance Records:** Faculty is 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 keep record of medical excuses.

#### Excused Absences- Policies and Procedures

##### *Excused Absences*

**Illness:** Students must report to the Nurse's Office by 7:45 am to be excused from classes for illnesses. If the nurse cannot determine objective symptoms such as a fever, red throat, swollen glands, etc., and the student has excessive absences, the students will be sent to a school counselor for further consultation. Students' families are responsible for reporting ill students, who will not be returning to campus from a break or weekend before 6:00 pm on the Sunday night in question by calling 251-441-2100, ext. 0.

**College Visitors to Campus:** Students must obtain prior approval from their teacher to attend a college meeting and sign up in advance in the College Visit Log Book located in Student Affairs. Students are excused from class to attend college representative meetings on campus but may not miss a test unless prior arrangements have been made. Approval will be given by the Director of Student Affairs.

**College Visits:** Any student taking an official college visit must submit approval in advance, notify their teachers and bring proof of the visit which includes college letterhead listing the dates a student visited the campus

**Prior Permission for Absence:** Students are expected to attend all classes unless excused by faculty. Students must submit a request form to faculty for an absence to be excused. Except in the case of illness, medical emergency or unexplained circumstances, students must submit a request for an absence to be excused at least one (1) class meeting prior to the anticipated absence. Only the President, faculty and medical personnel have authority to excuse a student's absence from class.

**Excessive Absences:** A third unexcused absence may be cause for the faculty member to assign the grade of WF for the course. A sixth absence as a total of excused and unexcused absences may be cause for the faculty member to assign the grade either WF or WP for the course.

##### *Long Term Absence of Students*

The following are guidelines to be followed by the administration in dealing with situations where a student is absent from ASMS for long periods due to illness.

**Assessment:** On the 5<sup>th</sup> day of absence from all classes, an assessment will be conducted by the Director of Student Affairs. Parents will be contacted, and doctors' opinions will be sought, if necessary. Questions that will likely be pertinent are:

- What is the nature of the illness?
- How much time will elapse before the student will be capable of working up to full capacity?
- Is the student capable of doing any work at all at this time?

**Options:** As a result of the assessment several scenarios are likely. The following are guidelines:

- If the student is capable of some work at home, he/she may be able to return to ASMS as a full-time student.
- If the student is not *capable of some work at home immediately following the Assessment*, the *maximum time* the student can be out and *return to a full load assignment is one additional week* after the assessment.
- If the student can return to ASMS and carry a *partial load within two weeks* after the assessment, the student will be placed on a light load for the remainder of the quarter.
- If the student is capable of some *work at home* after the assessment and returns to ASMS *within two weeks* of the assessment to a partial load assignment, he/she will be given an independent study when he/she is capable of a larger load, up to the end of the 7<sup>th</sup> week.
- If the student will *not be able to return to ASMS and carry a full load within two weeks* of the assessment, it will not be possible for that student to return to ASMS full-time that quarter. (This amounts to a three-week absence.)

- When a student *cannot return to ASMS in any given quarter*, the situation will be looked at to ascertain whether the student will be able to return to ASMS in a subsequent quarter and still complete the requirements for an ASMS graduation diploma.

**Tardiness:** Tardiness is a partial absence from the class. Tardiness of more than ten minutes to one class meeting may be counted as an absence. Leaving class for more than ten minutes may be counted as an absence. Three instances of being tardy may be counted as one absence.

**College Counseling**

All questions about college counseling should be directed to the Counseling Office. The college-advising program begins when students arrive on campus and becomes more involved in the spring of the junior year with group and individual meetings. See *Infra*, Section IV, Counseling Center.

**Credit Transfer Limitations**

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(s) taken. Credit will be given only for courses that were approved before the course was taken. Credit will be given only for courses taken at accredited institutions of higher learning. Credit will be given only for those courses, which are 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.

**Failed Course Work and Summer Study**

“A”, “B”, and “C” are passing grades. 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.

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. After their first term at ASMS, if a student is placed on academic probation, he/she has one academic term to achieve a term GPA of 2.5 or greater based on a schedule containing a minimum of five (5) academic courses. A GPA of 2.5 or below is cause for greater concerns. The student will be evaluated by the Director of Student Affairs, and the President of the School to determine if a student may stay at ASMS. If a 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 “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 requirement.

**Grade Point Average (GPA):** For the purpose of establishing 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 must be done, normally, at least two weeks prior to the first grading period. It cannot be done if it causes a student to drop below the required five academic subjects per quarter.

**Withdraw Failing (WF):** A Withdraw Failing, on the other hand, 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 Requirements

Courses completed prior to 9<sup>th</sup> grade will not be counted toward ASMS graduation requirements with the exception of Algebra or Geometry taken in the 8<sup>th</sup> grade. All requirements are stated in Carnegie Units (CU's). Specific graduation requirements are given below. However, students are required to also take 5.0 CU of additional coursework in order to complete the graduation requirements.

**Biology:** 1.5 CU

**Chemistry:** 1.5 CU

**Computer Science:** 0.5 CU

**English:** 4.5 CU

**Fine Arts:** 0.5 CU

**Foreign Languages:** 2.0 CU

**General Electives:** +4.0 – 5.25 CU (depending upon entering grade)

**Health:** 0.5 CU

**History:** 4.0 CU

**Mathematics:** 4.0 CU

**Physical Education:** 0.5 CU per year of enrollment at ASMS

**Physics:** 1.5 CU

**Special Project:** 0.25 CU per year of enrollment at ASMS

**Survey of Art:** 0.5 CU

**Student Orientation:** 0.25 CU

**Total Credits Required for Graduation: 27.0**

### Curriculum Summary

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.

**Biology:** 1.5 CU graduation requirement. Minimum of 0.5 CU completed at ASMS.

- Students with no previous biology credit will take *Honors Biology I & II* followed by at least one 0.5 CU biology elective.
- 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 requirement.

- All students are required to complete either the entire *AP Chemistry* sequence, or *General Chemistry 1 & 2* followed by at least one 0.5 CU chemistry elective.
- Entering sophomores with no previous chemistry credit are required to take *Introductory Chemistry* before any other chemistry course.
- For students entering with chemistry credit, a placement exam will be used to evaluate the appropriate starting level in the ASMS chemistry courses. *Introductory Chemistry* carries general elective credit and does not satisfy the 1.5 CU chemistry requirement.

**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:** 4.5 CU graduation requirement. Minimum of 1.0 CU completed during each year of enrollment.

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

**Fine Arts:** Minimum of 0.5 CU taken at ASMS.

- *Survey of Art* or *Survey of Music* must be completed during the senior year at ASMS. Entering sophomores must complete 0.5 CU of either art or music during the sophomore year as a general elective credit.

**Foreign Languages:** 2.0 CU graduation requirement. Continuous enrollment until graduation requirement is completed in the preferred sequence.

- 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.

**History:** 4.0 CU graduation requirement. Minimum of 1.0 CU during each year of enrollment.

- *Advanced American Studies 2/2* or *AP U.S. History* must be completed at ASMS during the junior year. Credits must include 1.0 CU in Western Civilization (World or European History), 1.0 CU in U.S. History, 0.5 CU in Economics, and 0.5 CU in Government.
- Incoming sophomores are required to complete *History of Western Thought* and *Advanced American Studies 1/2* during the sophomore year.

**Mathematics:** 4.0 CU graduation requirement. Continuous enrollment until graduation requirement is met.

- Credits must include *Trigonometry & Precalculus* and one 0.5 CU math course beyond *Precalculus*.
- For all entering students a math placement exam will be used to evaluate the appropriate starting level in the mathematics sequence. If Geometry has not been completed prior to entering ASMS, it should be completed during the first year at ASMS.

**Physical Education:** 0.5 CU per year of enrollment in physical education or varsity sports; 0.5 CU graduation requirement in health.

- All students are required to take *Health* unless the course has already been completed prior to entering ASMS. This course does not count as an elective.

**Physics:** 1.5 CU graduation requirement. 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. *Introduction to Physics* carries general elective credit and does not satisfy the 1.5 CU physics requirement.

**Special Project:** 0.25 CU per year of enrollment at ASMS is required.

**Student Orientation:** 0.25 CU must be completed during the first quarter of enrollment.

### **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 the following quarter. Students must return all textbooks during check out at the end of the school year. Students are required to pay for lost or damaged textbooks before they will be allowed to register for the next school year. At the time of withdrawal or graduation, a student's charges owed *any* library - ASMS or local - must be cleared before transcripts will be released.

**Copy Machine:** A photocopy machine for student use is located inside the library.

**Hours:** Library hours will be posted outside 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, and misuses of these privileges may result in loss of the privileges.

### **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 from another institution the following rules apply:**

**Eighth Grade and Below:** No credit will be awarded for any courses taken as part of the 8<sup>th</sup> grade or any lower grade curriculum, except for Algebra I or Geometry taken in the 8<sup>th</sup> grade- which must be properly documented on a transcript. In situations where a student registered in 8<sup>th</sup> grade or a lower grade 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 8<sup>th</sup> 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 grades attained are 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 given to 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 her designee, will give approval, on an individual basis, for the course and institution proposed by the student to fulfill the requirement.

**In Addition to 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.

**Orientation Class**

ASMS requires an Orientation class for new students. All incoming sophomores and juniors are to complete satisfactorily the Orientation Program into which they are scheduled. There are no unexcused absences from an orientation class. Topics for this class include study skills, library research and plagiarism issues, time-management, and stress management.

**Plagiarism Policy**

An ASMS student should produce the work that he or she submits. A student should not submit anyone else's work as his or her own and should not allow others to submit his or her work as their own. See *Infra*, Appendix D, Plagiarism Policy, in its entirety.

**Promotion and Graduation**

**Promotion:** When students are invited to come to ASMS, it is expected that they will complete their high school courses at ASMS. However, as indicated elsewhere in this handbook, there will be some students for whom ASMS is not a good fit and at the end of the academic year is an appropriate time for parents, students and the school to look at all aspects of a student's performance. At the end of the winter quarter the faculty and staff hold promotion meetings and make recommendations about members of the sophomores and junior classes. More than grades are considered at these meetings: contributions to the school, attitude, manners, tolerance and charity towards others, willingness to work with the school and to encourage others in the same.

**Graduation:** Ceremonies for end of the year are in two parts. The Honors Convocation is held to recognize special achievements of students. Commencement Exercises are held to honor graduating students and to induct them into the realm of graduate of ASMS. All graduating seniors are expected to attend both functions.

**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 the Commencement Exercises, and may not walk or receive a diploma. Furthermore, seniors who fail to adhere to the 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.

**Quarter System**

The academic year at the ASMS consists of three terms. These quarters are designated as Fall, Winter, Spring and Summer. The Fall, Winter and Spring Quarters are dedicated to a competitive admission, residential program, for Sophomores, Juniors and Seniors. The Summer Quarter is dedicated to specialized residential programs, grant programs, workshops, and training sessions designed with academic outreach in mind.

**Routine Correspondence**

ASMS requires that a parent, legal guardian or responsible adult family member serve as contact for routine correspondence, permission and emergencies. Please notify the Registrar and Residential Life Office of a change in address or phone number as soon as possible.

## Scheduling

Each student will be scheduled for at least five academic subjects 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. A Add/Drop period will take place 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 President. Students who enroll in Advance Placement courses may only withdraw during the first term Drop/Add period. Otherwise, Advance Placement courses must continue for the entire year.

## Special Projects

**Purpose:** Special Projects are week-long programs designed to encourage intellectual excitement and experiential growth for both students and faculty in a context often not possible 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. Supervising faculty will define appropriate academic requirements according to the goals of each project.

**Requirement:** Each student must participate in and successfully complete with the grade of "P" for 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. No unexcused absences are permitted during the Special Project. The President must give direct permission for a student to not participate in Special Projects at the appointed time. If excused, a specific time frame 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 Quarter 2. 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.

## Study Hours and Remedial Labs

**Study Hours:** Study Hours are Sunday-Thursday evening from 7:00 - 9:00 pm. Study Hours are required for all new students until the end of the first quarter, at which time the requirement will be revisited based on academic performance. Alternate times may be offered depending upon staff availability.

**Study Labs:** Study Labs are required for students who have earned a D or an F or who have a GPA of less than 2.8 at mid-term or the end of the term. The assignment to a study lab is mandatory until the end of the quarter. In addition, faculty members may assign struggling students to study labs for a designated period of time.

## Transcripts

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

**Unofficial Requests:** Unofficial transcripts will be issued to students with a written request to the Registrar's Office.

**Verification:** Transcripts may be accessed on NetClassroom. The Registrar may be contacted to address any questions.

## Withdrawal

**Academically Initiated Withdrawals:** 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. The normal withdrawal process must be followed.

**Student Initiated Withdrawal:** There are occasions when 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 the possible withdrawal. The Academic Counselor may discuss the issue with or refer the student to the personal counselor. Parents will be contacted. Once a firm decision is taken, the student will request a withdrawal form from the Registrar's Office, complete and return it to the Registrar as soon as possible, not later than the end of the current quarter.

In cases when withdrawals are considered for the next academic year, forms must be requested and filed before the second Friday of the month of June. ASMS students withdrawing after that date will forfeit the security deposit and will have to wait until after August 15 to receive their transcripts and official documents.

**Administrative Withdrawal:** Students who do not live up to the academic or community life expectations of the school due to grades, behavior or discipline may be asked to leave during the year or at the end of the year. If a disabling condition arises, 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.

**The following policies pertain to withdrawals:**



- Students must complete an entire quarter of work, including final exams, in order 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.
- ASMS reserves the right to prohibit a student who has withdrawn from returning to the campus or to any school function.

### **Work Service**

**Purpose:** As part of their privilege to attend ASMS, students are required to complete satisfactorily two (2) hours of work service every week for the duration of their time at ASMS. Work service enables students to contribute to the cost of their education and to demonstrate commitment to the school.

**Grade:** All students are held accountable for completing the 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 supervisor or Director of Student Affairs for consequences; if further noncompliance with work service duties persists, students may face disciplinary action from the Discipline Committee. In addition, grades will be placed on the 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 needs of the school and seniority of the students. Incoming students are placed in maintenance for the first year. Efforts are made to place returning students in office positions. Students that are behind six (6) hours or more can be placed on campus restriction until work service hours are completed.

## IV. Community Life Structure

### Counseling Center

**Purpose:** The role of the Counseling Center is to foster educational, social and psychological growth by helping students develop academically and personally. The Center provides students with academic and college counseling, career counseling, and personal/adjustment counseling. Our ASMS counselors emphasize principles of accountability by encouraging students to take responsibility for their behavior, values, judgments and choices.

**Procedure:** Students are assigned an Academic Counselor who works with them while they attend ASMS. Group and individualized meetings are scheduled throughout the year to help students make valuable academic decisions. It is critical that students attend all scheduled meetings. Missing a scheduled meeting not only undermines the scheduling process and jeopardizes the college application process, but it also is inconsiderate behavior.

In addition to self-referrals for personal counseling, students also may be referred to the counselors by faculty or staff. Scheduling group seminars on current topics and providing support groups as needed are also a part of the philosophy of developing a whole person. These groups and seminars may be either student or counselor initiated.

**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.

### Physical Fitness

To be in good physical condition is essential if students are to reach their potential as 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.

### Dormitory Halls and Hall Staff

Students live on campus in dormitories. Students are assigned a roommate, a Hall Advisor and Residential Assistant (RA). Hall Advisors and RA's live with the students on their halls. Hall Advisors are the primary adults responsible for students during evenings and weekends. The principal responsibility of Hall Advisors is to serve in a parental role and to help cultivate a balanced life at school.

**Director of Student Affairs:** The staff person in this position coordinates and maintains the programs for residential life. Hall Advisors, Residential Assistants, and Dorm Coordinators report directly to the Director of Student Affairs. In addition, the Director of Student Affairs works with discipline and oversees student behavior in the residential environment.

**Dorm Coordinator:** Each dorm may have a dorm coordinator that will oversee the various functions of dorm life. Their respective duties will be assigned by the Director of Student Affairs. They will have hall advisor responsibilities in addition to their Dorm Coordinator duties.

**Hall Advisors:** The Hall Advisor's role includes but is not limited to the following:

#### **Support**

- Initiate and organize hall meetings and individual meetings to ensure student support and Hall Advisor accessibility.
- Work with faculty, managers, residential life, or other staff in fostering character development.
- Try to be aware of any developing student problems and direct the student to counselors, or other appropriate adult.
- Handle emergencies.
- Attend to ill students.

#### **Work with the Student Judiciary Committee to resolve conflicts arising in residential life.**

- Assist in resolving roommate or student conflicts.

#### **Activities**

- Organize meaningful evening and weekend programs.
- Work with SGA Activities Committee by providing transportation and chaperones.
- Organize fun and educational floor activities.

#### **Environment**

- Ensure students are keeping the activity areas, their residence halls and other student 'hang-outs' clean.

- Report input from students on maintenance needs of residence halls, activity areas, etc.

### **Structure**

- Work with the Director of Student Affairs to train and direct RAs.
- Ensure curfews are met.
- Oversee required quiet hours and study time if applicable.
- Ensure students are where they are supposed to be, make rounds, create an adult presence around campus.
- Maintain general order.
- Work with the Director of Student Affairs, Student Affairs staff and Security staff to ensure security policies are effectively enforced.

### **Communication**

- Receive and disseminate information to students when needed.
- Share student accomplishments.
- Work with the Student Affairs Department to communicate events and activities to students and school community at large.

### **Resolving Problems and Discipline**

- Work with the Director of Student Affairs, academic advisors, and the counselor on issues as needed, e.g., tardy/absence problems, honor problems, minor violations, failed room inspections, etc.
- Handle immediate disciplinary response, i.e., corrects a problem or makes arrangements for student to go before the Student Judiciary Committee or Discipline Committee.

### **Residential Assistants: The RA's role includes but is not limited to the following:**

#### ***Assist and Report to Hall Advisors***

- Carry out scheduled transportation duties.
- Assist hall staff in planning and executing activities on evenings and weekends.
- Ensure curfews are met.
- Assist Hall Advisors in emergency room visits when necessary.
- Oversee any required quiet hours.
- Room checks.
- Phone Duty in the evenings.
- Sign Out/In in the evenings.
- Maintain an adult presence around campus.
- Maintain general order.
- Escort students for trash duty at 10:30 p.m.

### **Residential Life Support Team**

#### **Purpose:**

Residential Life Support Team (RLST) act as trained listeners and mediators for incoming students assigned to them as well as for the student population as a whole. 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. Einstein, Leonardo DaVinci, etc.
- Host study breaks during finals, set up Spirit Week events.
- Work with Hall Advisors to promote harmony and cohesiveness on their floors.

**Members:** 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. RLST 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. RLST lose their positions upon committing any intermediate and/or serious offense. Any RLST dropping below a 3.0 GPA will be placed on probation for the following quarter. The RLST members will be trained with the residential staff at the beginning of the academic year.

### **Student Government Association (SGA)**

**Purpose:** The purposes of the SGA are to: develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the school; improve school morale; provide a forum for student expression; provide orderly direction of school 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 good work, service, and behavior. The SGA is guided by its Constitution and operates through the committee structure below:

**Executive Committee:** The Executive Committee (EC) conducts all SGA meetings and oversees all other SGA committees. The EC consists of the President, Vice-President, Secretary, Treasurer, Parliamentarian, and Sergeant of Arms. The President resides as chair of the EC.

**Activities Committee:** The Activities Committee (AC) sponsors school-wide social activities. The AC also coordinates a calendar for campus activities with the Director of Student Affairs. The AC consists of the Vice-President, 3 senior class representatives, 3 junior class representatives, and 3 sophomore class representatives. The Vice-President resides as chair of the AC.

**Campus Life Committee:** The Campus Life Committee (CLC) oversees and tries to improve the residential environment of the student body. The CLC aids in new student orientation, maintains the school-wide recycling program, and monitors the food service. The CLC consists of the Treasurer, 1 senior class representative, 1 junior class representative, and 1 sophomore class representative. The Treasurer resides as chair of the CLC.

**Academic Affairs Committee:** The Academic Affairs Committee (AAC) assists the President of the Alabama School of Mathematics and Science in issues involving students and faculty members. The AAC also provides student ideas and suggestions concerning academics to the Administration. The AAC consists of the Secretary, 1 senior class representative, 1 junior class representative, and 1 sophomore class representative. The Secretary resides as chair of the AAC.

President, Vice President, Secretary, and Treasurer are elected at the end of the academic year. Parliamentarian and Sergeant of Arms are appointed at the end of the academic year. Class representatives are elected at the beginning of the academic year.

Note: All SGA activities and events are pre-approved by the SGA sponsors and Director of Student Affairs.

**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 held during one of the required weekends. At this time, students receive information about the requirements and activities of each club. Students wanting to organize a new club may apply for a charter through the Student Government Association. Clubs that are not chartered by the SGA are not allowed at ASMS. Sororities and/or fraternities that limit membership are not appropriate for this residential setting.

**School Store (Pi):** The SGA operates a school store during selected hours which will be posted in prominent locations. No “stores” operated by individual students will be allowed.

**Publications:** There are several excellent student publications at ASMS each year. These publications include the yearbook, *Azimuth*; a student newspaper, the *FireWire*; the *Oculus*, a literary publication which includes prose, poetry and visual art; and the *Lingo*, a foreign language literary journal. Faculty and staff sponsors select editors and approve content.

### **Student Ambassadors**

**Purpose:** 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.

**Members:** 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.

## **V. 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.

### **Airport Transportation**

Transportation for students to and from the Mobile Regional Airport is the responsibility of the student or the parents. Students and parents also may be able to make arrangements with hall staff to assist in transportation needs. The Student Affairs Department will

attempt to assist during normal weekday work hours (Monday through Friday, 8:00 a.m.-4:30 p.m.). Transportation at other times may require the use of a taxi service. Cost of a taxi service is the responsibility of the student or the parents.

### **Assemblies**

- Students are required to attend weekly assemblies every Tuesday at 12:45 in the Auditorium. From time to time, there may be impromptu assemblies to address community issues or relay important information, these assemblies are usually scheduled immediately after school and attendance is required.
- 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.
- Attendance at assemblies and similar events is mandatory.
- Failure to attend 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 ASMS Disciplinary Code.
- Students should not wear headphones, food, and beverages are not allowed in the auditorium. Hats and hoodies will not be worn.

### **Banking Services and Money**

Students do not need a large amount of spending money while at ASMS. Most money will probably be used for laundry, incidentals, 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. The school has an ATM machine located in the coffee house in the Bedsole Building. Students are not able to cash checks on campus. Students need to make sure they understand how to balance a checkbook 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 the rooms.

The following banks have local branches in Mobile: RBC Century- (former AmSouth Bank) at walking distance from the school, Union Planters, Wells Fargo, Colonial Bank, Bank of Mobile, Regions Bank and Compass Bank.

### **Buildings, Grounds, School Property and Equipment**

Please respect the fact that we share our *entire* community- its grounds, structures and equipment. Abusing your privilege to use the ASMS resources is not acceptable behavior.

### **Cars and Parking**

Bringing a car to campus is a privilege for returning juniors and seniors. New juniors may bring a car to campus after they finish their first quarter. Sophomores are not permitted to bring cars to campus. Students who have cars on campus may use their cars to go home on weekends, holidays and breaks. Students may not bring motorcycles or mopeds to campus.

**Parental Permission:** Guidelines for use of cars is described in detail in the 'Parental Permission' section, *Infra*.

**Registration, Insurance, Parking and Search:** Cars must be registered with the school and proof of insurance is required. Decals must be visible, and cars must be parked in the appropriate place inside the student parking lot. Cars not registered with the school, cars parked in the wrong parking lot or reserved spaces will be ticketed and students may lose privileges. Cars parked in the fire lanes will be towed. Vehicles are subject to inspection and search according to the Search and Seizure Policy (see *Infra*, Section V, Inspections, Search and Seizure).

### **Food Delivery**

Food ordered from an off-campus restaurant must be delivered before 8:45 pm Sunday - Thursday and before 11:30 pm on Friday and Saturday. No food delivery is allowed on school days until after 3:30 p.m. Students must wait in the lobby of the Bedsole Center for delivery.

### **Food Services**

Every effort has been made to create an environment in which students may enjoy socializing and relaxing during meal times. ASMS provides food service everyday school is in session. Meals are to be eaten in the cafeteria. Occasionally, food is provided for take-out. Visitors are required to pay for the cost of their meals.

**Behavior and Dress:** Proper dress is required in the cafeteria at all times. (See *Infra*, Section VI, 'Everyday Dress'.) 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 the classrooms.

## Cafeteria Hours:

	Week Days	Saturday & Sunday
Breakfast	7:15 am - 9:00 am	
Lunch	11:30 am - 1:15 pm	10:30am-12:30pm Brunch*
Dinner	5:30 pm - 7:30 pm	5:30 pm - 7:30 pm

\* Students who will attend church 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.

**‘Sit-Down’ Dinners:** Occasionally, the ASMS Community will gather together for camaraderie and a meal. These ‘Sit-Downs’ will be announced, and attendance is required. Students are expected to wear ‘Professional Dress’.

**Special Needs:** The cafeteria will cater to any student with special dietary needs. However, a written prescription from the doctor is required to help insure 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.

### Going Home for Holidays and Breaks

ASMS will arrange a bus service to take students home for holidays and breaks for a paid fee. Reservations are made at the Office of Student Affairs. All reservations are final and full payment is due at the time 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.

### Identification Card

Students are issued an official ASMS picture ID card at the beginning of the academic year. This card is nontransferable. Students may not make their own school ID card. Local law enforcement officers may ask students for school ID in off-campus situations.

### Information Dissemination on Campus

Students may obtain information from bulletin boards, nightly announcements at hall meetings, voice mail announcements, the ASMS Website, and at assemblies.

**Announcement Boards:** Bulletin Boards in the residence halls, Administration Building, Bedsole Building, and Science Building have been designated as "announcement boards". All signs, advertisements, and announcements should be posted on these boards. Prior to posting information, students should bring the material to the SGA, so all communication can be consolidated. The secretary of the SGA will coordinate this information with the Student Affairs Department. Do not post notices on outside doors, walls, and windows. Notices posted in non-designated areas will be removed.

**Assemblies:** School wide assemblies will be held regularly to share information about school projects and activities and to bring special presentations. Students who wish to make an announcement at an SGA assembly should notify the SGA Secretary prior to the assembly. Regular student assemblies provide an opportunity for the ASMS community to come together to disseminate information and provide specialized programming. See Also “Information Dissemination on Campus,” Infra, Section V. Students are required to attend. No laptops or electronic devices are permitted during this time.

**Hall Announcements:** Announcements will be made Sunday through Thursday nights in the residence halls or posted in the residence hall bulletin board.

**Sign-Up Sheets:** Sign-up sheets for social activities and school functions will be posted in the Student Affairs Office and in the main reception area. Such signs should not be posted in any other place unless given permission.

### Inspections, Search and Seizure

A student’s personal privacy will be respected. Arbitrary invasions of privacy by students, school authorities or outsiders will not be allowed. However, since ASMS is a residential school, the right of *in loco parentis* (in place of parents) will prevail. For health, safety, discipline and educational reasons-the faculty, staff and administration of ASMS reserves the right to inspect rooms, including hall rooms, desks, lockers or any other area of the school buildings or grounds belonging under the jurisdiction of ASMS. These inspections will be based on reasonable cause and suspicion of a violation of the Community Standards Handbook or the law.

**Health & Safety Inspections:** ASMS may conduct unannounced health and safety inspections of student rooms. These inspections will take place once a term. Parents and students will be notified if the frequency of health and safety Inspections needs to be increased.

**ASMS Not Acting as Agent of State:** Ordinary searches are done in the school’s capacity as surrogate parent; therefore, the school will not be searching as an Agent of the State.

**Automobiles:** As a condition of the privilege to bring a car to school, any vehicle owned or operated by a student also will be subject to the policies regarding search and seizure while on school grounds or in a school sponsored activity. As with all other school policies, failure to comply may result in disciplinary action.

**Knock and Announce:** At any time that someone is entering a room, even if the room is unlocked, it is common courtesy to knock and announce your name. Hall staff and other adults should knock and announce his/her name.

**Obstructing a Search:** Any student obstructing any reasonable search by authorized personnel may be suspended or expelled.

**Reasonable Suspicion, Notice and Witness:** Any authorized teacher, administrator or staff may conduct a search at any time if facts or reasonable suspicion exist of a violation, health risk or dangerous situation. An attempt will be made to locate the student prior to the search. If this is not possible, an adult witness must be present. If the student is not present, he/she will be notified that the room or property was searched with the name of the witness.

**Room Inspections:** Administrative room inspections will be conducted in a reasonable, periodic and uniform manner for all students. Room inspections will include making sure the floor is swept and clean, furniture is dusted, garbage is taken out, refrigerators are clean, and all clothes, books and papers are picked up. Failure to have a clean room will result in daily room inspections and/or referral to the Honor Council. During breaks and vacation periods, the school reserves the right to inspect the residence hall rooms for cleanliness, health, safety or maintenance reasons.

**Search and Seizure:** The search policy of ASMS is to maintain the quality and safety of the living-learning environment. Searches of school and personal property will be made if the health, safety or welfare of students or personnel is believed to be in jeopardy or if a rule, policy or law is suspected to have been broken. Equipment, documents or any item or materials that violate the rules or the law will be seized and confiscated. Once the matter necessitating the search is resolved, any confiscated items may be returned to the student or the student's parents. These guidelines will be followed if a search is deemed necessary, including situations where personal property is to be searched.

### **Internet Service**

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

### **Dorm Socials**

**Purpose, When and Where:** To enable students to socialize and gather in mixed groups over the weekend, Dorm Socials may be allowed with proper supervision. Dorm Socials will take place at a time designated by the Dorm Coordinator. Dorm Socials will be confined to dorm lobbies and selected by the Dorm Coordinator.

**Procedure:** Hall staff will be responsible for signing students in at the lobby entrances of the dorms using student sign in/out sheets. Security and hall staff will make rounds during the time set aside for Dorm Socials.

**Not Permitted:** Off-campus visitors may not participate in Dorm Socials. At no time will students be allowed in dorm rooms or bathrooms belonging to members of the opposite sex.

### **Level System/Lights Out**

**Level I: Students on Mandatory Study or Probation. These students have a term GPA of less than 2.8.**

Students on Level I need the benefit of a structured study time. In-room curfew remains at 11:45 pm with lights out at 12:00 am. Limited study extensions may be given, but these extensions will be at the discretion of the hall staff and will be granted sparingly. The hall staff will assist with a roommate contract for those students who are on a different level from their roommate. Parents and students will receive a separate notification letter regarding probation and mandatory study. All new students are on Level I for the first quarter of attendance at ASMS. Level I students are expected to be in a designated study area (lab or classroom) from 7:30 - 9:00 pm.

**Level II: Students with a term GPA less than 3.3 but greater than or equal to 2.8 and no intermediate or major infractions.**

Students on Level II must monitor their time wisely. In-room curfew remains at 11:45 pm with all lights out by 12:00 am. The study hours from 7:30– 9:00 pm on week nights must be observed. Students at this level are not assigned to a monitored study lab but must be using this time for study purposes. They may study quietly in their room, the library, or a number of other designated locations on campus. Students will not be considered for this level until all Incompletes for the previous quarter are cleared.

**Level III: Students with a term GPA of 3.3 and above and no intermediate or major infractions.**

Congratulations to our students who are performing at this level. Students who maintain a GPA at 3.3 and above appear to have learned to cope with this accelerated curriculum and to manage their time effectively. Students on Level III will have the privilege of monitoring their own study time. In-room curfew is 11:45 pm on school nights with all lights out by 12:00 am. Students will not be considered for this level until all Incompletes for the previous quarter are cleared. Students on Level III must observe quiet hours just as all students must do but may set their own study times. Level III students must observe quiet hours from starting at 7:30 pm and be in the dorm by 9:00 pm.

We will continue to monitor the Lights Out policy and reserve the right to limit privileges for students who abuse them. **Lights out extensions need to be approved by the Hall Advisor on duty.** For students who seem to be able to make good decisions regarding their study times and bedtimes, we certainly want to allow them to continue to do so. For those who are not making good decisions, we must intervene regardless of the level system.

**Level III Privileges:** Students on Level III will have the privilege of the van runs to Starbucks, Wal-Mart, and the mall from 7:00 to 8:45 pm during the week. Level III Seniors are given priority sign-up for these van runs.

**Senior Privilege:** Level II and III Seniors are allowed to use the recreation areas of the Bedsole Building from 9 p.m. to 10:00 p.m. each Wednesday night.

**Senior Driving Privileges:** Driving Privileges for Level III Seniors in Good Standing (no intermediate or major disciplinary offenses) will be considered at the end of Quarter 1. A separate permission form and letter of explanation will be sent to parents at that time. At no time will students be allowed to drive their vehicles without specific permission from their parents.

**Club Activities:** In general, all club activities need to be scheduled and completed before 8:00 pm. The SGA will coordinate their meeting times with their sponsor and the administration.

### **Medical Information and Guidelines**

**Absences Due to Illness:** If a student is ill, it is his/her responsibility to see the nurse *before* missing class, not after. (Please note: The school nurse cannot excuse a student from a class that has already been missed.) The student should also leave a voicemail or e-mail message to the professors to inform them why and when classes were missed. In cases where a student is excused from class due to illness and bed rest is required, the student will stay in the Bedroom as prescribed by the nurse. The nurse has the discretion of assigning hall or room restriction if a student is absent from three (3) consecutive periods. NOTE: *If subsequently a student is found going to any other activities, curricular or extra-curricular, while he/she is supposed to be in the room, all classes will become unexcused.*

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

**Arranged Hospital Care:** Mobile Infirmary and the University of South Alabama Children's and Women's Hospital are the nearest emergency care facilities. In the event of an emergency, students will be transported to one of these two hospitals. Please arrange insurance coverage with your insurance provider. ASMS is not responsible for any charges filed with your insurance company.

**Arranged Physician Care:** The physicians at the Children's Medical Group and Greater Mobile Urgent Care will provide medical care to ASMS students. Parents are required to obtain necessary referrals, etc., as required by their insurance carrier. If, for other reasons, a student would like to see another doctor, arrangements should be made and discussed with the school nurse. Because of limited staff, transportation for students choosing to see another doctor may have to be arranged by the parents.

**Communicable Illnesses:** While ASMS is committed to giving the best care possible, the school cannot function as a hospital with a hospital staff. Students will be required to go home after a physician has made a diagnosis of a communicable illness or extreme illness. Also, if the school nurse determines that a student is too sick to remain at school, parents are required to come and take their student home. A student will not be allowed to return to school until he/she has been evaluated by a physician as no longer being contagious. Examples of communicable illnesses are strep throat, chicken pox, measles, and mumps. Other illnesses, such as flu, may require that a student go home for a period of time.

**Emergency Room:** An ASMS official will contact the custodial parent/legal guardian of any student taken to the emergency room as quickly as possible. Once the student is transported to the local ER, a staff member will contact the parents to provide treatment updates. If needed, the parent may be contacted to meet the staff member at the hospital. The staff member will then return to campus to fulfil their regular job duties. Parents are responsible for all medical costs and will assume all financial obligations incurred by the student's health related situations. ASMS assumes no responsibility for student medical expenses. Parents are encouraged to schedule routine doctor, dental, and surgical procedures when students are at home for the holidays or breaks to prevent disruption of academic courses.

**Extended Absences:** In case of extended illness, a student should take home textbooks and 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 in order to be readmitted to class and have absences excused.

**Falling 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 greatly 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 7:30 am - 4:00 pm, Monday - Friday. At any other time, students or parents should consult a Student Affairs staff member in the event of health problems or emergencies. The nurse's phone number is **251-441-2119**.

**Infirmary:** The nurse's office and a five (5) bed infirmary are located on the third floor of the Humanities 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 Recommendation for Dismissal:** In the event of self-harm, suicide attempts, or mental incapacitation, by agreement of the President and Dean of Students, ASMS shall have the right to require the student to leave the ASMS campus with the recommendation for dismissal.

**Medical Examination Forms Required Annually:** Prior to attending *each* year at ASMS, all students must have a completed physical examination form on file at the school. Class registration will be suspended until such time as 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 on a yearly basis. If there is a change in a student's general health condition during the year, the school nurse should be notified of the change.

**Medication:** Parents must notify the school nurse in writing of their student's prescription and over the counter medications. Parents must regularly update this information. Failure to notify the school of a change to the approved medications a student may possess could result in disciplinary action.

- **IMPORTANT:** Prescription medications for ADHD, Depression, Anxiety, Bipolar Disorder, and pain killers must be under lock and key and **ONLY** administered by the nurse or trained staffed.
- All prescription medication must be on record in the Nurse's office. Most prescription medication will be kept in the Nurse's Office. Students may obtain medication from the Nurse or designated staff on an as needed basis. When the nurse is off campus, designated staff may access the office for purpose of administering 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 drug name, dosage, frequency of administration, date of issue, and prescribing physician.
- Any cough or cold medication containing dextromethorphan (ex. Coricidin, Robitussin) must be kept in the nurse's office and may only be administered by ASMS personnel under the direction of a doctor.
- It is the policy of ASMS that students will not be allowed to self-administer narcotics/controlled prescription drugs. However, with **PRIOR** approval from the ASMS nurse and the written permission of the parents, certain prescription medications (such as acne or birth control medications), and some over the counter medications may be kept in the student's possession and rooms for the student to self-administer unsupervised.
- 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 as a result 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.

**Mental Health Evaluation:** Students diagnosed with mood or anxiety disorders must submit a letter from a licensed psychologist, psychiatrist or professional counselor (LPC) stating that, in their professional opinion, the student can handle the academic and residential pressures of the ASMS environment. The professional should outline any treatment protocol (e.g. weekly counseling, medication, crisis plan, etc.) that should be continued during the student's enrollment at ASMS. In the event a student exhibits destructive behaviors including, but not limited to, threats, injury to self or others, suicide gestures, alcohol use or medication overdose, etc. ASMS shall have the right to require that the parent/guardian pick up the student immediately due to safety concerns. Safety of the student, other students, and all faculty/staff is of the utmost importance. The student must submit to a formal mental health evaluation by a licensed psychologist, psychiatrist or professional counselor (LPC), conducted at the expense of the parent/guardian, before continued enrollment will be considered. The student and parent/guardian will also be required to sign a release of information form allowing ASMS counselors to consult with the outside mental health professional evaluating the student. The student will not be allowed to return to the ASMS campus until the evaluation is completed and the psychologist, psychiatrist, or professional counselor (LPC) has submitted a written statement verifying that the student: 1) is not a danger to self or others and 2) can handle the academic and residential pressures of the ASMS environment. The statement must also include a recommended treatment plan for the student. In addition to providing the aforementioned letter, the student must continue to comply with the recommendation of the mental health professional in order to remain at ASMS. In the event of suicide attempts/mental incapacity, by agreement of the Dean of Academic Affairs and the Dean of Students with concurrence of the President, ASMS shall have the right to require the student to leave the ASMS campus with a recommendation for dismissal.

**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 the closest Urgent Care. The nurse will contact the parent or legal guardian to notify them the student will be going 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.

### **Movies**

ASMS students are not allowed to possess or view unrated films (NR) or films rated X or NC-17. Additionally, students under 17 are not allowed to possess or view films rated R except when there is an academic purpose. An adult will be present to monitor the movie and to facilitate a debriefing.

### **Media Policy**

The Alabama School of Mathematics and Science has fostered a close working relationship with the local news media in order to promote its programs, projects, and events. To assist in the effort, the office of the President has been designated as the coordinating

office for the media. All news releases, newsletters, public service announcements, publicity, promotional brochures, advertising (with the exception of advertising for purchasing), graphics, photography, etc. will be originated, produced, disseminated, and/or approved by the President or the Coordinator of Public Relations. All requests for interviews must be approved through the President and Coordinator of Public Relations. All employees, students, clubs, and organizations affiliated with ASMS are expected to comply. All students must also have a signed Media Release on file.

### **Off-Campus Employment**

Students are not allowed to work for pay off-campus while in residence at ASMS.

### **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 or any trespassing.
- 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 stairwells and breezeways).

### **Parental Permission**

All grants of permission must be in writing. Forms may be obtained from the Office of Student Affairs. Permission forms must be received by the Office of Student Affairs at least 24 hours prior to need. Forms may be mailed to the school or faxed to 251-441-3290. **Hall staff is not authorized to accept verbal permission over the phone.** It is the student's responsibility to make sure this information is on file before he/she leaves the campus.

**Sign-out List - Parents:** Please understand by placing a name on your student's sign-out list, you are giving permission for your student to leave with that person overnight for the weekend in addition to weekdays.

#### **On Campus Use of Skates/Skateboards/Roller Blades/Scooters/Unicycles, etc.**

Parental permission is needed to use skates, skateboards, etc. Students must wear safety helmets and appropriate safety gear when using such. Students must follow policy concerning skating conduct and the designated skating areas. If a student ignores the skating boundaries, the student will lose his/her skating privileges. The designated area for these activities on campus is Georgia Ave. between the dorms.

**Bicycles, in General:** Parental permission is needed to use bikes for off-campus transportation. Students must wear safety helmets when bicycling.

**Leaving for Home During Week:** Students are not permitted to go home during the week. If there are pressing circumstances, however, parents should contact the Office of Student Affairs for permission.

**Leaving Campus with ASMS Individuals:** Parental permission also must be on file for a student to leave campus with another ASMS student. Both sets of parents must give permission for both students to leave with each other by any conveyance other than walking, e.g., by car.

**Leaving Campus with Non-ASMS Individuals:** Students must have parental permission to leave campus with any person who is not a member of the school community, including parents of other students.

**List of Authorized Students:** Students must have specific permission to drive/ride with other students. Parents grant specific permission by listing the authorized drivers/passengers on the permission forms.

**Off-Campus Transportation:** (1) When feasible, transportation will be provided by ASMS to off-campus school sponsored events. Permission to use such transportation is granted in the general permission form. (2) In some instances, however, churches and other organizations arrange transportation for the students to off-campus activities. Permission to use these types of transportation must be granted separately by parents. (3) Students will have access to the city bus and local taxi services. Students who choose to use these forms of transportation also need parental permission to do so.

**Violation of Approved Driver/Passenger List:** If a student drives/rides with another student by car and the driver/passenger is not on the approved list of the other student, or if either student violates the sign out policies, both students are in violation. Both students must be on each other's list. Violations will result in disciplinary action.

**Visitors:** Parental permission is needed for ALL visitors.

**Weekend Check Out:** Parental permission is needed to spend the weekend off-campus with friends or relatives. If students are riding home for weekends or holidays with someone other than a parent, the school also must have written, pre-approved permission from the parents/guardians of *all* students involved. Once a student signs out to go away for the weekend, he/she is expected to remain off campus for the duration of the outside visit and may not "drop" back on campus. Once he/she returns to campus, the student must remain for the

new week ahead. **Anyone, including parents, who pick up a student, will be required to show proper identification (photo ID) at the front desk.**

### **Postal Services**

**Receiving Mail and Packages:** Students are able to send and receive mail and packages at ASMS. The mail is posted each afternoon upon being received. To receive mail, students must use the following address, including the mail box number assigned. Mail may be delayed if the box number is not included.

Student's Name  
ASMS – Box # \_\_\_\_\_  
1255 Dauphin Street  
Mobile, AL 36604 - 2519

**Mailing Packages:** Students must mail packages at a local post office branch. The nearest Post Office is located 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. Otherwise, incoming mail will be returned to sender.

### **Reach System:**

ASMS utilizes a program designed for boarding schools called Reach. The Reach system is used for students wanting to sign in and out to walk off or drive off campus as well as going home for weekends or breaks. Both Students and Parents will need to set up accounts with the Reach System. You will be provided login information prior to move in day. Parents will be required to submit all overnight requests for their students through the Reach system. If someone other than the parent/guardian will be picking the student up, they must notate that in the request. Parents must give permission for any person signing out their student through the Campsite Permissions form. This form can be updated throughout the year.

**Sign In & Sign Out/Off Campus Permission:** ASMS has jurisdiction over students at all times except when they are deemed checked out to their parents' care, consequently students are expected to adhere to all guidelines regarding sign in and sign out. Regulations governing sign outs are designated to give the staff reasonable knowledge of a student's whereabouts and thus a way of reaching the student in case of an emergency.

There are several ways to go off campus - walking, driving, riding with other students, parents or guests; and with staff on school sponsored trips. Every time students leave campus, they must obtain permission from the appropriate ASMS staff member and sign out. Students are required to walk off and remain with at least one other student at all times. The location the student is going will be notated in the Reach System (ex. West Campus, Starbucks, Taco Bell etc.). Walk off will end at dark 5:30 PM or 7:00 PM depending on Daylight Savings Time. Check-out time is limited to three hours. On school days, seniors may sign out starting at 10:00AM if they do not have a class. Underclassmen may sign out starting at 1:00PM if they do not have a scheduled class. On weekends, students may start walking off at 8:00AM. Immediately upon returning to campus, students must sign back in.

ASMS reserves the right to suspend sign out privileges due to inclement weather. (This includes walking off campus and driving off campus). ASMS allows its students broad privileges regarding signing out and using vehicles and trusts the basic integrity and honesty of those students. A violation of that trust is a serious offense and will result in a loss of privileges and possible suspension.

Students are allowed to sign out 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 in advance by the Dean of Academic Affairs to ensure the student receives an excused absence.

**Overnight/Weekend/Break Sign Out:** Reach requests are only required when a student will be spending the night off campus. Parents are required to submit a request through the Reach system detailing the sign out date and time, location, mode of transportation and persons responsible for picking the student up. Reach requests are required for each school break (Fall break, Thanksgiving, Christmas, Mardi Gras, Easter). Reach requests for breaks are due no later than the Monday before the scheduled break. If you need assistance with submitting requests, resetting passwords etc., please contact the Department of Student Affairs.

### **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.

**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.

### **Religious Services**

Churches in the Mobile area have responded most enthusiastically to ASMS. There are opportunities for students to meet with members of several local churches. Parents and students are encouraged to make contacts with local churches prior to 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 churches provide transportation to and from their services and activities. A general parental permission is needed to allow church provided transportation.

### **Residence Hall Accommodations**

#### **Dorm Rooms**

**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 in order to store shampoo, soap, toothpaste, and other toiletries.

**Common Areas:** There are common area/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 on a daily basis.

**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.

**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**

Coin operated laundry facilities for students are located on the first floor of the Administration Building. ASMS will not be responsible for clothes left or taken from the laundry room. The housekeeping staff will remove and dispose of all clothes left in the laundry room.

#### **Room Change Policy**

**When:** 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.

**Procedure:** To change a room, students first must meet with their Hall Advisor 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 Dorm Coordinator and/or the Director of Student Affairs who will act as mediator. If the situation does not improve, students may be granted permission to change rooms. The Director of Student Affairs grants room change permission.

#### **Room Condition and Key**

**Condition:** 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 personal 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.

**Key:** Each student will be issued one room key. It is the student's responsibility to carry his/her key with him/her at all times and to lock his/her room door. If a student loses a key, there will be a \$50 charge to have the key replaced. In addition, the student may be required to pay a \$100 fee to change the door lock. 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.

**Room Inspections** – See Infra, Inspections, Search and Seizure.

#### **What to Bring for Your Room**

**Required Items:** Students should bring a mattress pad, pillow, blanket, comforter, sheets, towels, toiletry items, waste paper basket, laundry detergent, and quarters for laundry, school supplies, alarm clock and phone.

**Additional items that students find useful:** 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 must bring their own Ethernet/Network cable. A 6-12-foot cable generally suffices, depending on the furniture arrangement of the room.

**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 that is offensive to others or that does not comply with the harassment and discrimination policies of the school.

#### **Items Not Permitted in Room**

- Cooking appliances, e.g., microwaves, coffee makers, and grills. (If students would like to bring a coffee maker to school, they may keep the coffee maker in the lobby of their halls.)
- Computer monitors larger than 32". (diagonally)
- Pets (i.e., turtles, fish, hamsters, parrots, etc.).
- Candles or incense.
- Bicycles are not to be stored in rooms but in the bike racks outside.
- Flammables or any equipment or material that may be dangerous or unhealthy.
- Empty alcohol containers or alcohol advertisements, e.g., posters, lights, stickers, etc.
- Box cutters or pocket knives.

**Refrigerators:** The only approved appliance in the room is a small college type refrigerator (less than 5.0 cu. Ft. and 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 cleaned, free of spoiled food and will be part of the room inspections. ASMS recommends that roommates share refrigerators.

#### **Repairs**

**Requests:** Students who need any repair in their room or that want to report any damage to school facilities should e-mail their Hall Advisor and the Director of Student Affairs.

**Costs:** Normal use, wear and tear damages will be repaired at no cost. However, the cost of repairing damaged or destroyed equipment or facilities, either intentional or accidental, will be charged to the person(s) responsible.

#### **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. ASMS has Security on duty 24 hours a day, seven days a week. Security makes rounds of the campus and is able to assist in an emergency if needed. In addition, there are Hall Advisors in charge and on call during the night and on weekends. The school has emergency telephone numbers monitored by Security:

**Security Cell Phone: 251-331-2928**

**Security Office: 251-441-2118**

Realizing that the students must take some responsibility for themselves, however, we offer the following guidelines:

- Do not ever jog or walk alone off campus. Please follow the rules at all times.
- Always **dead-bolt** the door when leaving your room.
- Never give your room key to anyone.
- Do not keep large 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.

#### **Signing In and Out**

Signing in and out is one of the most important responsibilities students have at ASMS. Because of the students' safety and age, it is important that ASMS know where students are going, what time they are leaving, and what time they will return. See *Infra*, Parental Permission. The following guidelines apply:

**When to Sign Out/In:** Students must sign-out before they leave campus, even to go to West Campus. Students must sign-in immediately upon returning to campus.

**Procedures:** A student may not sign out or in for another student. If such occurs, both students will be considered responsible. At the time a student signs out, he/she must inform ASMS on the sign-out sheet of his/her destination, names of all companions, departure & return times. *The student must wait for approval before leaving.* If there are concerns regarding a student's destination, **the student may not be allowed to check out until further verification has been done.**

**Destination "Neighborhood":** Students must sign out for specific destinations. Check out time is limited to three (3) hours. Student must be back on campus by 5:30 p.m. during Central Standard Time and 7:00 p.m. during daylight savings hours.

### **Destinations Beyond the “Neighborhood”:**

For these outings students, must sign out for a specific destination. Students must be back on campus by 5:30 pm during Central Standard Time and 7:00 pm during daylight savings hours. Students who wish to go outside “neighborhood” after dark should contact the Student Affairs Office and arrange transportation. Staff members have the discretion of deciding appropriate destinations outside the “neighborhood.” *Check out time in these areas is limited to three (3) hours.*

**Bicycling:** When not in use, all bicycles should be secured to bicycle racks located outside of the buildings. Students with parental permission may ride a bicycle off campus, but must wear a safety helmet. Bicycle rides are limited to two (2) hours.

**Jogging:** Students who wish to jog prior to 8:00 a.m. must have permission of parents and the Director of Student Affairs.

**Buddy System-Biking, Walking or Jogging:** ASMS requires the "buddy system," when biking, walking or jogging off- campus, i.e., another ASMS student or staff member must accompany students.

**When Students May Leave:** Students may walk or ride bikes off campus until 7:00 pm during daylight saving hours and 5:30 pm during Central Standard Time. Staff members on duty have the discretion to suspend walking, jogging or bicycling off campus privileges in situations of extreme weather conditions including heavy rain. On school days, seniors may sign out starting at 10:00 a.m., and underclassman may sign-out starting at 1:00 p.m.

### **Weekend Check Out:**

*Checkouts:* The earliest students will be able to leave for the weekend will be after their last class on Friday. Students must return by 8:30 pm on Sunday. Students must sign out by 8:00 pm for an overnight visit.

*No ‘Dropping By’:* Students who have gone home for the weekend are only allowed to come by the school to pick up or drop off other students if permission has been granted in advance by the Director of Student Affairs.

**Departure after Exams:** Students may not leave for school breaks or holidays until after their last class or exam. The campus will close on the last day of class at 6:00 pm for breaks and holidays. Students must return between 2:00pm and 7:30pm on the last day of a holiday or extended weekend.

### **Telephones**

Telephone services with individual voice mail are provided to all rooms. Students must provide their own phones. Students must use their own long distance calling cards for long distance calls.

**Cell Phones:** Students that are required to attend study hours are prohibited from using cellular phones during this time. The use of cell phones is not permitted in classrooms, during study time or in the study labs.

**House Phone:** A house phone is located in the lobby of the Bedsole Building. The Reception office will be open from 8:00 am - 9:00 pm. Phone messages from the outside will be relayed to students. The Reception office phone number is 441-2100 ext. 0.

**Misuse:** Roommates share a phone. If one or both roommates abuse the privilege of having a private phone, ASMS will remove the phone and service from the room. Examples of misuse include, but are not limited to, making prank phone calls, using the phone after lights-out or using a computer modem. ASMS has a computer tracking software package on the telephone system, which monitors phone use.

### **Time Schedules**

#### **Riding Off-Campus Time**

Students who have parental permission to ride with someone off campus in a car (other than a current student) may leave from:

Monday - Thursday	3:30 pm - 7:30 pm
Friday	3:30 pm - 11:30 pm
Saturday	8:00 am - 11:30 pm
Sunday	8:00 am – 7:30 pm

#### **In-Residence Time/Curfew Time**

During this time students are to be inside the dormitory buildings. All other buildings will be closed and locked for the evening. In-building times are:

Sunday - Thursday	9:00 pm
Friday - Saturday	12:00 Midnight

Staff will check curfew at 9:00 pm and again at 11:45 pm and at the corresponding times on the weekends. Students may exit the dormitory buildings at 7:00 a.m. Monday – Friday and 8:00 a.m. on weekends and holidays.

#### **In-Room Time**

At this time all students will be in their rooms for the night. All group activities, including showering or any other out of room activity is to cease after this time. In-room times are:

Sunday - Thursday	1145 pm - own room
Friday - Saturday	1:00 am - any room

### On-Campus Time

Students must be on campus no later than 8:30 pm Sunday to Thursday and no later than 11:30 pm on Friday and Saturday. Students who need occasional special permission to stay out longer must have parental *and* school permission. Parking Lot and Gates are closed at 8:45 p.m. The gate to the cul-de-sac on Georgia Avenue will only be open 5-7 p.m. Sunday for parents and student to unload vehicles. Gates on Georgia Avenue will not be opened after 7 p.m. on Sunday.

### Quiet Hours

**Purpose:** Quiet Hours have been established in order to maintain an environment conducive to academic pursuits. During Quiet Hours students should be especially considerate of their fellow students who may be studying or sleeping. Excessive noise obviously is difficult to define. The best definition comes from examples: talking loudly and/or out of the window, shouting in the hallways, slamming doors, or playing a stereo so that it can be heard on the other side of a closed door.

### Quiet hours are in effect from:

	In General	
Sunday - Thursday	7:30 pm - 8:00 am	
Friday & Saturday	10:00 pm - 8:00 am	

### School Week Evening Hours Schedule

Sunday - Thursday Evenings	
7:30 pm - 8:00 am	Quiet Hours
7:30 pm - 9:00 pm	Study Hours
9:00 pm	In building / Curfew
11:45 pm	In room Curfew
12:00 am	Lights out

### Weekend and Holiday Schedule

**Staying on Campus:** There will be many activities, events and outings organized over the weekend for those students who wish to stay on campus. For students remaining on campus for weekends, the following schedule applies to Friday and Saturday evenings:

Friday & Saturday	
In building & curfew check	12:00 Midnight
Students in Rooms for the night	1:00 am

### Visitors

Family and non-family visitors are welcome at ASMS. Visitors other than immediate family are not allowed in the residence halls. Members of the immediate family who visit are asked to check-in at the reception area.

**Meals for Visitors:** Students may invite their guest/s to eat with them in the Cafeteria. Visitor's meals may be purchased from the Finance Office in the Administrative Building.

**Registration at Front Desk:** All visitors must register at the reception desk before moving about the campus. It is recommended that visitors call before coming. 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.

**Standards:** All visitors must be escorted at all times by the person with whom they are visiting, and visitors will be held responsible for all expectations and guidelines stated in this handbook. Any guest not abiding by the Community Standards Handbook will be asked to leave campus immediately.

### When Permitted:

Visitors Permitted
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Monday - Thursday	3:30 pm - 7:00 pm
Friday	3:30 pm - 11:30 pm
Saturday	8:00 am - 11:30 pm
Sunday	8:00 am - 7:00 pm

**Weekend Overnight Guests:** ASMS will not accept overnight guests.



## **VI. Code of Student Conduct**

*As young people of personal and intellectual promise, ASMS students are expected to consider the potential ramifications of choices; in short, 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 the Alabama School of Mathematics and Science, the student pledges to accept these expectations and to strive to uphold them. His/her ongoing attendance at ASMS and ultimately his/her graduation is conditioned thereupon.*

### **Student Rights and Responsibilities**

*Students are entitled to attend school and to participate in school programs and activities in an environment that is conducive to learning and free of distraction and disruption.*

Students are entitled to exercise rights secured to them under the First Amendment to the United States Constitution, including the right to freedom of speech, religious expression and assembly, subject to the imposition of reasonable restrictions on the time, manner, and place of such activities.

Students are expected and required to know and follow the rules of conduct and community guidelines as set forth in this Community Standards Handbook, to show respect for the person, property, and rights of fellow students, faculty and staff, and other persons with whom they come into contact as students and to attend school in accordance with state law and Board policy.

The SGA and ASMS Honor Societies review student conduct as part of the qualifications for participation. Organization sponsors can provide specific information regarding these stipulations.

### **Respect for Others: Decorum**

Keep in mind that manners are a form of respect. Please be gracious to those around you. Modesty while living in a group setting also is a form of respect. Please do not subject the entire community to excessive Public Display of Affection (PDA).

### **Respect for Self and Others: Dress**

Dress and grooming standards are established to ensure that the school climate reflects decency, safety, appropriateness, and a serious focus on learning. We recognize that fashions, styles, and trends evolve; therefore, the school reserves authority in matters which may arise and are not identified with this policy. ASMS staff reserves the right to request students to return to their residence hall to change if attire is deemed inappropriate or potentially disruptive to educational processes or social environments. Both faculty and staff shall enforce this policy and the final authority regarding dress and grooming shall be the ASMS Administration. Learning to wear appropriate attire is important 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. In short, ASMS will use common sense and reasonableness to determine appropriate attire.

The following standards must be followed at all times:

- Undergarments must be worn and should not be visible;
- Footwear must be worn when outside the residence hall room;
- Clothing may not contain slogans or images which are considered profane or vulgar, or promote tobacco products, alcohol, drugs, or gang affiliation, or considered insensitive to race, religion, sexual orientation, ethnicity or gender;
- Clothing considered sleepwear/loungewear, pajama pants, leggings without appropriate outerwear may not be worn outside the residence halls;
- Waistbands must be worn at the waist;
- Clothing, wigs, face paint and other items of attire that could be classified as "costumes" are not appropriate for general school wear (exception would be school-sponsored dress up days);
- Appropriate attire for the outside weather conditions must be worn (for example: when the temperature is 40 degrees or below; shorts, short sleeve shirts, skirts above the knee (unless leggings or other attire are worn underneath), sandals or other open footwear are NOT appropriate; and,
  - Clothing must provide adequate covering:
  - Skirts, dresses, shorts or similar attire must be of an appropriate length, which must be evident in the front and back;
  - Revealing mesh/transparent tops, or low cut tops are not permitted;
  - Shirts/blouses should be long enough that, at all times, they meet the top of the pants, skirt or shorts so that the midriff, lower back, and/or underwear is not exposed;
  - Halters, strapless attire, and spaghetti straps are prohibited; and
  - Clothing may not have holes, cuts, slits, rips or tears that expose or nearly expose underwear.

## **Health, Safety and Well Being**

**Criminal Behavior:** ASMS will not condone criminal behavior of any kind. *Any time* students engage in the use of illegal drugs, the illegal use of prescription drugs, underage drinking, theft, assault, trespass, breaking and entering, and similar acts, they are committing crimes. In addition to whatever measures local law officials may take, students can expect that criminal acts will result in the harshest of disciplinary measures, including expulsion.

**Fire Safety:** Fire and Safety guidelines are posted in halls. Students are expected to keep their rooms, hallways and common 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 are serious offenses and cause for serious disciplinary action. Any other action that could be considered a fire hazard will be taken very seriously.

**Security:** No admitting to campus or leaving campus except as allowed by sign-out rules. See *Infra*, Section V, Signing In and Out.

**Off-Limit Areas:** For safety and security, certain areas including rooms and restrooms intended for the opposite gender are off-limits. See *Infra*, Section V, Off-Limit Areas.

**Tobacco, Alcohol and Other Drugs:** Anytime ASMS has *in loco parentis* jurisdiction, students shall not use, possess or be in the presence of alcohol, tobacco or other drugs, including the illegal use of prescription drugs. Possession of drug paraphernalia or alcohol containers, smelling of smoke, or any other evidence of association with the aforementioned substances will result in disciplinary action. The faculty and staff of ASMS have the right to report reasonable suspicion of such use or association. Follow-up searches of students, their rooms or their belongings may result.

**Sexual Misconduct:** Students are prohibited from engaging in explicit sexual relations on campus. Violating this boundary will result in the harshest of disciplinary measures, including expulsion.

**Substance Abuse Policy and Drug Testing:** In an effort to ensure health, safety and well-being in the ASMS community, the school is implementing a random drug-testing program. All students are subject to random drug testing conducted periodically throughout the year. See the official 'ASMS Substance Abuse Policy and Program' in *Infra*, Appendix B.

## **Lab Safety**

**Student Agreement:** By signing the ASMS Student 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.

**Student Laboratory Code of Conduct:** Chemical laboratory classes include hands-on, inquiry-based investigations. Some secondary-level laboratory activities involve the use of chemicals or equipment that may pose a health or safety danger to students and teachers if not handled properly. To ensure a safe and healthy environment in our classrooms and laboratories, the following Student Laboratory Code of Conduct has been developed.

- **General Guidelines:**
- Students should behave in a mature and responsible manner at all times in the laboratory or wherever chemicals are stored or handled. All inappropriate behavior is especially prohibited.
- Students must follow all verbal and written instructions carefully. If you are unsure of the procedure, ask your teacher for help before proceeding.
- Students should not touch any equipment or chemicals unless specifically instructed to do so.
- Students must not eat, drink, apply cosmetics, or chew gum in the laboratory. Wash hands thoroughly after participating in any laboratory activities.
- Students must perform only those experiments authorized by the teacher.
- Students will receive training related to the locations and operating procedures for all applicable laboratory safety equipment and personal protective equipment (PPE).

### **Handling Chemicals and Equipment:**

- Students must properly dispose of all chemical waste, as directed.
- Students must never enter or remain in the science laboratory storage rooms or preparation areas unless accompanied by a teacher or a designated school employee.

- Students must wear American National Standards Institute (ANSI)-approved eye protection whenever chemicals, heat, or glassware are used by either the teacher or the students in the laboratory. Students should wear appropriate personal apparel at all times in the laboratory and also avoid wearing loose or flammable clothing; long hair should be tied back.
- Students must report any incident (including all spills, breakages, or other releases of hazardous materials) to the teacher immediately—no matter how insignificant it may appear. This should include all injuries such as cuts, burns, breathing problems, or other signs of physical harm. It is encouraged that students also report incidents that do not result in physical harm, so that lessons can be learned from these “near misses”.
- Students must never remove chemicals, equipment, or supplies from the laboratory area.
- Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately.

#### **Heating Substances:**

- Students must never reach over an exposed flame or hot plate or leave a flame or hot plate unattended.
- Students must never point a test tube or reaction vessel of any type toward another person.

#### **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 rule 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 appropriate grade-level administrative office, 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 an instructor.
- **Third Offense:** The student will be suspended from laboratory work immediately and sent to the appropriate grade-level administrative office, 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.

#### **Technology Policy**

ASMS recognizes the importance of information technology as a resource to enhance the learning process and to enhance students’ ability to be successful in the future. Students at ASMS have the privilege of using school technology and of bringing their personal computers to campus for educational purposes. All computers on campus use state lines; therefore, the question of privacy, or of rights of privacy, does not apply. See *Infra*, Appendix E.

#### **DISCIPLINE**

**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.**

**Defiance:** If a student continues to defy community standards, he/she can expect graver 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 very serious. With this in mind, it should be fundamentally understood that the President is the ultimate authority of the school. Any insubordination to the President would be considered to be a total disregard for the authority of the school.

**Intervention:** At any point in time, the senior administration may call for an 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.

**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 Unsure of Consequences:** 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 Advisor, Dorm Coordinators or Director of Student Affairs.

### **ASMS Student Judiciary Committee**

**Purpose:** In an effort to establish a more democratic environment- ‘students leading students. 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 Director of Student Affairs. 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 Director of Student Affairs, selects applicants to serve on the ASMS Student Judiciary Committee. ASMS Student Judiciary consists of seven students. **Procedure:** 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 Director of Student Affairs.

### **Discipline Committee**

**Purpose:** The Hearing Officer has the discretion to handle discipline matters without calling the full committee; however, in any case that could possibly result in an expulsion, the hearing will be conducted with the entire Discipline committee if necessary.

**Members:** 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 Chairman of the Discipline Committee serves as Hearing Officer for the Discipline Committee.

**Procedure:** The Hearing Officer reviews transcripts from the Discipline Committee, reviews Hall Advisor records and leads an investigation of the matter (fact finding, interviews, consultation with the Dorm Coordinator and Director of Student Affairs, etc.). All parties having dealt with the conflict may be asked to testify before the Hearing Officer and/or the full committee. The Hearing Officer has the discretion to handle discipline matters without calling the full committee; however, in any case that could possibly result in an expulsion, the hearing will be conducted with the entire Discipline Committee. In cases where parents cannot attend the DC hearing, the student may have another adult present.

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 DC hearing, then both parties must have representation. ASMS must have a minimum of 48-hour notice prior to the hearing if parents are bringing counsel.

### **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:** (Repeat offenses warrant graver consequences.) Infractions at this level are either handled by the Director of Student Affairs 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 (not too late)
- Lights-out violations
- 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.

**Consequences for Minor Infractions will be handled under the supervision of the Director of Student Affairs. The following outlines a typical procedure, but it must be fully understood that egregious and/or unusual first-time infractions may warrant a procedure other than those outlined below.**

**1<sup>st</sup> infraction** Written warning with parent notification.

**2<sup>nd</sup> infraction** Appropriate consequences with parent notification.

**3<sup>rd</sup> infraction** Commencing with the 3<sup>rd</sup> offense, multiple offenses at this level will be considered defiant behavior. At this point the Director of Student Affairs has the discretion to either handle the offense, refer it to either the Student Judiciary Committee or the Hearing Officer of the Discipline Committee.

Work Service infractions will be handled by a staff member in Residential Life. Repeat offenses would be viewed as defiant behavior and handled as such. See Infra, Section III, Work Service.

**Intermediate Infractions:** Infractions at this level are handled by the Director of Student Affairs, 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 (see above)
- Egregious minor infractions
- Harassment
- Honor Code violation (1st offense, which includes cheating and plagiarism–See Infra, Section II, Honor Code)
- Possession and/or use of Tobacco
- Security/safety violations (may be viewed as a major infraction when the situation warrants it.)
- Technology Violations
- Not attending assembly without an excused absence
- Being in another student’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
- Cell phone or other electronic devices used in a classroom without teacher approval, during special events, or during study hall for non-academic purposes.
- Allowing other students in room after lights out.
- Walkouts (organized refusal of two or more students to attend class or school functions)
- Sharing testing materials with other students.
- Any other violation which the President may reasonably deem falls into this category

**Consequences for Intermediate Infractions will be handled under the supervision of the Hearing Officer.**

**1<sup>st</sup> infraction** Appropriate consequences with parent notification

**2<sup>nd</sup> infraction** More severe consequences with parent notification

**3<sup>rd</sup> infraction** The 3<sup>rd</sup> offense at this level will be considered defiant behavior and will be considered a Major Infraction.

**Examples of Disciplinary Measures:** Restriction of Movement or Restriction of Privileges, Community Service, Campus Chores/Manual Labor, Informing Potential Colleges of Any Discipline Issue, Suspension from School, Loss of Privilege of Walking at Graduation, Expulsion.

**Major Infractions:** (Most likely will 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.

- Criminal Behavior
- Egregious minor or intermediate infractions
- Explicit Sexual Relations
- Fighting or Threatening Behavior
- Fire Safety Violations (including but not limited to false fire alarm and open flame)
- Honor Code Violations (repeated incidents)
- Possession and/or Use of Alcohol or Drugs
- Possession of Weapons
- Violation of Contract
- Violation of Substance Abuse Policy and Program
- Possession of an unauthorized key
- Bullying, harassment, and/or online harassment

Any other violation which the President may reasonably deem falls into this category

**Final Decisions and Appeals:**

**Discipline Committee Decisions:** 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 to set up an appointment for the appeal. Appeals should be filed within two weeks of receiving the Discipline Committee’s decision.

## VII. FINANCIAL AFFAIRS

### Fees

#### **Expenses:**

ASMS is a state-funded public residential high school. There is no charge for tuition, room, and board for students residing in Alabama. There are fee assessments established through school policy and administrative directive. 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.

#### **Fees**

- Enrollment Fee/Security Deposit (new students only) \$150;
- Residential Life Fee \$1,575 (\*installment plan offered);
- PSAT (Sophomores and Juniors) \$15; and
- Graduation Fee (Seniors) \$175.

**Due Dates/Refund Policy:** The Enrollment/Security Deposit fee is due when the student accepts invitation to attend ASMS and returns the enrollment form. This fee is non-refundable if the student decides later not to attend ASMS. If the student attends ASMS this fee becomes a security deposit and refundable when the student withdraws or graduates from ASMS minus any charges incurred.

The Residential Life 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, common area needs, and other activities and events outside the regular classroom. The Residential Life Fee is due on or before move-in day. The Residential Life 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 due on or before move-in day. This 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 due on or before move-in day. This 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 Residential Life Fee paid in full according to the installment plan. Students will not be allowed to sign up for a fee-based Special Project, or 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 is assessed for each late payment.

**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 Residential Life Fee);
- Special Projects (faculty members sponsor special projects one week during the year. They take place on and off campus. Some are fee-based, others are free); and
- Spending money or credit card for incidentals, store trips, etc. (discretion of the parent).

#### **Out-of-State Tuition Fee**

ASMS is a state-supported school intended to benefit the children of residents of the State of Alabama. If parents or legal guardians move out of the State of Alabama, a \$5,000 out-of-state tuition fee must be assessed each year. This amount will be in addition to the Student Activity Fee of \$1575. Additionally, a local contact must be provided as a guardian.

### 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. Nonpayment of library fines could result in the loss of library privileges.

#### **Book Fines**

All school Library materials (which includes DVD, CD's and etc.) and textbooks must be returned to the library by the end of the spring term. If textbooks and all other library materials are not returned by the return date set by ASMS, then the students will be charged the cost to replace the books or other library materials.

#### **Parking Fines**

Fines will be assessed to students who park their vehicles in spaces designated for fire lanes, visitors, and/or handicapped parking.

#### **Room and Residence Fines**

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

#### **Room and Mail Box Key Replacement Fine**

Students are given their first room and mail box keys. A replacement costs for the dorm room key is \$50. A replacement for the mail box key \$25.

#### **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 by cashier's check/money order.

### **Special Projects**

Faculty members sponsor special projects for the students each year. Special Projects takes place on and off campus. Some of the projects are fee-based and some projects have no fees. Deposits paid for these activities, additional payments, and refund policies will be determined by the sponsor and the President. Incidental (minor) expenses are typically paid by the student.

### **Refunds**

#### **Refund Policy**

The Residential Life Fee and the Security Deposit are eligible for refund if the student leaves the School prior to the end of the school year. (The Security Deposit may be reduced because of fines or damages assessed to the student). Refunds are considered in the event of: withdrawals, academic, or disciplinary expulsions.

#### **Refund Schedule**

Refunds are not considered for any term that has been completed at ASMS. A partial refund may be considered when a student exits during a term at the President's discretion.

Exceptions to the refund policy may be made under unusual circumstances, such as student illness or family emergencies, etc. In this case, a written appeal should be submitted to the Finance Office. In case of illness, the appeal should be accompanied by a physician's statement. In the event that an Out-of-State fee is assessed to the student; this fee falls under the refund policy noted above.

### **Insurance**

#### **Automobile Insurance**

Students must provide proof of liability insurance to the School for any vehicle brought to campus. The School does not provide insurance. Proof of Liability insurance should be submitted to Student Affairs.

#### **Medical Insurance**

Students are required to provide proof of insurance, or parents may sign a disclaimer indicating that 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 encourage parents to consider obtaining insurance for their son/daughter's personal property brought to campus. Personal Property is not insured by the School.

## Appendix A

### Athletic Policy

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.
- Athletes are responsible for obtaining a sports physical before returning to school each year and submitting it to the school nurse. Student athletes are also responsible for obtaining a birth certificate and placing it in their permanent file ten days before the first contest.
- Athletes are responsible for communicating with their instructors and following the policies of the handbook with regard to excused absences and early dismissals. It is the responsibility of the athlete to meet with instructors and review athletic schedules that will require excused absences or early dismissals as soon as the schedules are distributed by the coach.
- Athletes are expected to participate fully in all practices, games, and team activities. There are no unexcused absences in varsity sports. In special circumstances, a coach may approve an excused absence. However, requests must be submitted in writing to the coach two days in advance.
- If for a medical reason the athletic 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 in order 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 are expected to follow the guidelines of their coaches with regard to 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.
- Before the first contest, athletes are responsible for completing the online STAR Sportsmanship course required by the AHSAA. Please go to the [www.starsportsmanship.com](http://www.starsportsmanship.com) and login with the code for ASMS which is: "Star 02172."



## Appendix B

### *Student Substance Abuse Policy and Program*

#### **Purpose, Scope and Application**

The Alabama School of Mathematics and Science (ASMS) is a High School that 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 recognized 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, 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.

In light of 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 this comprehensive **Student Substance Abuse Policy and Program** ("the Program"). Generally, 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 discipline its students. ASMS' Community Standards Handbook, including the provision on discipline, will remain in full force and effect following the adoption of this Program. This Program provides general guidelines for implementing the substance Abuse Program of ASMS. 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 and execution by each student and his or her parent of the Release Form (Appendix A) is a condition of enrollment by the student at ASMS.

## Definitions

As used in this Program, the following terms are defined as follows:

**A. Alcohol.** "Alcohol" includes:

1. Beer and other malt beverages;
2. Wine; and
3. Distilled spirits.

**B. Controlled Substances.** "Controlled Substances" include, but are not limited to:

1. 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;
2. Any prescription substance for which the person taking the substance does not have a lawfully issued prescription;
3. Any so called "designer drug", "look alike" synthetic drug, and similar substance, even if not specifically prohibited by state or federal law;
4. 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
5. A metabolite of any substance described in paragraphs 1 through 4.

**C. 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 in light of 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.

**D. 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.

**E. GS/MS.** The term GS/MS means Gas Chromatography/Mass Spectrometry.

**F. Facilitator.** Such persons as ASMS may from time to time designate to collect the samples under this Program.

**G. Parent.** This term shall include the parent, legal guardian, or other legal representative having primary custody and responsibility for a student.

### ASMS' Position on Drug and Alcohol Abuse

ASMS prohibits the sale, purchase, transfer, or possession of any alcohol, controlled substance, or drug paraphernalia during school hours or on property of ASMS at any time. ASMS also prohibits any student from being under the influence of alcohol or any controlled substance while on School premises or at any School-sponsored or endorsed function. Presence in a group where alcohol, a controlled substance, or drug paraphernalia are being used or openly displayed, or presence in a vehicle containing alcohol, a controlled substance, or drug paraphernalia, may subject a student to the same penalties as the sale, purchase, transfer or possession of the alcohol or controlled substance.

### Testing

**A. Random Testing of Students.** Beginning with the 2003-2004 school year, 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 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.

**B. Return to Participation Testing.** All students who undergo a counseling or rehabilitation program or who are suspended for abuse of substance covered under this policy will be subject to unannounced testing for at least a twelve-month period.

**C. Reasonable Suspicion of Substance Abuse.** 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.

## 1. Factors Supporting Reasonable Suspicion.

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 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;
- Significant 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.

## 2. Search Based upon a 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 a Director of Student 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 the 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.

## On Site Hair/Urine Testing Procedures

### A. 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.

### B. 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.

### C. 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.

### D. 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.

### E. 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.

- F. **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

- A. **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.
- B. **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 will be permitted to 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

- A. **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.
- B. **Disciplinary Action/Expulsion.** Students who use, possess, or distribute alcohol or controlled substances on school premises or at any School-sponsored or endorsed function shall be referred to law enforcement authorities and shall 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 Director of Student Affairs, 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 was in attendance at 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

- A. **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 Director of Student Affairs.
- B. **Emergency Action.** Nothing in this Program shall prevent or restrain the President or Director of Student Affairs, 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.
- C. **Student Acknowledgement and Consent.** Each student and his or her parent shall be required to read the Student Substance Abuse Policy and Program and to sign an acknowledgement and consent form (Appendix B).
- D. **Effective Date.** This Program shall be effective on August 29, 2003.

## Appendix C

# ASMS EMERGENCY PROCEDURES

## LOCKDOWN AND/OR ACTIVE SHOOTER EMERGENCIES

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” where ever 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 through the use of 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
- Number and type of weapons held by shooters
- Number of potential victims at the location

### RUN, HIDE, FIGHT

“Run, hide, fight” is not linear, and it should be clear that either *running* or *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 and/or pager

#### 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
- Keep hands visible at all times
- 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 “hide” if appropriate when a lockdown is announced:

<b>If Students Are In:</b>	<b>Students should be locked down in:</b>
West Campus	Black Box or Art Studio
Cafeteria	Cafeteria
Library/Study Rooms	Media Room and Library Office
History Classroom	History Classroom
Science Building	Classrooms
Dorm Lobbies	Dorm Rooms
Bedsole 1 <sup>st</sup> Floor/Gym	Health Classroom 130/131
Building Hallways	Nearest Rooms or Offices
Humanities	Offices and Classrooms
Auditorium	Lock Doors to Stairwell

## **FIRE EMERGENCIES**

Immediate evacuation of one or more buildings may be required in case of a fire or other life-threatening emergency. Any faculty member, 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 personnel evacuate buildings once an alarm sounds and proceed to the designated assembly areas so that all personnel 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 a member of the maintenance staff gives the “all clear.”**
- **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. The maintenance staff will give the “All Clear” 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.*

<b>Building</b>	<b>Monitors</b>
Bedsole	A. Hopkins, V. Dorsey, & A. Mollise
Science	V. Irby (floor 1), S. Brewer (floor 2), Dr. James (floor 3), & E. Rambo (floor 4)
Admin	C. Godwin, K. Brunson, & Cafeteria Staff
Humanities	M. Mozer (floor 3), M. Hoequist (floor 2), M. Frye (floor 1)
Girls' Dorm	J. Boatman (floors 3 & 4); K. Whitney (floors 1 & 2)
Boys' Dorm	R. Shoemaker and Maint Staff
West Campus	O. Kickliter & T. Grabill

### 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. Do NOT evacuate to the student parking lot north of the gym.
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.

### Humanities 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.
5. **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’ Dorm**

1. Ideally, 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 as well as Hall Staff members should check all bathrooms and dorm rooms to ensure all students have exited the building.

**Boys’ Dorm**

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 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 in the street.
3. When possible, staff building monitors as well as Hall Staff members should check all bathrooms and dorm rooms to ensure all students have exited the building.

**West Campus Theater/Art Studio**

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. Faculty and staff building monitors should check all areas in the building to ensure all students have exited.
4. Faculty should bring their class rosters with them and advise all students to stay with their class

**SEVERE WEATHER 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/common areas into hallways and away from windows.
2. Sit against the wall with knees up, heads down.
3. Determine if there are missing students.
4. Remain calm and quiet.
5. Remain in your area until the “All Clear” is given. The maintenance staff will give the “All Clear” 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:

<b>If Students are in:</b>	<b>Escort Students to:</b>
Library	History Classroom or Library Office
Cafeteria	Hallway and stairwells
SAC	Inner hallways, Art Gallery, or Gym
Dormitories	Dormitory Hallways
West Campus	Art and music building
Outdoors/main campus	Dorm hallways or gym
Auditorium	Administration hallways or stairwells



## **HURRICANE AND TROPICAL STORM 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:**

- Res. Life Staff will make sure all students have fuel in their vehicles.
- Student Affairs will ensure buses are reserved to evacuate students. Buses will be free of charge.
- Students will call home to ask for specific parental instructions regarding student evacuation and transportation plans.
- During a storm in which evacuation is necessary, Res. Life will accept parental permission via email or phone to have a student ride home with another student.
- If possible, a charter bus will provide service to students who live north of Mobile to the normal route.

### **Guidelines Regarding Mandatory Student Evacuation:**

- In the event of 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 info.

### **Hurricane Communication**

- Call 251-441-2100.
- 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.

## Appendix D

### **Plagiarism Policy**

An ASMS student should produce the work that he or she submits. A student should not submit anyone else's work as his or her own and should not allow others to submit his or her work as their own. Any and all parts of schoolwork must be generated by the student or cited properly. When using secondary sources in researched work, the student must clearly identify quotes and provide references for all direct quotes, paraphrases, rephrases, and uses of clearly identifiable scholarly ideas. All sources used must be clearly identified in the bibliography.

**Definition:** Plagiarism is defined as but not limited to the submission of work wholly or partially not one's own. The plagiarized material can come from sources as varied as written text such as books, journal articles, or other students' papers; computer text such as web papers, online discussions, websites, or emails; as well as any form of oral communication. Plagiarism includes

- Submission of entire documents not written by the student.
- The direct word-for-word quoting of a sentence or passage without marking the cited text with quotation marks and providing proper citation.
- The rephrasing or paraphrasing of someone else's thoughts and ideas without offering the relevant references.
- Failure to properly cite any research data collected by the student or the student's group.
- Using another student's notes or text for oral delivery.

If a student uses someone else's words or ideas, he or she must acknowledge the author by using quotation marks around quoted material and by providing relevant bibliographic information for the original text. This applies to all varieties of assignments and activities, including preliminary work such as drafts and outlines.

All plagiarism cases will be handled in consultation with the Director of Student Affairs. For a student's first offense, he or she may be referred to the Student Judiciary Committee. Subsequent offenses--and egregious first offenses--will be handled by the Discipline Committee. The student's instructor may assess a penalty on the plagiarized schoolwork at his/her discretion.

## Appendix E

### Technology Policy

The Alabama School of Mathematics and Science provide faculty, staff and student's access to computer resources through the email system, web servers, and file servers located throughout campus. Faculty, staff and students using these resources must adhere to all policies of the Alabama School of Mathematics and Science, as well as the Alabama Research and Education Network, regarding the use of computers and computer networks. 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:

#### A. Illegal Activity

1. **Uploading or downloading copyrighted material**, violating the intellectual property rights of others, or illegally sharing trade secrets. (Please note that MP3 and other music files frequently fall into this category.) 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.
2. **Illegally sharing computer software** via Internet, the local network, personal disks or any other media.
3. **Copying or transmitting material contained in copyrighted databases** such as Infotrac, without permission from the source.
4. **Buying or selling weapons or illegal substances** via computer network.
5. **Threatening, harassing or "stalking"** others via computer network.
6. **Knowingly replicating or transmitting computer viruses**, or otherwise deliberately damaging the systems or files of other people.

#### B. Strictly Prohibited Behaviors/Activities

1. **Trafficking in pornography** of any kind via computer network. Please note that *redistribution* of pornography, even though web page links is often illegal.
2. **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.
3. **"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) to persons who have not indicated interest in receiving such materials.
4. **"Hacking" or "Cracking"**, i.e., deliberately invading the privacy of others by attempting to gain unauthorized access to any account or system.
5. **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.
6. **Downloading executable programs**, which might interject computer viruses into computers, is generally prohibited. Further guidance with regard to safe sites and appropriate downloads should be sought from the systems administrator (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.)
7. **Using School equipment, including the School's Internet lines, servers or web pages, for commercial gain.**
8. **Unauthorized wiring, altering or damaging of School-owned computer equipment, including hardware and software.**
9. **The use of modems or any other devices to circumvent the School's network.**

## **Alabama Research and Education Network Acceptable Use Policy**

The Alabama Research and Education Network (AREN) comply 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 statewide network administered by the Alabama Supercomputer Authority (ASA). The purpose of this policy is to provide a definition for acceptable use by authorized users of AREN and to indicate recommended action if the policy is violated. In those cases when information is transmitted across regional networks or Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

#### **A. 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

#### **B. 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 of the 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

#### **C. Violation of Policy**

- All organizations authorized to access AREN are responsible for informing their users of this acceptable use policy. All users of AREN are required to 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 responsibility of member representatives to contact ASA, in writing, regarding 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 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 copyright law or conditions of sale
- It is the individual responsibility of each user to determine that the use of software is in accord with this policy.

#### **A. 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 back-up 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 back-up copies even if the manufacturer does not provide you a 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 a number of different machines, even if it is physically possible. Although you may use your legal copy in different machines at different 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 that 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 a number of 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.

## **B. Instructional Responsibilities**

Academic departments and individual course instructors should take measures to ensure that students are informed of the legal and ethical issues regarding software copyrighting, as well as 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.

## **C. Use of Software in Course Work**

Departments and individual faculty are responsible for insuring that any copyrighted software made accessible to students be 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 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 whatsoever. 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 an 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. Additionally, this software is provided to students at no charge for as long as 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 as long as it does not interfere with its operation.**

## **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. 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
- Sharing pirated music, video or other programs or files with users on the ASMS network or on the internet through peer-to-peer programs such as Kazaa, Morpheus, Lime wire etc. or any other method of sharing pirated media

**In general, the ASMS IT department does not engage in monitoring of network and data communications. However, 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 terms of the policy can result in denial of privileges, and other penalties. If there are any differences between this summary and the official policy, the terms of the policy shall supersede this summary.

## **Appendix F**

### **Residential Policy**

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 \$5,000. 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 at times during the year when the school is closed, either for holidays or for 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 it is necessary for an adult to come to the campus for consultation.

## Appendix G

### **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:

Dr. Scarlett Studdard, Title II Coordinator  
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. 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 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 for written notice to complainant and the alleged perpetrator(s) of the outcome of the investigation. Furthermore, ASMS will take steps to prevent any reoccurrence 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  
251-441-2102

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 receipts 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 the 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).

**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:**

- I. \_\_\_\_\_  
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**Discrimination/Harassment Complaint Form**

Please list any witnesses of 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:

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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:

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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.

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\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Receiving Complaint

\_\_\_\_\_  
Date

**Gaudeamus Igitur**  
**(Old School Song)**

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