

Alabama School of Cyber Technology and Engineering

STUDENT HANDBOOK

2022-2023



Alabama School of Cyber Technology and Engineering Administration

ASCTE Board of Trustees is the governing body of the Alabama School of Cyber Technology and Engineering. The Board adopts policies for the successful leadership, operation and management of ASCTE. Responsibilities include adopting the school program courses, diploma requirements, and approving extracurricular programs. The Board also approves the school budget and seeks resources to support the school. The Board of Trustees appoints the President of the School.

The ASCTE Board of Trustees is a dynamic group of professionals representing state universities and colleges, government, and related career fields. Our board includes distinguished members who are leaders in our state and community and who have dedicated their time and talent to growing a new generation of cyber and engineering leaders.

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INTRODUCTION

MISSION

The mission of the ASCTE is to ensure all students achieve high levels of learning to be successful in implementing cyber protections into the engineering lifecycle.

VISION

The ASCTE envisions a team with common goals and mutual accountability for student achievement that will become a national model in collaboration with governmental agencies, industry, and higher education specializing in cyber & engineering.

HISTORY

The Alabama Legislature established ASCTE as an independent, residential school for academically motivated and gifted students with educational opportunities and experiences in the rapidly growing fields of cyber & engineering. ASCTE will assist teachers, administrators, and superintendents across the state in replicating cyber & engineering studies in their own schools.

EXPECTATIONS

ASCTE has high expectations of students and the community of adults that support each student. As such, ASCTE expects that all parties understand their rights and responsibilities to work together as a team on behalf of the student. ASCTE will support student learning differences to ensure that students learn at high levels.

Student Rights

- To have freedom of speech and expression
- To learn in a safe environment
- To be treated fairly and equally

Student Responsibilities

- To follow all school rules and directives of faculty and staff
- To treat peers and adults with respect
- To be on time, prepared for, and participate in class
- To complete all assignments to the best of my ability
- To control my actions and not distract others from learning

Parent Rights

- To inspect their student's educational records to include academic, discipline, physical, and mental health in accordance with FERPA
- To request information from the school
- To be notified if their student needs medical services, if the school is advised that the student is the subject of a criminal investigation, accused of or the victim of violence or bullying
- To be notified if their student is absent from school

Parent Responsibilities

- To be supportive of the student's performance in school
- To provide up-to-date information requested by the school
- To transport the student to and from campus on time
- To provide appropriate documentation concerning absences
- To pay all fees in a timely manner
- To encourage and support appropriate student behavior
- To monitor student performance and grades
- To be a partner with the school to address the student's needs and education
- To maintain open lines of communication with school officials

ABOUT THE ASCTE HONOR SYSTEM

ASCTE's philosophy emphasizes the notion that its graduates will go out into society and improve the state of Alabama, the United States, and the world at large. Students at ASCTE expand their worldviews through strong bonds with faculty, lifelong friendships, and unique experiences. Having a foundation built upon honor and integrity is implicit in the minds of people who aspire to improve their environments. The Honor Code at ASCTE rests as the cornerstone of the campus community. By pledging not to cheat, lie, or steal, members of the campus community hold each other to a higher standard, which allows people to build trustworthy and long-lasting relationships.

The school's Honor Code is a clear understanding of the character commitment expected of all students. Thus, the honor code allows students to learn and grow from their mistakes with a framework of tiered disciplinary interventions. See the Code of Conduct section for more detailed information regarding discipline infractions. All students attending ASCTE shall uphold the Honor Code. Any student found in violation or assisting in the violation will be subject to disciplinary sanctions to include expulsion. The Honor Code applies to students while on or off campus. *See the Code of Conduct section for the Honor Code expectations.*

THE ASCTE HONOR CODE OATH

“As a member of the student body of the Alabama School of Cyber Technology & Engineering, I recognize my responsibility to the culture of the institution, to my fellow scholars and myself. I recognize the significance of the honor system. I pledge that I have read and understand the Honor Code, and agree to be bound by its provisions.”

PUBLIC NOTICE STATEMENTS

NOTICE OF NON-DISCRIMINATION

ASCTE does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, citizenship, non-English speaking ability, homeless or veteran status in employment, treatment, access to educational programs and activities, or admissions. Students with disabilities will be provided with the same needed support and services for extracurricular programs and activities that are provided during the school day, unless doing so would fundamentally alter the nature of the program and activity. Any claims should follow the ASCTE Grievance Procedures. All inquiries and complaints regarding compliance of this policy or regulation should be addressed to the Dean of Students.

GRIEVANCES

If a student or parent/guardian believes he or she has been treated unfairly regarding school matters, federal or state law, ASCTE policy, or ASCTE administrative regulations, he or she has the right to express a grievance. The student shall first attempt to resolve the matter at the classroom level and shall be offered an impartial review and mediation by the student's counselor. If the concern is not resolved to the satisfaction of the student or the student's parent/guardian, he or she may appeal to the Dean of Students who shall provide an impartial hearing and make a determination in accordance with procedures prescribed by ASCTE.

VISITORS

ASCTE welcomes visitors to the campus during regular school hours, under the proper conditions, and for the appropriate school-related reasons. Upon visiting the school, enter only through the main entrance, submit proper documentation to obtain a visitor's pass from the receptionist in the main lobby before gaining access to any part of the building. Visitors must be escorted at all times. The term "visitor" includes, but is not limited to: parents, interested citizens, invited speakers, salespersons, news media, former students, students from other schools, all persons other than ASCTE employees and students.

While visitors are welcome, some activities during the school day may not be open to the general public. In such cases, activities may be restricted to those directly involved, e.g., parents and family of students participating in the activity. No invited visitors will be denied attendance due to race, color, national origin, religious preference, disability, age, gender, sexual orientation, citizenship, non-English speaking ability, or homeless status unless otherwise excluded by law or policy.

MANDATORY REPORTING

According to Alabama Law, all ASCTE employees are mandatory reporters. As a mandatory reporter, any ASCTE employee who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse is required to report orally, either by telephone or direct communication immediately, followed by a written report, to DHR or law enforcement. This form is available at the Alabama Department of Human Resources, (256) 427-6200 or also available for completion and www.dhr.alabama.gov.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) parents have the right to inspect their children's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. ASCTE is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. ASCTE may charge a fee for copies.
- Parents or eligible students have the right to request that ASCTE correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- ASCTE must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows ASCTE to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

ASCTE may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The school must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of ASCTE.

CLASS SCHEDULE

ASCTE Course Offerings					
Core	Math	MA 101- Mathematics of Data (3)	MA 201- Pre-Calculus (3)	MA 301 Advanced Math Trig (3)	MA 401- AP Calculus (3)
	Science	SCI 101- Physics (4)	SCI 201- Chemistry (4)	SCI 301- Biotechnology (4)	SCI 401-AP Physics C (4)
	Social Science	SS 101- History of Engineering (3)	SS 201- History of Cryptology (3)	SS 301- Cyber Econ & Gov (3)	SS 401- Evolution of Social Engineering (3)
	Language	LANG 101- Foundations (3)*	LANG 201- Technical & Analytical Writing (3)	LANG 301- AP Lang & Comp (3)	LANG 401- Seminar (3)
	Cyber	CYB 101- Intro to Cyber & CS (3)	CYB 201 (3)	CYB 301 (3)	CYB 401- Specialized (3)
Other	Engineering	ENGR 101- Foundations (4)	ENGR 201- Applications (4)	ENGR 301- Systems (4)	ENGR 401- Specialized (4)
	Specialty	ETHICS 101 (1)	ETHICS 201 (1)	Electives, Field Experience	CAPSTONE
		WELLNESS 101 (1)	WELLNESS 201 (1)		INTERNSHIP 500
Enrichment: Courses may vary					
Number in parenthesis indicates weekly hours of instruction time					
*Incoming Sophomores will start with LANG 201					

ASCTE Sample Daily Schedule						
Period	Time	Monday/Tuesday	Wednesday/Thursday	Period	Time	Friday
1	8:15 - 9:15	Math	Cyber	1	8:15 - 9:10	Math
2	9:20 - 10:20	Engineering		2	9:15 - 10:10	Social Science
3	10:25 - 11:25	Language	Social Science	3	10:15 - 11:10	Language
4	11:30 - 12:50	Lunch & Enrichment		4	11:15 - 12:10	Cyber
5	12:55 - 1:55	Wellness/Ethics	Field Exp/WIN	5	12:15 - 1:00	Lunch & Learn
6	2:00 - 3:00	Science				
Club	3:00 - 4:00	Clubs				

ATTENDANCE POLICY

ASCTE students must reside within the state of Alabama. Students who move out of state are no longer eligible for ASCTE enrollment and must withdraw. The only exception will be if a family is assigned for active military duty outside of Alabama.

PHILOSOPHY: ASCTE believes that students enhance their learning and take advantage of the unique opportunities offered when they are in full attendance. If a student is absent, the parent/guardian must present a written valid excuse within three (3) days. Failure to do so will result in truancy sanctions.

EXCUSED ABSENCES

ASCTE accepts the following reasons as good cause for a student to be absent from school:

- **Doctor/Dental/Medical Appointment** - any appointment where the student is seen or receives services
- **Illness** - parent/guardian may write a note explaining any illness of the student
- **Death** - Death of a family member with a copy of the obituary
- **Legal Obligation** - any required appearance of the student by subpoena or other court document
- **Inclement/Dangerous Weather Conditions** - as deemed by the school
- **Quarantine/Isolation** - as declared by the school
- **College Visits** (Juniors and Seniors) - The expectation is for students to schedule these visits during long weekends and/or school breaks.
- **Prior Permission** - The parent/guardian request must be submitted on the appropriate form and approved by the Dean of Students before absence occurs. No consideration will be given to requests that occur after an absence. Five (5) days is the maximum number of days allowed in any one school year.

UNEXCUSED ABSENCES

Any absence without documentation or any absence that does not meet one of the excused codes listed above will be recorded as an unexcused absence. Any student with **three (3) or more unexcused absences** will be referred to the Dean of Students for probationary review and may result in the student not being invited to attend ASCTE for the following school year.

EXCESSIVE ABSENCES

Any student missing **five (5) or more school days per semester for any reason** will be referred to the Dean of Students for probationary review and may result in the student not being invited to attend ASCTE for the following school year.

TRUANCY

- Upon the **first unexcused** absence, ASCTE will notify the parent by email, letter or phone call.
- Upon the **third unexcused** absence, ASCTE will send an email or a letter home with a scheduled conference time for the parent and student. The student will be placed on probation and referred to the Dean of Students.
- Upon the **fifth unexcused** absence, the student will be referred to the Dean of Students for committee review. Upon review, the student may be dismissed.

CHECKOUTS

All students must sign out when leaving campus during school hours. In the event that the parent cannot come to the school to sign the student out, or if the Main Office has not received a notice from the parent, then the student must obtain permission from the Dean of Students in order to be released. **No student may sign out unless these conditions are met.**

- Daytime Checkouts - ASCTE students will be allowed to check out from scheduled activities for sudden illness, a family emergency, a doctor's appointment, or pre-approved parent/guardian request, as follows:
 1. **Sudden illness:** If a student gets ill, he/she will visit the Nurses' Office to be evaluated. If deemed appropriate, the parent/guardian will then be informed. Students should see or contact the nursing staff before calling home.
 2. **Family emergency:** The parent/guardian will contact the Dean of Students to request that the student be released.
 3. **Doctor's appointment:** Advanced notice to include student's name, date and time of appointment, and a phone number for the parent to confirm should be delivered to the Main Office the morning of the appointment. The parent/guardian (or approved designee) must sign out the student at the Main Office. Parents are responsible for transporting residential students to medical appointments and picking up any medications that are prescribed.
 4. **Parent/Guardian request:** For reasons other than emergency, a written request must be submitted to the Dean Students for verification and approval. When possible, please make the request at least a day in advance, and include a phone number at which the parent/guardian can be reached during the day.
- Residential check out - ASCTE parents can sign their students out or give permission for students to go off campus with friends or family. To give permission, parents must give written permission at least 48 hours in advance. **All persons checking out a student must present proper photo identification.**

- Weeknight check out - A student may request to check out once during the week. Requests may be rejected by the Director of Residential Life for any reason to include, but not limited to, excessive requests, unclear information, unauthorized hosts, etc.
- Weekend check out - If a student is checked out for the weekend, the expectation is for the student to be off campus for the full weekend. Parents may not “drop” the student back on campus. Once a student returns to campus, the student must remain on campus through the new week.

REACH SYSTEM

ASCTE has jurisdiction over students at all times except when they are checked out and in their parent’s care. For this, ASCTE utilizes a program designed for boarding schools called Reach to know the whereabouts and provide a way to contact students in case of emergency. Students must sign out through this system every time they leave campus, whether walking, driving, riding with other students, parents, or guests, leaving with staff on school trips, as well as going off-campus for weekends or breaks. For safety purposes, students must have at least one student with them at all times. Upon returning to campus, students must sign back in immediately. ASCTE reserves the right to restrict student sign-outs, particularly during times of inclement weather.

During orientation, both students and parents will set up accounts with the Reach System. Login information will be provided prior to move-in day and must be completed as part of the orientation checklist. 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 PowerSchool enrollment form. Please contact the Student Affairs Office to update this information throughout the year or if assistance is needed with submitting requests, resetting passwords etc.

Leave Request Types			
Academic Day Leave	After School Leave	Medical Appointment Leave	Overnight/Weekend Leave
Use if a student will miss any time during the academic day:	<i>Residential students only:</i> Use if a student will miss club, activity time, or any time before check in	<i>To be used by parent or school nurse:</i> Use if a student will miss any time during the academic day due to illness or to go to a doctor’s appointment.	<i>Residential students only:</i> Use if a student is going home for the weekend/holiday break.
Monday - Thursday 8:15 am -3:00 pm Or Friday 8:15 am - 1:00 pm	Monday - Thursday 3:00 pm - 7:30 pm	Monday - Thursday 8:15 am -3:00 pm Or Friday 8:15 am - 1:00 pm	Friday any time after 1:00 pm until Sunday at 7:45pm

CREDITS

Credits are earned for courses passed according to the grading scale below:



Grade	Grade Points	Grading Descriptions
Mastery M	4.5	<ul style="list-style-type: none"> • Student successfully performs identified skill without assistance. • Student demonstrates a firm understanding of the topic, and at times; exceeds proficiency. • Student demonstrates knowledge while working in collaboration or assisting peers. • Student has complete proficiency in the learning target/skill.
Proficient P	3.5	<ul style="list-style-type: none"> • Student requires minimal guidance to perform this skill successfully. • Student meets the expectation of understanding the target and can coherently discuss almost all of the terminology and concepts. • Student meets the expectations of basic proficiency in the learning target/skill but could still use more development in applying and enhancing the knowledge or skill.
Emerging E	2.5	<ul style="list-style-type: none"> • Student requires some guidance to perform this skill successfully. • Student demonstrates limited understanding of the target and can moderately discuss some of the terminology and concepts. • Student demonstrates limited understanding and needs additional development to obtain proficiency in this learning target/skill
Beginning B	1.0	<ul style="list-style-type: none"> • Student requires steady assistance to perform this skill successfully. • Student demonstrates a limited understanding of the target and labors discussing the terminology and concepts. • Student does not demonstrate proficiency in this learning target/skill.
Insufficient Evidence I	0	<ul style="list-style-type: none"> • Very rare case. • Extreme work completion issues. • Not enough assessment evidence to indicate this student's proficiency.

ASCTE Evaluation & Grading Categories

- **Individual Assignments:** Each student assignment/assessment will be assessed using these categories.
- **Essential Learning Targets (ELT):** Students will be evaluated on each ELT using these categories.
- **Course Averages:** The course grade will be calculated as the mean of Grade Points associated with each ELT.
- **Term GPA:** The term GPA will be calculated as the mean of all Course Averages.

GRADUATION REQUIREMENTS

Four year plan for ASCTE students with tentative classes per grade level.

Core Subjects	Credits	Specialty Subjects	Credits	Workforce Subjects	Credits
English Language Arts	4.0	Ethics	2.0	Internships	1.0
Mathematics	4.0	Wellness	2.0	Capstone	1.0
Science	4.0				
Social Studies	4.0				
Cyber/Computer Science	4.0				
Engineering	4.0				
Grand Total: 30 Credits	24		4		2

CREDIT ATTAINMENT

Grade 3.0 or higher	Grade 2.5 or higher and less than 3.0	Grade less than 2.5
Credit is earned and the student proceeds unrestricted to the subsequent course	Credit is earned and the student will be placed in a Reinforcement course during the enrichment period in the subsequent term. In this period, the student will work on Essential Learning Targets in which the student did not earn a “Proficient” score. The overall grade in the course will not change.	Credit is not earned and the student will be placed in a Credit Recovery course.

GOOD STANDING CRITERIA

Students' status will be reviewed by the Dean of Students three times per year and meetings will be held to discuss his/her Good Standing Status. These meetings are designed to support and intervene if student needs are identified. At the end of each year, invitations to return to ASCTE are based upon the student’s academic capability and willingness to commit to successful performance. Students must remain in good standing in order to be considered for a renewal letter for the following school year.

Good Standing Category	Class Grades	Attendance	Discipline Demerits	Attitude	Work Ethic	Residential Demerits
Exceptional	4.0+ GPA in every class	0 - 1 day	0 demerits	All 3s for teacher ratings	All 3s for teacher ratings	0 demerits
Honorable	3.0+GPA in every class	2 days	1 - 2 demerits	All 2s or 3s for teacher ratings	All 2s or 3s for teacher ratings	1-3 demerits
Deficiency	< 3.0 in one class	3 - 4 days	3 - 4 demerits	1 rating from 1 teacher	1 rating from 1 teacher	4-6 demerits
Probationary	< 3.0 in more than one class	≥ 5 days	5+ demerits	1 rating from 2+ teachers	2+ teacher rating concerns	7+ demerits

Code of Student Conduct

ARTICLES OF THE HONOR CODE

ARTICLE #1 - Honesty and Integrity

All students will demonstrate honesty and integrity in their work. Cheating, lying, and plagiarism will not be tolerated. Students are to understand and appreciate the privilege of attending ASCTE. As such, students are expected to be a positive representation of the school and its mission.

Academic Honor Pledge for all graded work: “I pledge on my honor, I have neither given nor received any unauthorized help on this assignment.”

Unacceptable Behavior: To lie or be deliberately deceptive or any act to obtain, attempt to obtain, or aid another to obtain credit for work by dishonest or deceptive means is prohibited. Cheating, lying, and plagiarism or providing false information to a faculty or staff member is also a violation of this rule. Any negative statements against ASCTE whether communicated through speech, writing, or online.

ARTICLE #2 - Self Control and Good Conduct

All students will respect themselves and others by demonstrating self-control - managing their actions, feelings, and emotions. Classroom disruptions are a violation of this rule. Mistreatment, hazing, bullying, or harassment of another student or member of the ASCTE community is not acceptable behavior.

Unacceptable Behavior: Any behavior that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, or welfare of students, staff, or others to include any communication through electronic or other means is prohibited.

- Bullying is any unwanted, aggressive, verbal, social, or physical behavior that involves a real or perceived power imbalance that is repeated over time.
- Harassment is defined as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function. This includes, but is not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics. The behavior must do one of the following:
 - Place a student in reasonable fear of harm to his/her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.

- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

ARTICLE #3 - Respect for Person and Property

All students will conduct themselves in a manner that is respectful of others to include their person, property, and space. As such, ASCTE students will be held responsible for securing their belongings. Students will refrain from entering another's room without permission, uninvited, or when the occupant is not present.

Unacceptable Behavior: (Person) Defiance, Profanity - verbal, written or gesture, inappropriate physical contact, threats of violence, intimidation, inciting others, fighting, any harm or threat of harm is prohibited. (Property) Stealing/theft or vandalism - causing damage or destruction of, or defacement of another's property.

ARTICLE #4 - Regard for Acceptable Technology Use and Electronics Policy

All students are expected to use technology appropriately. Students are reminded that their online activity is public and permanent. Students are asked to THINK before they post (Is it true, helpful, inspiring, necessary, and kind?). Students and parents are expected to represent themselves positively and address others in a respectful manner online whether in chat rooms, through email, or on social media.

Unacceptable Behavior: Any illegal, unkind, improper, unethical, or unauthorized use of technology to include, but not limited to tablets/computers, mobile devices, or online venues such as social media and chat rooms is prohibited. Students must abide by the Acceptable Use Policy for technology and may be subject to dismissal based on their online presence.

ARTICLE #5 - Safe and Drug-Free

In accordance with the Safe School and Drug-Free School Act outlined in AL Code § 16-1-24.1, ASCTE ensures a safe school environment free from illegal drugs, alcohol, and weapons.

Unacceptable Behavior:

- **Drugs** - The possession, transfer, sell, intoxication/under the influence, or use of any illegal narcotics, inhalants, alcohol, vaping products, tobacco products, associated equipment/devices or paraphernalia of said items is strictly prohibited on school property.
- **Alcohol** - The possession, sale, purchase, transportation, use, or intoxication/under the influence of alcoholic beverages or substances represented as alcohol at school, school-sponsored events, and on school-sponsored transportation.
- **Weapons** - Bringing or having in his/her possession, either on his/her person or in his/her personal belongings a weapon is prohibited. A weapon - defined as a device, instrument, material, or substance, animate or inanimate that is used for, is readily capable of causing death or serious bodily injury, designed to inflict harm on another person or to intimidate any person. A weapon is also defined as an instrument not used for the purpose for which it was normally intended that is capable of harming an individual.
- **Firearm** - Bringing or having in his/her possession, either on his/her person or in his/her personal belongings, a handgun, firearm, rifle or shotgun.

ARTICLE #6 - Personal Safety

Safety is a major concern for the ASCTE community. As young adults, students are responsible for their own safety. ASCTE strives to provide a safe environment for students and staff. The following situations pose a risk to the student and are therefore considered as violations.

Unacceptable Behavior:

- Fire - All students have a responsibility to keep campus buildings and dormitories safe from fire. Any items that cause a potential risk to fire safety, such as hot plates and candles, are not allowed. No smoking or open flame is allowed on campus. Also, tampering with or disabling fire safety equipment, or transmitting a false fire alarm is prohibited.
- Medication - The unapproved possession, transfer, sell, overdose, neglect, abuse or unauthorized use of any prescribed or over-the-counter medication.
- Curfew - From evening check-in until 6:00 am residential students are expected to be in their dormitories. Early morning commitments must be approved by the residential administrative staff.
- Sign out Compliance - Students during the school day and resident students leaving campus must first sign out with the Dean of Students or Academic Office. Failure to do so will result in a violation of this rule. Leaving with anyone other than those a student has permission to leave with is also a violation of this rule.
- Campus Limits - Students will only be allowed to walk off campus with special permission and under special circumstances. Students are advised to walk with a partner or have a cell phone as a precaution.
- Sexual Behavior - Students should demonstrate self-control and restraint. Any student engaging in sexual misconduct may be disciplined and subject to dismissal.

Any student found guilty of an Honor Code violation will have his/her parents notified of the incident and may receive other disciplinary actions depending on the details and severity of the case. Also, the student will be placed on probationary status for a specified period. A second honor violation within the probationary status period will result in automatic dismissal. ASCTE believes that one can learn from his mistakes, but must prove himself once given a second chance.

Any behavior not expressly written within this document is subject to review and disciplinary actions as determined by the Dean of Students.

HONOR CODE INFRACTIONS & CONSEQUENCES

All ASCTE students are expected to demonstrate good conduct and self-control while on campus in the academic or residential buildings and off-campus when representing ASCTE. Violations will result in demerits. Any student with five (5) or more points in one school year will result in probationary status and ten (10) points is subject to dismissal. Each level of infractions carries its own demerit value.

LEVEL 1- MINOR INFRACTIONS

Infractions at this level will result in one (1) disciplinary demerit each. The following is a list, although not exhaustive, of infractions and consequences to give students an idea of the disciplinary measures to expect:

LEVEL 1 - SCHOOL INFRACTIONS		LEVEL 1 - RESIDENTIAL INFRACTIONS	
S1.01	Dress code violations - Failure to comply with ASCTE dress code	C1.01	Dorm curfew violations (< 30 min)
S1.02	Inappropriate public display of affection - Any act of physical intimacy in the view of others to include but not limited to embracing and kissing	C1.02	Failing room inspection (3x in 1 month)
S1.03	Disobedience - failure to follow a directive from an ASCTE employee	C1.03	Inappropriate public display of affection
S1.04	Unauthorized absence from class - missing 10 min or more	C1.04	Late return from off-campus (< 30 min)
S1.05	Using inappropriate language or vulgarities - the use of obscene, abusive, vulgar, racially motivated, demeaning, or irreverent language on school grounds or at a school-related activity	C1.05	Medication violation - unauthorized possession of medication or failure to take prescribed medication
S1.06	Minor AUP Violation/Hacking - Refer to AUP	C1.06	Failure to submit a Reach request by the deadline or sign in/out of a location
S1.07	Dishonesty or cheating (honor code violation) - To lie, be deliberately deceptive, or act in any way to obtain, attempt to obtain, or aid another to obtain credit for work dishonestly	C1.07	Lights-out violations
S1.08	Electronic devices - unauthorized use during class/activity	C1.08	Inappropriate language or vulgarities
S1.09	Disorderly Conduct - Any act that causes a disruption to the learning environment or regular school function	C1.09	Improper Trash Disposal
S1.10	Inappropriate physical contact - Any unwanted touching that may involve physical harm or injury, to include an ASCTE employee	C1.10	Loud music

S1.11	Vandalism < \$100 - Any act that causes destruction, damage, or defacement of public or private property, without the consent of the owner or person having control over it	C1.11	Disorderly behavior
S1.12	Unsafe Driving/Parking on campus	C1.12	Study hours violations
S1.13	Low Level Threats/Intimidation - any communication through actions, words, or gestures that poses a minimal safety risk to another whether known or unknown.	C1.13	Failure to complete assigned tasks in residential spaces (dinner cleanup, chores, etc)
S1.14	Medication violation - unauthorized possession of medication or failure to take prescribed medication	C1.14	Disobedience - failure to follow a directive from an ASCTE employee or staff member
S1.15	Any other violation which the President may reasonably deem falls into this category.	C1.15	Residential dress code violations
		C1.16	Any other violation which the President may reasonably deem falls into this category

Procedure: The Dean of Students will document any infraction and send the student and parent written notification of the offense. The following outlines a typical procedure with the understanding that consequences are graduated based on frequency and severity:

- 1st infraction - Written notification to student and parent.
- 2nd infraction - Appropriate consequences and written notification to student and parent.
- 3rd infraction - Commencing with the 3rd offense, multiple offenses at this level will be considered as defiant behavior in Level 2.

Consequences: 1 Demerit and one of the following: Parental contact, detention, withdrawal of privileges, community service, campus chores/manual labor, restitution

LEVEL 2 -INTERMEDIATE INFRACTIONS

Infractions at this level will result in five (5) disciplinary demerits each. Multiple infractions at this level may be referred to the Discipline Committee for further action.

LEVEL 2 - SCHOOL INFRACTIONS		LEVEL 2 - RESIDENTIAL INFRACTIONS	
S2.01	Defiant behavior (repeated disobedience) - the willful and intentional refusal to follow directives from ASCTE employee	C2.01	Curfew violations (> 30 minutes)
S2.02	Excessive disorderly conduct - Any continuous disruption that substantially disrupts the learning environment or regular school function or poses a threat to the health, safety, and/or welfare of others.	C2.02	Harassment
S2.03	Harassment - A continuous pattern of intentional behavior including, but not limited to, written, electronic, verbal, non-verbal, or physical acts that (a) place a person in reasonable fear of harm to his or her person or damage to his or her property; (b) have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student; (c) have the effect of substantially disrupting or interfering with the orderly operation of a school; (d) have the effect of creating a hostile environment; or have the effect of being sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.	C2.03	Possession and/or use of tobacco
S2.04	Possession and/or use of Tobacco - possession, use, distribution, sale or transfer of tobacco products, e-cigarettes, lighters, matches, jules or paraphernalia	C2.04	Security/safety violations
S2.05	Security/safety violations - Any act that places an individual in harm's way	C2.05	Technology violations
S2.06	Honor Code Violations (listed as Articles) - repeated or excessive class I violations	C2.06	Unauthorized access - being in a residential area designated for the opposite sex/gender or Being in another student's room without permission
S2.07	Possession of pornographic material	C2.07	Compromising hall security by propping open exit doors, entering or exiting an alarmed door

S2.08	Possession of materials encouraging the use of illegal drugs or alcohol or drug paraphernalia	C2.08	Possession of pornographic material or materials encouraging the use of illegal drugs or alcohol or drug paraphrenalia
S2.09	Walkouts (organized refusal of two or more students to attend class or school functions)	C2.09	Lights out violation - Allowing other students in room after lights out
S2.10	Intermediate AUP Violation/Hacking - Refer to AUP	C2.10	Direct defiant or insubordinate behavior
S2.11	Medication policy violations - failure to adhere to medication protocols (multiple violations)	C2.11	Theft or possession of stolen property
S2.12	Unauthorized use of vehicle on campus	C2.12	Unauthorized Leave - Leaving campus without checking out via REACH and an ASCTE staff member
S2.13	Theft or possession of stolen property - The unlawful taking, carrying, riding, driving away, or possession of another's property valued less than \$100	C2.13	Multiple class I infractions
S2.14	Medium Level Threats/Intimidation - any communication through actions, words, or gestures that poses a greater safety risk to another whether known or unknown.	C2.14	Medication violation - taking unauthorized medication or refusal to take prescribed medication.
S2.15	Any other violation which the President may reasonably deem falls into this category	C2.15	Any other violation which the President may reasonably deem falls into this category

Procedure: The Dean of Students will document any infraction and send the student and parent written notification of the offense. The following outlines a typical procedure with the understanding that consequences are graduated based on frequency and severity:

- 1st infraction - Appropriate consequences and written notification to the student and parent.
- 2nd infraction - Dismissal review
- 3rd infraction - A 3rd offense or multiple offenses at this level will be considered as defiant behavior and a major infraction subject to dismissal.

Consequences: Five (5) demerits and one of the following: Restriction of movement, withdrawal of privileges, community service, campus chores/manual labor, suspension, loss of graduation privileges, dismissal, loss of housing privileges, educational projects, fines

LEVEL 3 - MAJOR INFRACTIONS

Major Infractions will result in the harshest of disciplinary measures to include ten (10) discipline demerits. Major Infractions require a hearing by the Discipline Committee.

LEVEL 3 - SCHOOL MAJOR INFRACTIONS	
S3.01	Criminal Behavior - any action or failure to act that violates public law with or without intent
S3.02	Violence or threat of violence
S3.03	Sexual Behavior or Contact
S3.04	Fighting or Threatening Behavior - Any physical altercation or act of aggression between two or more individuals with an intent to harm
S3.05	Fire Safety Violations (including but not limited to false fire alarm and open flame)
S3.06	Honor Code Violations (repeated or excessive class II Violations)
S3.07	Drugs/Alcohol Possession and/or Use - possession, use, sale or transfer of any controlled substance/alcoholic beverage or substances represented as drugs or alcohol, or paraphernalia on school property or school-sponsored events
S3.08	Possession of Weapons - possession or use of any instrument or object designed to inflict harm or intimidate another person. This includes any instrument not being used for its intended purpose and is capable of harming an individual
S3.09	Possession of an unauthorized key - possession or use of an unauthorized key/key card
S3.10	Bullying, harassment, and/or online harassment - A severe act of harassment, intimidation, discrimination, or bullying to include those committed through the use of digital technology, including but not limited to email, blogs, cell phone, social media (Facebook, Twitter), chat rooms, instant messaging, or the use of data or computer software that is accessed through a computer, computer system, or computer network.
S3.11	Major AUP Violation/Hacking - refer to AUP
S3.12	Severe security/safety violation - any act that places an individual in danger to cause serious bodily harm to include being in a residential room designated for the opposite gender
S3.13	High Level Threats/Intimidation - any communication through actions, words, or gestures that poses a substantial safety risk to another whether known or unknown.
S3.14	Any other violation which the President may reasonably deem falls into this category
<p>Procedure: Will be handled by Discipline Committee Decision. Students/parents may appeal this final decision to the President in writing within 48 hours under one of the following conditions:</p> <ol style="list-style-type: none"> 1) There is new evidence/testimony to refute the allegations 2) You feel that the student did not commit the alleged violation <p>The appeal should be emailed directly to the Dean of Students and should identify the student, the alleged violation, and explain the reason for appeal. The President will respond in writing within five (5) days. The President's decision is final.</p> <p>Consequences: Suspension for 5-10 days, probation, or immediate dismissal</p>	

DISCIPLINARY HEARING/COMMITTEE

Purpose: In the event a student violates a major school rule or accrues ten (10) demerits, the Hearing Officer will convene the discipline committee. The Discipline Committee's charge is to determine whether or not the student should remain at ASCTE due to his/her behavior. Any case may result in an expulsion/dismissal.

Members: The Discipline Committee only convenes to hear the most serious offenses; therefore, only faculty/staff can serve on this committee. Members are appointed by the President. The Dean of Students serves as the Chairman of the Discipline Committee and also serves as Hearing Officer for the Discipline Committee.

Procedure: The Hearing Officer facilitates disciplinary hearing which includes the following:

1. Reviews investigation of the matter
2. Hears testimony of all parties having dealt with the conflict
3. Consults with the Residential Life Director and Academic Office
4. Determines appropriate consequence

The Disciplinary Hearing is informal and parents and/or legal representatives are only present in an advisory role. If parents choose to have legal representation at the hearing, then both parties must have representation. If parents elect to bring counsel, then they must provide ASCTE a minimum of 48-hour notice prior to the hearing.

DRESS CODE

ASCTE students are expected to dress in a manner that demonstrates respect for themselves and for those in our community. Students must be properly groomed, clean, and neatly dressed. Students must dress professionally and must not cause a distraction to the learning environment. Any student in violation of the dress code must correct the violation before returning to class or school activity. Any student asked by an adult to change will be considered late to his/her appointment/class.

SCHOOL DAILY EXPECTATION

Professional dress is expected at all times and clothing should be worn in a manner conducive to the workplace.

Item	Allowed	Not Allowed
Tops - Button-up shirts should be buttoned up to the chest level. Undershirts and tank tops should not be visible.	<ul style="list-style-type: none"> ● Collared shirt ● professional blouses ● Sweaters with a collared shirt ● Quarter-zips 	<ul style="list-style-type: none"> ● T-shirts ● Hoodies ● Spaghetti straps ● Tank or Halter tops ● Off the shoulder tops ● Sheer/see-through tops ● Any top that exposes the mid-drift, is low cut, or too revealing
Bottoms Should be worn in a manner conducive to the workplace. Pants should be worn at waist level and not drag the floor.	<ul style="list-style-type: none"> ● Slacks ● Jeans ● Shorts ● skirts 	<ul style="list-style-type: none"> ● Rips, holes, tears, or frays ● Leggings ● athletic pants or shorts (elastic waistbands and/or drawstring) ● Yoga/workout pants
Dresses Should be worn in a manner	<ul style="list-style-type: none"> ● Longer than mid thigh all the way around ● Shoulders covered ● Top rules apply (no exposed spaghetti straps, halter tops, sheer, revealing, or low cut) 	<ul style="list-style-type: none"> ● Shorter than mid-thigh at any point ● Thigh-high slit ● Rips, tears, holes, or frays
Footwear	<ul style="list-style-type: none"> ● Tennis shoes, closed toe shoes, sandals 	<ul style="list-style-type: none"> ● Athletic slides, furry slippers, bedroom slippers

Student-athletes may wear ASCTE team gear on game/competition day. Any additional item worn must conform to the dress code. (i.e. If the basketball team has a team shirt only, then slacks/shorts must follow the dress code) Outerwear, such as jackets and coats can be worn to school; however, may not be worn in lieu of the dress code.

Note: A student's appearance that draws excessive or unnecessary attention to the extent it is disruptive, potentially disruptive, or suggestive of disruption or violence, is not allowed. Any pictures, writing, symbols, suggesting, promoting, acknowledging drug, drug paraphernalia, tobacco products, alcohol, sexual activity/orientation, gangs, groups, individuals, or activities that are potentially dangerous, disruptive, hazardous, or a detriment to the school environment are prohibited.

RESIDENTIAL EXPECTATION

In common areas, including hallways, common restrooms, and common/study areas, students must wear proper attire to include a top, bottoms, and undergarments. Sleepwear is prohibited in common areas.

ANTI-HARASSMENT/BULLYING POLICY

No student shall engage in nor should any be subjected to bullying, harassment violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, after an investigation by ASCTE administration.

DEFINITIONS

- a. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics. To constitute harassment, a pattern of behavior may do any of the following:
 - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- b. The term “bullying” as used in this policy means any unwanted, aggressive verbal, written, electronic, social, physical behavior that involves a real or perceived power imbalance that is repeated or has the potential to be repeated, over time.
 - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- c. This includes “cyberbullying” any act of harassment, intimidation, discrimination or bullying committed through the use of digital technology, including but not limited to, email, blogs, cell phone, social media (Facebook, Twitter), chat rooms, instant messaging, or the use of data or computer software that is accessed through a computer, computer system or computer network.
- d. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- e. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- f. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefits, activity or opportunity for which the student is or would be eligible.

- g. The term “discrimination” as used in this policy means unjust or prejudiced treatment of students based on personal characteristics set forth below.
- h. The term “student” as used in this policy means a student who is enrolled in the Madison County School System.

DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, harassment, violence, intimidation, or discrimination; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; (3) to refrain from placing a student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristics of the student that is identified in this policy.
- b. Bullying, harassment, violence, threat of violence, intimidation, and discrimination are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim:
 - Race, Color, Religious preference, Disability, Age, Gender, National origin, Citizenship, Non-English speaking ability, and/or Homeless status.

REPORTING, INVESTIGATION, AND COMPLAINT RESOLUTION PROCEDURES

- a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the President’s Office or Student Affairs’ office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal custodian and delivered to the President or President’s designee by either mail or personal delivery. At the request of the complaining student or the student’s parent or legal custodian, incidental or minor violations of the policy may be presented and resolved informally.
- b. Upon receipt of the complaint, and evidence, if applicable, the President or the President’s designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in the following manner.
 - i. The President or President’s designee shall investigate all complaints within ten (10) school days of the date of receipt of the complaint.
 - ii. The President or President’s designee shall use the Complaint Action Form to document actions taken throughout the investigation within twenty (20) days following the investigation.
 - iii. The President or President’s designee, within thirty (30) school days of the receipt of complaint, shall complete Investigative Summary Report and mail to the parents of the complainant.
- c. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures to prevent a recurrence of the violation(s) may also be imposed by the President or ASCTE.
- d. Acts, reprisal, or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

CONSEQUENCES OF VIOLATION

A series of graduated consequences is outlined in the Code of Student Conduct. The extent of the action taken will be determined by the degree and nature of the harassment. Such action may include disciplinary measures within Board policy guidelines. In certain cases, law enforcement or other appropriate government agencies may be contacted.

PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES, AND FORMS

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and custodians, and employees by such means and methods as are customarily used for such purposes, including publication on the Board's website, the Student Code of Conduct, Student Handbooks, or from ASCTE's Dean of Students.

DRUGS/ALCOHOL/PROHIBITED ITEMS AND WEAPONS

ASCTE strives to maintain a positive learning environment for its students that is safe and drug free. As such, there are items that are prohibited for students. The following list is not an exhaustive list and ASCTE reserves the right to change, add, or re-classify any substance and discipline students according to the Code of Conduct:

TOBACCO

Students shall not bring, possess, use, or sell tobacco/tobacco products in any form on school grounds or school activities. These items include, but are not limited to, electronic cigarettes; e-Cigarette, personal vaporizers, electronic nicotine delivery systems, or tobacco instruments/paraphernalia. Any student in violation of this policy will be subject to disciplinary consequences outlined in the Code of Conduct.

DRUGS and ALCOHOL

Students are not to bring, possess, have in their personal belongings, or use on school grounds or school activities any drugs or alcohol. This includes any illegal drugs, oils, derivatives, synthetic drugs, prescription medication, over the counter medication, drug paraphernalia, electronic cigarettes, e-Cigarettes, personal vaporizers, or electronic nicotine delivery systems; drug seeds and/or residue, simulated drug substances, alcohol or products containing alcohol, medication not prescribed for use by the student, and over the counter medication (outside of the Medication policy). Any student found to be under the influence of or having consumed any of the outlined items is subject for disciplinary actions outlined in the Code of Conduct.

DRUG SCREENING

Beginning 30 days after enrollment, students may periodically and randomly be selected for drug screening. ASCTE reserves the right to screen urine, hair, blood, breath, or saliva. Since screening is random, some students may be tested multiple times and others not tested at all. A negative test result does not exempt a student from future testing. ASCTE reserves the right to test any student to which there is reasonable suspicion that the student has used drugs or alcohol. The President will confidentially communicate the results positive or negative to the student's parents. If the results are positive, then the student will be subject to disciplinary review and be referred to an outside agency for counseling/rehabilitation at the parent's expense. Refusal to undergo screening is grounds for dismissal.

WEAPONS

In accordance with the Code of Alabama §16-1-24.1, weapons are not permitted on school property in Alabama. Students who violate this policy are automatically subject to dismissal/expulsion. ASCTE strictly prohibits the possession, use, and/or threat of use of weapons on campuses. Weapons include, but are not limited to:

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

ACCEPTABLE USE POLICY/ELECTRONICS POLICY (AUP)

ASCTE provides its faculty, staff, and students with access to information and computing resources. Each member of the ASCTE community has basic rights and responsibilities that are unethical to violate or ignore. All members of the ASCTE community are accountable for their use/misuse of these resources. Appropriate use of these resources are legal, ethical, respectful of intellectual property, data, resource consumption, security systems, individual rights to privacy, individual rights to freedom from intimidation and harassment, and appropriate in the areas of expression and communication.

Access to these resources is a privilege and not a right and may be revoked by the school administration at any time for misconduct. ASCTE reserves the right to limit the content of material that students read due to legitimate pedagogical concerns and the right to monitor, track, and, when necessary, examine all computer use at ASCTE. This includes but is not limited to:

- Protecting students' exposure to inappropriate sites/content by installing filters
- Tracking of students' use by maintaining historical system logs.
- Searching personal computers when there is evidence or suspicion of misuse or infraction
- Viewing or inspecting any file, transmission or programs on personal computers.

Prohibited activity/behaviors are subject to disciplinary action up to and including termination, prosecution (where applicable), and/or restitution for damages/loss. The following actions are prohibited by any ASCTE student:

MINOR VIOLATIONS

- a. Accessing another individual's materials, information, files folders, or work without the permission of that person
- b. Violating copyright or otherwise using the intellectual property of another individual or organization without permission
- c. Using passwords other than one's own
- d. Giving out personal information online such as full name, home address, phone number, etc.
- e. Using software that has not been assigned or approved by staff
- f. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by the district administration, teachers, or other appropriate district staff
- g. Seeking to gain or gaining unauthorized access to information resources or other computing devices (level 1 hacking)
- h. Accessing chat rooms, and sites selling term papers, book reports and other forms of student coursework
- i. Intentionally wasting limited resources
- j. Negligent care of or accidents to computers resulting in repeated repairs to a singular computer or multiple computers.

INTERMEDIATE VIOLATIONS

- a. Accessing, uploading, downloading, posting or distributing pornographic, obscene, or sexually explicit material
- b. Transmitting obscene, abusive, sexually explicit, or threatening language
- c. Broadcasting unsolicited messages ("spamming")
- d. Using the network for commercial purposes
- e. Harassing, insulting, or attacking others
- f. Damaging, debilitating, disabling, or altering the setup of computers, computer systems, or computer networks (this includes changing workstation or printer configurations) as set by the system administrator

MAJOR VIOLATIONS

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- b. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroy the data of another user, including creating, uploading, or intentionally introducing viruses
- c. Gaining unauthorized access ("hacking") to resources or entities
- d. Invading the privacy of individuals
- e. Using personal devices (Hotspots, Myfi) to circumvent the network

CRIMINAL VIOLATIONS

Any of the uses named above that violate any local, state, or federal statute

PERSONAL DEVICES/TECHNOLOGY ETIQUETTE

ASCTE permits the use of personal technology on campus. This technology includes, but is not limited to, laptops, desktops, cell phones, tablets, Blackberries, PDAs, language translators, video players, and audio players. Students are expected to use these devices properly and within the guidelines set forth by ASCTE. Personal technology is permitted in the classroom provided permission has been granted by the course instructor. Devices may be confiscated or searched in the event that ASCTE believes: (a) that a user may be in violation of the law, the AUP, or any other school rules of conduct; (b) that a person or property is in jeopardy; or (c) that the device has become a distraction to the learning environment. Students are expected to demonstrate the following personal device manners:

1. Be courteous to those around you and set your device on silent/vibrate during class or activity
2. Be respectful so that your device does not cause you to disrupt, distract, or ignore others
3. Do not text or make/take calls during class, a meeting, at the dining table, or during a conversation with faculty/staff
4. Speak softly and when possible, move at least 10 feet from buildings, windows, or others when making/taking a call
5. Watch your language, especially when others can overhear you
6. Avoid talking about personal or confidential topics in a public place
7. Avoid texting or sending private information because it can be forwarded
8. Do not put your safety or anyone else's safety at risk by looking down at your device while crossing roads, driving, walking on uneven ground/near lampposts, walking in crowded places, pouring hot beverages, or such activities that require a sensible amount of attention.
9. Do not become addicted to your device and engage with the activity/event/interaction
10. Mind the volume of your device and the brightness of your screen

Financial Affairs

FEES

ASCTE is a public state-funded residential magnet school serving grades 9-12. ASCTE does not charge for tuition or housing for residential students residing within Madison County or within Limestone County east of I-65. However, fee assessments are established through school policy and administrative directive. Students with financial hardship may apply for assistance at the Student Affairs Office.

ANNUAL FEES

Commuter Students	Local Residential Students	Non-Local Residential Students
Application Fee - \$25	Application Fee - \$25	Application Fee - \$25
Meal Fee - \$900	Meal Fee - \$1500	Meal Fee - \$1500
Activity Fee - \$150	Activity Fee - \$300	Activity Fee - \$300
	Local Housing Fee - \$5000	
Total: \$1,075	Total: \$6,825	Total: \$1,825

1. Application Fee (applicants only) \$25

The Application fee is due when the applicants submit and application for review to attend ASCTE. This fee is non-refundable if the student is not accepted, decides later not to attend, withdraws during the school year, or graduates from ASCTE.

2. Graduation Fee (Seniors) \$175

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 of the student's senior year. This fee is non-refundable.

3. Activity Fee - \$150-\$300

This fee covers programming for students. This fee is due at the beginning of each school year.

4. Local Housing Fee - \$5,000

This fee is for any local student who resides within Madison County or within Limestone County east of I-65. At least ½ of this fee must be paid by check in at the beginning of each school year and the balance paid the first week of January.

5. Student Dining Fees

All students are required to have a meal plan assessed. Breakfast and lunch will be available for all students each school day. Residential students will also have dinner and meals available on weekends. A student may receive dinner at an additional cost of \$5 per day. Meal Fees are listed below:

Meal Fees	Residential Students	Day Students	Payment Due
One time Payment	\$1,500	\$900	First Day of School
Two (2) Semester payments	\$875	\$500	Before the 1st day of each semester
Four (4) Quarterly payments	\$425	\$275	Before the 1st day of each term
Ten (10) Monthly payments	\$200	\$125	Before the 1st of each month

EXPENSES

The following is a list of other expenses that the student may incur during the school year:

- SGA club activities
- After-class and weekend activities (dorm parties, prom, winter formal, outings/ trips, intramural/athletic activities)
- Athletic teams
- Health services provided by the school nurse or other health care provider
- Yearbook
- Club Dues (some clubs will have dues, others will not)
- Class Trips
- Special Projects (some are fee-based, others are free)
- Spending money or credit card for incidentals, store trips, etc. (discretion of the parent).
- Common area needs
- Elective Courses (Driver's Education and AP courses/test)

STUDENT CHARGES

The following is a list of charges that students may incur during the school year.

Cost	Item description
UP TO \$2,700	Computer Loss/intentional damage to the computer, monitor, or view board (up to \$5,000)
\$78	Charger replacement
\$30	Physicals
Up to \$50	Doctor co-pays (residential students)
\$25-\$75	Room key fob

Residential Life

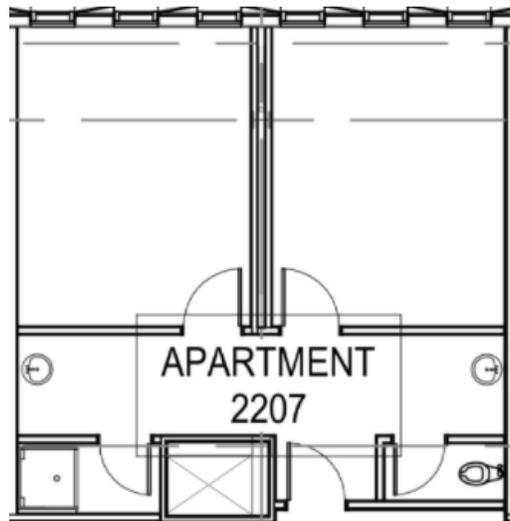
RESIDENTIAL HALLS

The dormitory is the students' home away from home. Dorm staff will ensure that the dorm environment reflects a fun and positive community where students feel safe and secure. Students are encouraged to participate in residential life activities. All residential students are expected to be in the residence hall beginning at 7:30pm on Sunday until classes end on Friday afternoon.

The dormitory is staffed with the Director of Residential Life, the Assistant Director of Residential Life, and residential assistants, all of which reside on campus. All ASCTE staff members share evening and weekend responsibilities, although the Director of Residential Life is responsible for coordinating dormitory duties and activities. Parents are encouraged to reach out to the residential staff member on duty (256-697-3871) to share information or concerns.

DORM ROOM

The dormitory sits perpendicular to the academic building. The dormitory consists of four floors with the bottom floor consisting of the cafeteria, locker rooms, and work out room while the top three floors are dedicated to residential living spaces for staff/students. Each room is double occupancy and is equipped with two beds, two desks, two chairs, and separate drawer spaces for each student. Bathrooms are shared among two rooms, and each bathroom has two sinks, a shower, and a toilet.



Dorm life enhances a student's life development skills and independence while building community among the students. Dorm room and roommate assignments will be given during orientation. All new students will have a roommate. All dorms and rooms have wireless internet service. We know that parents shop for dorm room items during the summer along with other school items. Below is a list of items for students:

Things students need

- Twin XL twin sheets, pillow, and comforter
- Towels and washcloths
- Alarm clock, lamp and flashlight
- Basic school supplies
- Plastic bucket or tray for shower toiletries
- Toiletries (shampoo, soap, toothbrush & paste, comb/brush etc.)
- Flip flops and a robe
- Laundry basket/bag, detergent, hangers
- Umbrella, rain jacket with hood
- Cold weather items (coat, scarf, hat, gloves)
- Headphones
- Cell phone

Computer/Electronics allowed

- Laptop, computer, iPad
- Printer
- Portable speakers
- HDMI or Ethernet cord
- Surge protector
- Headphones/earbuds
- Wireless keyboard/mouse

Things not needed, but nice to have

- Under bed storage
- Pictures from home
- Posters (secure with putty or tape, NO NAILS)
- Snacks/Drinks
- Mugs for hot drinks/soups
- Bulletin board, dry erase board, calendar
- Storage/shelving/crates
- Microfridge
- Extension cords
- Rain boots
- Mattress pad
- First Aid Kit

Things NOT allowed

- Flammables - Candles, matches, lighters, incense, etc.
- Microwaves, toaster ovens, crock pots, coffee pots, electric tea kettles, popcorn poppers, rice cookers, hot plates, or space heaters
- Halogen lamps, decorative string or rope lights
- Firearms (including hunting rifles, ammunition, bows, arrows, knives, air guns or paintball guns)
- Fireworks or explosives
- TV's and/or computer monitors larger than 19", stereos, stereo systems, projectors
- Pets
- Drones
- Personal network devices (routers, access points, etc)
- Hoverboards, bikes, rollerblades

*Although not required, it is strongly suggested that parent's purchase renter's insurance. This covers you in case of unexpected damage to the student's personal property while living in the dorm. ASCTE is not responsible for the student's personal property while on campus.

RESIDENTIAL EXPECTATIONS

- Remain in good standing throughout time in residence at ASCTE
- Own and maintain an active smartphone or internet connected device
- Carry their ASCTE ID at all times when on the ASCTE campus.
- Participate in mandatory study hall as outlined in the Student Handbook
- Participate in after-school clubs and athletics
- Attend and actively participate in floor meetings, hall programs, and community development activities.
- Review and understand the 2021-2022 ASCTE Student Handbook.
- All roommates are expected to complete and revise as necessary, a Roommate Agreement available from the Resident Assistant.

SCHEDULES/CURFEWS

In-residence	Sunday - Friday 7:30pm to 6:00am	
*In-dorm curfew <i>Based on grade level/good standing category</i>	Sunday - Thursday 7:30pm Juniors - 7:30pm Seniors - 10:00pm	Friday - Saturday 9:30pm Juniors - 9:30pm Seniors - 11:30pm
In my room curfew	Sunday - Thursday 10:00 pm	Friday - Saturday 12:00 am
Quiet Hours	Sunday - Thursday 7:30 pm - 8:00 am (daily)	Friday - Saturday 10:30 pm - 8:00 am (daily)
*Study Hours <i>Freshmen - mandatory daily Mon through Thurs</i> <i>Sophomores - mandatory 2 days per week</i>	Monday - Thursday 7:30pm - 9:00 pm	
Lights Out	Sunday - Thursday 11:00 pm	Friday - Saturday 1:00am
*Visitors <i>ASCTE does not allow overnight guests</i>	Monday - Thursday 3:30 pm - 7:00 pm	Friday 3:30 pm - 11:00 pm Saturday 8:00 am - 11:00 pm Sunday 8:00 am - 7:00 pm

*Visitors are only allowed in common spaces such as the main lobby, lounge areas, and bathrooms in lobby/lounge areas.

INSPECTIONS

ASCTE students will respect each other, their property, and their personal space. In doing such, students will keep personal and common areas neat and orderly. ASCTE reserves the right to inspect dorm rooms to ensure that this occurs. Violations will be documented as a residential demerit. Any student obstructing or refusing any reasonable search by authorized personnel is subject to disciplinary actions.

WEEKNIGHT INSPECTIONS - Ensures proper daily care of room and consists of the following:

- Bed made
- Floors clean and clear
- Food and beverages properly stored

WEEKLY INSPECTIONS - Ensures that dorm rooms are kept orderly and consists of the following:

- Furniture is properly maintained
- Food and beverages are properly stored/disposed of
- Trash is properly maintained

BREAK AND VACATION INSPECTION - Ensures that dorm facilities are safe and secure when school is closed. ASCTE reserves the right to inspect rooms during these times for cleanliness, health, safety or maintenance reasons.

RANDOM INSPECTIONS - Ensures that dorms are drug and weapon-free.

- **Unannounced health and safety inspections** - Student rooms and automobiles on campus will be inspected at least once a term
- **Automobiles** - All vehicles, either owned or operated by students, are subject to search.
- **Reasonable Suspicion** - If there is reasonable suspicion of a violation, health, or safety risk, any authorized faculty or staff member may conduct a search. An effort will be given to have the student present during the search.
- **Search and Seizure** - ASCTE does not conduct searches as a Law Enforcement Agency. The purpose of the search is to maintain the health and safety of the residential and school facilities. Any item found during a search that poses a risk to health and safety will be seized and confiscated. Illegal substances if found may be reported to the appropriate Law Enforcement Agencies. After investigation, any confiscated item may or may not be returned to the student or to the student's parents.

ROOM/RESIDENCE FINES: Final room and residence inspections are conducted at the end of the spring semester. Students will be charged for any cleaning and/or repair costs outside normal wear.

TRANSPORTATION SERVICES

ASCTE offers transportation for students on limited basis for the following reasons:

- Buses to South Alabama for residential students on weekends when the dorm is closed
- Buses from ASCTE to local internships for junior/seniors

ASCTE students may use public transportation when appropriate.

- Local students may utilize the Huntsville City transit system ([Click here for map](#) - Route 3)

Student Affairs

DRIVING PRIVILEGES

Any student who is sixteen years of age or older properly enrolled as a sophomore or higher at ASCTE and with proper documentation from the Department of Public Safety may apply for driving privileges. Students must present a valid driver's license, current vehicle registration, and current insurance documentation. Students will only be allowed to operate the vehicle that they register. Students and parents are responsible for the maintenance and upkeep of the vehicle. Insurance documentation must be updated at the beginning of each semester. Driving privileges may be revoked based on the student's good standing status. Any student with ten (10) or more absences will automatically lose driving privileges.

Progressive Driving/Parking Privileges

Freshman	Sophomore	Junior	Senior
No driving privileges	Limited driving - once a week to and from leave request and weekend leave	Restricted driving - weeknights until check-in at 7:30 PM and weekends until check-in at 9:30PM	Open driving - weeknights until curfew at 10:00 PM and weekends until curfew at 12:00 AM
No parking privileges	Parking on last row	Parking on last row (2nd selection privilege)	Parking on last row (1st selection privilege)
No riding with other ASCTE students (unless a sibling)	No ASCTE students allowed to ride unless specified by parents/guardians (1 maximum)	No ASCTE students allowed to ride unless specified by parents/guardians (2 maximum)	No ASCTE students allowed to ride unless specified by parents/guardians (no restriction)

ATHLETICS

ASCTE strives to educate the whole child and will offer sports based on the interest of the students. Athletes are expected to maintain high academic standards as well as demonstrate good sportsmanship. There is a \$50 participation fee per sport. All fees must be paid following tryouts and prior to the 1st game/competition. All student-athletes are required to have a physical on file with DragonFly before tryouts. Please create an account on <https://www.dragonflymax.com/> if interested in playing a sport. ASCTE has the following sports available:

Fall Sports	Winter Sports	Spring Sports
<ul style="list-style-type: none">● Volleyball (girls only)● Cross-Country● Swim	<ul style="list-style-type: none">● Basketball● Bowling	<ul style="list-style-type: none">● Soccer● Tennis● Track & Field

Depending on the number of eligible participants and enrollment numbers, ASCTE may only offer varsity level teams for some sports. Incoming freshmen for the 2022-2023 school year are only eligible to play at the junior varsity level.

HEALTH SERVICES

The Health Services will be available from 8:00 am to 8:00 pm Monday through Friday and provide quality physical and mental health care in a nurturing environment while preserving confidentiality. Health Services is active in the health and lifestyle of the students, and offers a variety of services, including but not limited to:

Health Services:

- Medication administration
- Emergency and injury care assessments
- Nursing assessments
- Referrals to specialists or screenings
- Transport for medical purposes

ABSENCES DUE TO ILLNESS

It is the student's responsibility to see the nurse before missing class when he/she becomes ill. (Please note: The nurse cannot excuse a student from a class that has already been missed.) If a class is missed, the student should notify the teacher of the absence by voicemail or email. The nurse can excuse a student from class due to illness and require the student to stay in the dorm room. The nurse also has the discretion of assigning hall or room restrictions based on illness. NOTE: If the student subsequently attends any other activities, curricular or extracurricular, while he/she is supposed to be in the dorm room, all classes will become unexcused.

COMMUNICABLE DISEASES

Students with any known communicable disease or parasite that is spread by any form of casual contact may be excluded from class/school in order to maintain a safe and healthy learning environment. ASCTE reserves the right to exclude any student, and such exclusion shall be for a period of time as may be prescribed by the local health department, school nurse, or physician. Before the student may re-enter school, a statement of clearance from the Department of Health, school nurse, or a physician is required.

MEDICATION

ASCTE strives to maintain the physical and emotional health of its students. Therefore, the parent must notify the school of any prescribed or over-the-counter medication the student uses and update this information regularly. Failure to notify the school of a change to the approved medications a student may possess could result in disciplinary action.

- Prescription Medication - All prescription medications must be turned in to the nurse's office **by the parent** and will only be administered if the parent has completed the Prescriber [Parent/Guardian Authorization Form](#). The medication must be delivered to the nurse in the original sealed container labeled with the following information:
 - Student's name
 - Name of medication
 - Method of administration
 - Frequency of administration
 - Dosage
 - Prescription number
 - Name of pharmacy

No expired (by date on the label &/or packaging) medications will be administered. Prescription medications may remain with the student for self-administration if authorized by the parents or guardians, doctor, and school nurse by completing and signing the "Self-Administration Authorization" section of the form.

- Over-the-Counter Medication - Students are not to have prescription or over-the-counter medications (OTC) in their possession. Parents must complete the [Parent/Guardian Authorization Form](#) and must be on file with the school nurse. The medication must be delivered to the nurse in the original sealed container. All OTCs must be kept in the nurse's office and may only be taken under the direction of ASCTE personnel. OTCs may remain with the student for self-administration if authorized by the parents or guardians and school nurse by completing and signing the "Self-Administration Authorization" section of the form.

COUNSELING SERVICES

Counseling Services will be offered through ASCTE during the school week by appointment Monday - Thursday between the hours of 8:00 am - 4:00 pm and Friday 8:00 am - 1:00 pm. These appointments will be scheduled at times which minimize disruption of classroom instruction. ASCTE will take reasonable and appropriate measures to accommodate students on an individual basis. Parents/guardians need to notify ASCTE of any health concerns, including mental health, that the student may have exhibited. ASCTE reserves the right to require a letter from the student's therapist/psychiatrist/psychologist, stating that the student can handle the academic and residential pressures at ASCTE. At any time, as a precautionary measure, ASCTE reserves the right to require a mental health evaluation at the parent's expense. If it is discovered that the school was not informed of the student's history, continued enrollment will be reviewed by the school administration.

Services Offered:

- Individual Counseling
- Family Support and Education
- Group Counseling
- Stress Management/Coping Skills Groups
- Collaboration with ASCTE team, student, and parents
- Mental Health training for staff
- Peer Support training for students
- Presentations that address Mental Health and Emotional Health topics throughout the year
- Assistance in connecting students with needed supports (tutoring, education and training, etc.)

MENTAL HEALTH

In addition to physical illness, ASCTE understands that students may also have mental health concerns. These concerns are temporary stemming from normal, transitional issues related to the academic pressure and/or adaptation to a residential environment. Other concerns may be more severe issues and long-term in nature. Regardless of the concerns, ASCTE will take reasonable and appropriate measures to accommodate students on an individual basis. Parents/guardians need to notify ASCTE of any health concerns, including mental health, that the student may have exhibited. ASCTE reserves the right to require a letter from the student's therapist/psychiatrist/psychologist, stating the student can handle the academic and residential pressures at ASCTE. At any time as a precautionary measure, ASCTE reserves the right to require a mental health evaluation at the parent's expense. If it is discovered that the school was not informed of the student's history, continued enrollment will be reviewed by the school administration.

Requesting a Mental Health Day

1. The student will contact their parent or guardian to inform them of the situation and talk through the reasons for requesting a mental health day.
2. The parent or guardian will send an email request for a mental health day to the Dean of Student Services and cc the mental health counselor.
3. The counselor will contact the student requesting a mental health day to assess the student (commuters - by phone and residential students either at the residence hall or at the school building).
4. Upon meeting with the student, a plan will be outlined for the day and this will be agreed upon by the counselor and student and will then be communicated to the parent or guardian.
5. The counselor will follow up with the student as needed to determine if further appointments are needed.

JASON FLATT ACT

SECTION 1 - Prevention of Suicide

The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention, and postvention with students at risk, their families, and their communities who may be affected. This act, which amends 16-28B-8 of the Code of Alabama 1975, includes prevention of harassment and violence. ASCTE will follow the ALSDE model policy.

SECTION 2

The Jason Flatt Act includes several elements which should be interpreted as Policy. ASCTE will:

- (1) Foster individual, family, and group counseling services related to suicide prevention.
- (2) Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
- (3) Foster training for school personnel who are responsible for counseling and supervising students.
- (4) Increase student awareness of the relationship between drug and alcohol use and suicide.
- (5) Educate students in recognizing signs of suicidal tendencies, other facts and warning signs of suicide.
- (6) Inform students of available community suicide prevention services.
- (7) Promote cooperative efforts between school personnel and community suicide prevention program personnel.
- (8) Foster school-based or community-based, or both, alternative programs outside of the classroom.
- (9) Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
- (10) Engage in any other program or activity which the Board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
- (11) Provide training for school employees and volunteers who have significant contact with students on the Board policies to prevent harassment, intimidation, and threats of violence.
- (12) Develop a process for discussing local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence with students.
- (13) Provide annual training for all certificated. School employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by the school system.

SECTION 3 - Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation, and (2) comply with ASCTE prevention strategies related to suicide prevention, intervention, and postvention support.

SECTION 4 - Responsibility of Reporting

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.

SECTION 5 - Promulgation of Policy and Related Procedures, Rules, and Forms

This policy, any procedures, and/or rules developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and staff through typical public means.

STUDENT SAFETY PLAN SUICIDE PROTOCOL

1. **REQUEST FOR ASSISTANCE** - Once a student has expressed ideation to harm oneself and/or others, the counselor will be notified immediately. If the counselor is not available, the nurse will be contacted to complete the Student Safety Plan Protocol. The counselor/nurse notifies the President IMMEDIATELY. If the President is not available, it is the President's designee's responsibility to notify the President. In the case of an emergency, 911 assistance will be called.

2. **PARENTAL NOTIFICATION** - Note: The counselor/nurse/president/president's designee will remain with the student until the parent/guardian arrives. The counselor/nurse/president/president's designee will contact and meet with the parent/guardian immediately. The purpose of the emergency conference is to discuss the student's immediate psychological and safety needs, including supervision. Topics to be discussed include:
 - a. current status of student.
 - b. student's exact reference to harm self and/or others.
 - c. importance of parental role in providing supervision.
 - d. steps to be taken to supervise the student (to ensure safety): line-of-sight supervision, removing all means of harm (e.g. removal of weapons, pills, knives, belts, shoe strings etc.) from the student's access, importance of continuous observation, etc.
 - e. assist the student/family in seeking medical/mental health services as needed.

If the counselor/nurse/president/president's designee cannot reach a parent/guardian by phone, they will call the emergency contacts that were provided by the parent/guardian. If the parent/guardian is unable to be located, the counselor/nurse/president/president's designee will call Huntsville Police Department Dispatch at (256) 722-7100 for assistance with locating the parent/guardian.

If the student is taken to the hospital, the counselor/nurse/principal/principal's designee will accompany the child. Once the parent/guardian arrives, the counselor/nurse/principal/principal's designee may choose to remain but is no longer required.

The parent/guardian will be asked to sign the Student Safety Notice and Notice of Emergency Conference Form. The parent/guardian will also be asked to indicate whether they will seek medical/mental health assistance for their child. This form acknowledges that the parent/guardian has been notified of his/her child's behaviors and the recommendations for treatment options. The form will be kept in a confidential file separate from the student's cumulative folder.

When the student returns to school, the counselor/nurse/president/president's designee will conduct a mandatory readmit conference with the student and parent/guardian. At that time, appropriate clearance documentation (i.e., discharge form, doctor's note, mental health clearance form, etc.) will be collected from the parent/guardian. A copy of this documentation should be attached to the school's copy of the Student Safety Plan Protocol and be sent to the Student Affairs Office, Guidance Department, in an envelope marked "CONFIDENTIAL."

3. FOLLOW-UP

During the mandatory readmit conference with the parent/guardian, the counselor/nurse/president/president's designee needs to obtain a copy of the release/discharge paperwork/medical clearance document showing that the student has been assessed by a medical/mental health provider. The counselor will conduct a follow-up conference with the student as soon as the counselor returns to campus and will continue to monitor the student once a week for four weeks and as needed through contact with student/teacher and/or observation.

FITNESS & WELLNESS

ASCTE supports and promotes a healthy lifestyle for our students and staff. The following services are available:

- **ASCTE Salon** - times will vary
- **ASCTE Weight Room/Locker Room** - times will vary
- **Academic Building** - open from 7:30 AM to 4:30 PM
- **Residential Common Spaces** - open from 3:00 PM to 5:00 PM (for non-residential students)
- **ASCTE Cafe** - open from 7:30 AM to 8:15 AM, lunch time, 3:00 PM to 5:00 PM by reservation

Appendix A - Who to Contact

Below is a listing of each person and their area of responsibility. Please contact this individual first. If emailing or leaving a message on voicemail, you should receive a response within 24-48 hours.

Mrs. Michelle Stovall-Whitlow (Student Affairs)

- General questions about students/student records
- Schedule Development/Student Schedules
- Good Standing/Behavior concerns
- Grades
- Transcripts
- Report Cards
- Student Clubs
- Honor Societies
- Student Activities (parties, extracurricular events)
- School Nurse
- Attendance
- REACH (day leave)
- Driving Permits/Enrollment Forms
- Driving & Parking Forms/requirements
- Address Changes

Dr. Rosemary Hodges (Academic Affairs)

- Institutional Effectiveness
- Policy & Procedures
- Government & Industry Partnerships
- Field Experience
- Internship(s)
- Course Design and Development
- Instructor Development & Efficacy
- Accreditation
- School Assessment
- SAT test Suite
- Student Ambassadors

Mr. Andrew Smith (Financial Affairs/Operations)

- Student Fees
- Payments
- School store
- Facilities/Operations

Mr. Aaron Brazelton (Admissions and Advancement)

- Annual Fund
- Admissions & Application process
- Campus Tours/Visits
- School fundraisers
- Student Recruitment/Retention
- Marketing/Website
- Recruitment events

Mr. Jordan Bolte (Residential Life)

- Residential Life program - residential hall/schedule
- Residential Assistants
- Weeknight/weekend Events
- Residential Meals
- Residential Transportation
- REACH (after school or weekend Leave)

Mr. Rick Yancey (IT)

- Network issues
- Connectivity
- Computer problems/repairs
- Technology Support

Mrs. Beth Blair (Counseling)

- Emotional/Mental Health questions/concerns

Mrs. Priscilla Krause (Chief of Staff)

- If the above individuals are unavailable and have not responded to email within 48 hours, she can answer or direct you about all things ASCTE
- To see/speak with the President