



**2020-2021**  
**Student Handbook**

## **INTRODUCTION**

The Lee County Board of Education believes that for students to be able to receive effective quality instruction, schools should be safe, orderly, friendly, and business-like. This handbook of policies and discipline procedures has been developed to help students, parents, and school personnel understand the behavior that is expected in our schools and to explain the consequences for violating the rules.

The policy of the Lee County Board of Education is to adhere to due process when carrying out the procedures contained within this handbook. Furthermore, the School Board and the educational staff employed by the School Board will comply with the elements of due process. A responsibility of the principals will be to familiarize their staffs with the due process procedures and provide each staff member with a copy of this handbook.

### **SUPERINTENDENT**

**Dr. James McCoy**

### **LEE COUNTY BOARD OF EDUCATION MEMBERS**

**Larry Boswell, President (District 2)**

**Milford Burkhalter, Vice President (District 1)**

**Ralph Henderson (District 5)**

**Roger Keel (District 4)**

**Larry Patterson (District 6)**

**Brian Roberson (District 7)**

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## **NON-DISCRIMINATION STATEMENT**

It is the policy of the Lee County Board of Education not to discriminate on the basis of sex, race, religion, creed, color, age, national origin, disability, migrant, homeless, neglected/delinquent, or English language learners in its educational program, activities, or employment. The Board further provides equal access to the Boy Scouts and other designated youth groups. Inquiries or complaints regarding compliance may be directed to the Lee County Board of Education, 2410 Society Hill Road, Opelika, AL 36804, 334-705-6000.

## CONTACT INFORMATION

Beauregard Elementary	334-705-6011
Beauregard High	334-705-6010
Sanford Middle	334-705-6040
Beulah Elementary	334-705-6021
Beulah High	334-705-6020
Loachapoka Elementary	334-705-6031
Loachapoka High	334-705-6030
East Smiths Station Elementary	334-664-4061
Smiths Station Freshman Center	334-664-4063
Smiths Station High	334-664-4060
Smiths Station Junior High	334-664-4070
South Smiths Station Elementary	334-664-4062
Wacoochee Elementary	334-664-4072
West Smiths Station Elementary	334-664-4050
Lee County Board of Education	334-705-6000
Maintenance Department	334-705-4170
Technology Department	334-705-4210
Transportation Department	334-705-4120

## **ABSENCES – DENIAL OF CREDIT**

Excessive absenteeism is a violation of the Alabama Compulsory Attendance laws. All schools in the Lee County System are required to monitor and report to the Truancy Officer any student that has been excessively absent from school. An attempt will be made to notify parents if absenteeism becomes a concern. If a referral is made to the Truancy Officer, several steps will be taken to try and rectify the problem. For instance, the parent may be contacted in person, by telephone, or by mail. If the student continues to be absent, an Early Warning hearing will be arranged with the Lee County Juvenile Court. A petition may be filed with the parent and child required to attend. If convicted of parental neglect, contributing to the delinquency of a minor, or if the child is found to need supervision, fines may be levied, as well as additional sanctions against the parent or child.

The attendance policy of the Lee County Schools states that credit may be denied automatically (grades 9-12) with excessive unexcused absences (including check-outs) from any class period. This policy may also be administered in determining if 7<sup>th</sup> and 8<sup>th</sup> grade students will be promoted. Excessive will be considered more than ten (10) unexcused days absent in full credit classes and more than five (5) unexcused days absent in half credit classes and may necessitate the student being given no credit for the classes missed. The administration of each school may make exceptions in cases of extended illnesses, accidents, hospital confinement, principal directed absences, or other just cases when prearranged in writing or by parent conferences.

## **ADDRESS, STUDENT CHANGE OF**

It is the responsibility of the parent/guardian to give the school his/her new address in writing and provide approved two new proofs of residence to the school office.

## **ADMISSION REQUIREMENTS**

Students enrolling in Lee County Schools shall be required to bring the following documentation: an updated immunization record, withdrawal documents or proper student records from previous school, two proofs of residency, and a photo identification of the accompanying parent/guardian. A parent/guardian must accompany any new student for enrollment procedures. Transfer students from an alternative school setting may also be assigned to the attendance zone alternative school. Migrant, homeless, foster children, English language learners, neglected/delinquent students may not be denied or delayed enrollment because of a lack of documents.

A school may request as part of the enrollment procedures a social security number as a unique student identification number for the student and/or a birth certificate for age verification. Please understand the disclosure of either a social security number or a birth certificate is a voluntary action on the part of the parent/guardian.

## **AEROSOL SPRAY AND PERFUME**

Lee County Schools strive to promote a safe environment for staff and students. In this regard, we ask that staff as well as students refrain from wearing heavy perfume or using scented body sprays while at school. Perfumes and sprays have been known to trigger asthma attacks as well as migraine headaches.

## **ALTERNATIVE SCHOOL**

There is an Alternative School in each attendance area. Goals of Alternative School are as follows:

1. To provide the opportunity and educational experiences to encourage a student to complete his/her education;

2. To foster maximum positive changes in attitude and behavior; and
3. To assist local school administrators by providing additional options for handling student discipline problems.

If a student transfers into the Lee County School System while serving in an alternative program at another system/school, he/she will serve the number of days assigned by the previous school system in the Lee County Alternative School program. Any student entering the Lee County School System with an excessive discipline record, previous violations of a serious nature, or returning from a treatment/juvenile facility/DYS may be subject to having a probationary period of 10 to 45 days in Alternative School as determined by the principal.

If a student receives Special Education Services, attendance in Alternative School will be addressed in his/her IEP. A special education student's IEP will be implemented in Alternative School. All special education students will have a transition plan implemented to facilitate smooth re-entry into the regular school program.

Students are referred to Alternative School if they present a serious, chronic discipline problem or commit a major offense. Students are referred to Alternative School, for 20 to 45 days by the principal or his designee. Students in Alternative School may not attend/participate in extracurricular activities. Students in Alternative School may not be transported by a Lee County School bus to or from school. Parents will be responsible for providing transportation for the student for the duration of the Alternative School placement. Any days missed (excused or unexcused) must be made up.

If the principal or designee determines that there is reasonable cause to believe that a student should be referred to Alternative School, the principal will hold a conference with the student and parent/guardian. (The parent/guardian will be given two opportunities to attend the Alternative School hearing. The meeting may then be held without them.) At this conference, the student may be represented by counsel. The principal or designee will present the evidence providing reasonable cause for referral to Alternative School. The student and parent/guardian may call witnesses and present evidence in opposition to the referral to Alternative School. Within 48 hours of the completion of the hearing, the principal or designee will notify the student and parent/guardian of the decision regarding referral to Alternative School.

If the student and parent/guardian are dissatisfied with the decision of the school, they may request a hearing before a hearing officer designated by the superintendent. If a hearing is requested, the hearing officer will notify the parent of the time and place of the hearing within five (5) school days after receipt of request. At the hearing the school will be allowed to present all the evidence supporting the decision to refer the student to Alternative School. The student and parent/guardian, who may be represented by counsel, may present witnesses and evidence of their own in opposition to the referral to Alternative School. Within 48 hours of the completion of the hearing, the hearing officer will notify the student and parent/guardian of the decision regarding the referral to Alternative School. The hearing officer will make a written report detailing the evidence that was considered, and the decision that was made. Any documentary evidence submitted to the hearing officer will be attached to the report. This report will be given to the student and parent/guardian.

If the student and parent/guardian are dissatisfied with the decision made by the hearing officer, they may appeal the decision to the Lee County Board of Education. The student and parent/guardian, who may be represented by counsel, may present witnesses and evidence of their own in opposition to the referral to Alternative School to the Board at the next regularly scheduled board meeting.

At the end of the assigned period in Alternative School, the principal is authorized to take any of the following actions:

1. Return the student to the regular school setting with counseling sessions;
2. Extend the period of assignment to Alternative School;
3. Refer the case to the court system for additional intervention; or
4. Recommend to the superintendent that the student be expelled.

The appeals process of any of these actions will be the same as the appeals process set out for the initial referral to Alternative School.

## ASBESTOS

The Lee County Schools follow the standard practices of the Operations and Maintenance Program as established under 763.91 of the AHERA (Asbestos Hazardous Emergency Response Act) Rule by the United States Environmental Protection Agency. Asbestos management plans are located in each school office and are available for viewing during regular school office hours. Asbestos concerns may be directed to the Lee County Maintenance Department at (334) 705-6000.

## ATHLETIC PARTICIPATION

Each school in the Lee County School System has an excellent athletic department, which offers varied types of participation to all of our students. We are proud of these extracurricular activities and encourage each student to play on the team he/she desires. Sportsmanship, teamwork, and citizenship are valuable traits gained through athletics. A student athletic interest survey is available and may be accessed through the Lee County Schools website ([www.lee.k12.al.us](http://www.lee.k12.al.us)) or by contacting your school principal.

If a student drops out of the athletic program, he/she will be placed in a physical education class for the remainder of that term. Core courses and academic classes take precedence over all athletic events and activities unless administrative approval is granted when necessary for travel to games, etc. Homeschool students are eligible to participate under the requirements and conditions set by the Alabama High School Athletic Association.

### REQUIREMENTS

1. Students entering the tenth, eleventh, or twelfth grades are to have passed, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units, during the last two semesters/terms in attendance and summerschool.
  - a. Four core curriculum courses are to be included in those units passed and averaged. (English, mathematics, science, and social studies are core curriculum courses.)
  - b. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
2. Students entering the eighth and ninth grades are to have passed during the last two semesters/terms in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
3. Students entering the seventh grade for the first time are eligible.

According to the Alabama High School Athletic Association and State Board of Education, a new unit or subject is one that has not been previously passed. A semester/term is half of a school year as defined by the local school system. It is the school system's intent to have each athletic participant follow Alabama High School Athletic Association's rules and regulations.

### GUIDELINES

1. Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester/term by meeting the academic requirements.
3. Only one unit (or subject) of physical education per year may be counted.
4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the grade average.

5. An accredited correspondence course may be accepted by the school system but is to be completed before the school year starts.
6. For eligibility purposes, no special education, extra work, make-up work, tests, review, etc. may be given for the purpose of making a student eligible.
7. To be eligible, all students (including repeaters and hold-backs) are to be enrolled in a specified number of new units at the school they represent.
  - a. Ninth, tenth, and eleventh grade students should be carrying at least six new units (three per semester on a 4x4 block schedule).
  - b. Seniors that are on track for graduation with more than the required number of units earned should be carrying at least five new subjects.
  - c. The eligibility of a student who has attended another school during the preceding year is to be established by a transcript from that school before the student is permitted to participate at the new school.

## **ATTENDANCE**

It is the belief of the Lee County Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured in such a fashion that regular attendance is necessary in order to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents/guardians in accomplishing this objective.

### **EXCUSED ABSENCES**

Alabama law requires all children between the ages of six and seventeen to attend school. Administrators and teachers will make reasonable efforts to encourage attendance by students and to inform parents when there are attendance problems. The final responsibility for each student to comply with Alabama attendance laws, however, rests with each student and his/her parent/guardian. Students should make every effort to do the following: to attend all classes daily; to be on time; to provide appropriate documentation for all absences; and to request, complete, and turn in on time all make up work given for excused absences. Absences should be followed by a written statement of the parent/guardian giving date(s) and reason(s) for the absence(s). A maximum of 5 days per semester will be excused with a parent note, after which, in order for an absence to be excused there must be a doctor's excuse. Students have three (3) days to provide this written explanation. Absences are excused as follows: pupil too ill to attend school; inclement weather which would be dangerous to the life or health of the child if he/she attends school; legal quarantine; death in the immediate family; emergency conditions as determined by the superintendent or the principal; and permission from the principal and consent of the parent(s)/guardian(s). All other absences are unexcused. Repeated unexcused absences or a pattern of absences will not be tolerated and may be considered a violation of the Alabama attendance law.

### **EXCUSED ABSENCES FOR MILITARY-CONNECTED STUDENTS**

Lee County Schools may grant additional days of excused absences to military-connected students whose parent/guardian is called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting. The conditions under which the local school may approve excused absences are: (1) the absence must be pre-approved by the principal or designee; (2) the student must be in good standing; (3) the student must have a prior record of good attendance; (4) missed work must be completed and turned in within the school's allotted time period; and (5) the absence may not be during standardized testing dates.

### **PERFECT ATTENDANCE**

A Perfect Attendance Certificate is given to any student in the system who has not been absent from any class during the entire school year. Each school is responsible for securing and presenting this certificate.

## TRUANCY

The major reasons that students drop out of school are poor attendance, truancy, and failure to move up in grade classification. Students must attend school to achieve. Society demands that young people are to be educated to meet the technological advances present in the world of work. The Alabama compulsory attendance laws require that all young people between the ages of six (6) and seventeen (17) attend school. The law also states that parents or guardians are responsible for their child's regular attendance and proper conduct. Parent(s)/guardian(s) must provide the child's teacher/administrator an explanation of each absence within three days after the student returns to school. If the parent or guardian fails to provide this information to the teacher/administrator, each student's absence may be recorded as unexcused or truant.

The following procedures for handling truanancies shall be uniformly administrated throughout the Lee County Schools:

**1. First Truancy (Unexcused Absence)**

- A parent must be contacted and provided a copy of Alabama's compulsory attendance laws upon the **first unexcused student absence**.
- Parent(s)/guardian(s) have seventy-two hours /three (3) days to respond in writing with an explanation for the student's absence. If no explanation is provided, the child is considered truant for that absence.

**2. Third Truancy (Unexcused Absence)**

- A parent must be notified.

**3. Fifth Truancy (Unexcused Absence)**

- The parent(s)/guardian(s) will be required to attend a conference at the school with the attendance officer and/or principal /designee and/or participate in an Early Warning Program conducted by the juvenile court. Attendance at these meetings is mandatory.

- 4.** Any parent/ guardian, or child who does not attend any of the scheduled meetings will be subject to having a **complaint or petition** filed in accordance with the Code of Alabama (1975).

**5. Seventh Truancy (Unexcused Absence)**

- Beginning with the **seventh unexcused absence**, a petition/complaint is subject to be filed against the parent(s)/ guardian(s) and child (when age appropriate) with the Juvenile Court of Lee County.

In addition to the Early Warning Program, Lee County Schools are required by law to inform the parent(s)/guardian(s). **Alabama Code 16-28-12 (1975) - Failure to attend; penalty – Written policy – Failure to report violations** reads as follows:

- A. Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly concur himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, this offense is punishable by a fine of up to \$500 or a sentence to hard labor for the county for a period not to exceed 12 months or both. The absence of a child without the consent of the principal or teacher of the school he/she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
- B. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself/herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education



and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report such suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his/her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

Amending Section 16-28-16 of the Code of Alabama 1975; specifying that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state; providing an effective date; and in connection therewith would have as its purpose or effect the requirement of a new or increased expenditure of local funds within the meaning of Amendment 621 of the Constitution of Alabama of 1901.

Each child who is enrolled in a public school shall be subject to the attendance and truancy provisions of this article except that any parents/guardians who voluntarily enrolls their child in public school, who feels that it is in the best interest of that child shall have the right to withdraw the child at any time prior to the current compulsory attendance age.

Parental Responsibilities required in Section 16-28-12 are as follows:

1. To enroll their child;
  - Every child between the ages of six and seventeen years shall be required to attend school.
2. To ensure regular attendance by his/her child;
  - Attendance requirements as set forth in the Early Warning Program will continue to be followed to ensure regular attendance.

Pupil Responsibilities:

1. To attend school regularly;
2. To conduct himself/herself in accordance with written policies on school behavior.

## BUS PROCEDURES

**It is illegal for unauthorized individuals to enter a school bus. Violators will be prosecuted. Parents/guardians are not authorized to enter a school bus. Concerns should be directed to the principal at the school office.**

To maximize safety and assure consideration of others, bus drivers and school officials must set high standards of student conduct. Public school transportation is a privilege and certain behaviors are expected of students who participate in the school transportation program. The driver of the school bus will assume such authority for control of students who are transported to or from school as may be assigned by the principal. The bus driver will maintain student discipline and responsible conduct of all students who participate. To protect the privacy of other students on the bus, parents will not be allowed to view bus video. Parents are responsible for their child's safety and behavior at the school bus stop.

## PROCEDURES, POLICIES AND RIDER NOTES

Although we would love to accommodate everyone's request regarding door service, it is simply impossible and unsafe to do so. The State of Alabama and Lee County practices the policies/procedures for the National Center for Safe Routes to School and the Pedestrian and Bicycle Information Center. We also strive to follow guidelines and procedures set forth by the National Highway Traffic Safety Administration. The following procedures are just a few which are often questioned by many:

- Stops in or out of residential areas with speed limits exceeding 35mph may not be located within 300 feet of each other
- Students must be at the bus stop. Buses will not wait in the roadway for any child to load a bus, for that puts all others on the

bus at risk

- Students are to be picked up and dropped off daily at the same location unless special accommodations are made by local school administration
- Lee County Schools avoids stops that require back-ups. Certain situations warrant a backup. If required, perform pickups before backup and drop offs after backup
- Generally, buses will not travel down cul-de-sacs unless picking up children with disabilities
- There must be a safe location to turn the bus around without accessing private property
- All stops should provide sufficient visibility for both students and drivers
- Students should remain 12 feet from the physical “bus stopping position” while waiting on bus for pickup
- Acceptable walking distances for children from home to the bus stop are up to .2 tenths of a mile, depending on the location/ environment
- Parents will ensure the child’s safety between the home and the school bus stop
- Any system in the U.S. reserves the right to deny transportation to anyone living within 2 miles of the school in which the child attends
- If a bus stop is not active for a two-week period, the stop will be discontinued until the district is notified of its need to serve. At this time, it could take up to 3 days to reactivate service
- Although transportation needs are accommodated within 2-3 days, the school system may need up to 10 days to provide transportation for a new location or Special Needs child
- Due to confidentiality, no parent is allowed to view any bus video unless court ordered

It is imperative that the above-mentioned guidelines, procedures and policies be followed to ensure safety for all students who are transported. Please make it known that although we wish to transport your child to school, safety is our primary concern. Please ensure you and your child understands the rules, discipline policy and bus stop procedures in which Lee County exercises. Bus rider rules and discipline policies can be found both here on the website and in the student handbook. Lee County will cease to transport any child who cannot follow safe transportation procedures. Your cooperation as a student and parent is greatly appreciated.

## **BUS RULES**

1. Stay off roadway while awaiting a bus.
2. When crossing in front of bus, stay ten feet from bumper and wait for driver’s signal before crossing.
3. Obey and cooperate with the bus driver (bus drivers may assign seats for students).
4. Be at the bus stop on time (times may vary as much as 10 minutes due to traffic, inclement weather, or other unforeseen situations).
5. Be seated immediately after boarding and remain seated properly.
6. Do not scuffle with or harass other students.
7. Do not commit careless or willful acts which may cause injury to others.
8. Do not fight, quarrel, yell, or use profanity.

9. Keep all body parts and belongings out of the aisle and feet on the floor (bags, backpacks, and other items must be in lap).
10. Keep all body parts inside the bus and ensure no objects are thrown out of the bus.
11. Do not eat (food or candy), drink, or chewgum.
12. Keep bus clear of trash by not littering.
13. Ride to and from school on the bus assigned, unless administrative approval is given specifying an alternative bus for that student.
14. There should be no sounds coming from any electronic device that can be heard by neighboring students or the driver.
15. Students will be picked up and dropped off at their residence or designated stop only.
16. Students are assigned to a particular bus and should not ride another bus without a note from their parent/guardian that has been approved by their school's administration.

## **BUS DISCIPLINE**

Students are expected to honor three fundamental behavior clusters while riding any school bus: respect, responsibility, and safety. These behavior clusters are categorized into minor offenses and intermediate/major offenses.

### **MINOR OFFENSES**

Minor offenses include the following:

1. Acts that disregard respect for other passengers.
2. Irresponsible acts.

Written warnings are issued directly to the student/parent for the first two minor offenses by the bus driver. The third minor offense will be reported to a school administrator for disciplinary action as established by the Lee County Schools Code of Conduct and deemed appropriate by the local school administration.

### **INTERMEDIATE/MAJOR OFFENSES**

Intermediate/Major offenses include the following:

1. Vandalizing the bus. Vandalism may result in student not being allowed to ride the bus until damages are paid in full.
2. Any act that could impact the safety of any school bus rider, including oneself.

Intermediate/major offenders may be punished using the discipline code of conduct. All intermediate and major offenses will be automatically reported to the school administrator for disciplinary action as established by the Lee County Schools Code of Conduct and deemed appropriate by the local school administration.

## **DISCIPLINE LADDER FOR SCHOOL BUS**

### **Grades K-6 (Minor Offense)**

1 <sup>st</sup> Minor Offense to administrator (3 <sup>rd</sup> referral) --	<i>1 Day off Bus</i>
2 <sup>nd</sup>	<i>2 Days</i>
3 <sup>rd</sup>	<i>3 Days</i>
4 <sup>th</sup>	<i>1 Week</i>
5 <sup>th</sup>	<i>2 Weeks</i>

6 <sup>th</sup>	<i>1 Month</i>
7 <sup>th</sup>	<i>6 Months</i>
8 <sup>th</sup> (10 <sup>th</sup> referral)	<i>1 Year</i>

**Grades K-6 (Intermediate/Major Offense)**

1 <sup>st</sup> Major Offense	<i>1 Day off Bus</i>
2 <sup>nd</sup>	<i>1 Week</i>
3 <sup>rd</sup>	<i>1 Month</i>
4 <sup>th</sup>	<i>1 Year</i>

**Grades 7-12 (Minor Offense)**

1 <sup>st</sup> Minor Offense to administrator (3 <sup>rd</sup> referral) --	<i>1 Day off Bus</i>
2 <sup>nd</sup>	<i>1 Week</i>
3 <sup>rd</sup>	<i>2 Weeks</i>
4 <sup>th</sup>	<i>1 Month</i>
5 <sup>th</sup> (7 <sup>th</sup> referral)	<i>1 Year</i>

**Grades 7-12 (Intermediate/Major Offense)**

1 <sup>st</sup> Major Offense	<i>1 Week off Bus</i>
2 <sup>nd</sup>	<i>1 Month</i>
3 <sup>rd</sup>	<i>1 Year</i>

Note: Any discipline action may be increased at the discretion of the local school administrator.

**CELL PHONES AND ELECTRONIC DEVICES (Bring Your Own Device = BYOD)**

The goal of BYOD programs is to expand opportunities for 21<sup>st</sup> Century learning. However, using personally owned devices at school is a privilege, not a right. This privilege may be revoked for the student body as a whole or for students individually at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens. This initiative is being phased in to Lee County Schools as a pilot practice. The building level principal and local school handbook shall provide specific information as to the depth at which the BYOD initiative is implemented within a specific school.

**DEVICES PERMITTED:**

The following devices are permitted. Items may be added or deleted at the discretion of the school administration.

- Laptops, netbooks, Chromebooks
- Tablets (iPad, Xoom, Galaxy, Surface, etc.)
- E-Reader/tablets – (Kindle, Nooks, etc.)
- Internet accessible cell phones (iPhone, Android & Windows-based smart phones)

## **RULES AND CONDITIONS:**

The following rules and conditions are specific to the school's BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct.

### **WHERE/WHEN/STORAGE**

1. Students may only use their device in the classroom when instructed to do so by their teacher.
2. Students may not use their device to text or update personal sites/accounts during school hours.
3. Students may not use their device in common areas (hallways, cafeteria, etc.) unless specifically instructed to do so by a teacher or school administrator.
4. Students may only use their device in the library/media center with the permission of the media specialist.
5. Students may use their device while on school buses as described by the transportation policy.
6. Students should not ask teachers or staff to 'hold onto' or store their device.
7. Administrators should not be asked to retrieve devices left in school lockers.

### **NETWORK/INTERNET ACCESS/ELECTRICAL**

1. Students should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for students found to be visiting websites which are blocked by the District's filter.
2. Personal devices may only connect to the school's 'guest' network. Although some devices may not be able to connect to the 'guest' network, the school will not alter network settings in order to allow such devices to connect.
3. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network. All schools are not currently equipped to support all students connecting to the wireless network.
4. Students should bring devices fully charged to school. Access to electrical outlets for charging should not be expected.

### **THEFT/LOSS/DAMAGE/TROUBLESHOOT/INSPECTION**

1. The school/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices.
2. The school/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.
4. School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

## **CHEATING, HONOR CODE**

In the event a student is caught cheating on an assignment or test, he/she will receive a zero or other appropriate disciplinary measures and parent will be contacted.

## **CHECK-IN AND CHECK-OUT**

### **CHECK-IN**

Students who come to school late will check-in through the office for an admission slip to enter the classroom. The teacher will not admit a student to class without this slip. A student at the high school level is to bring a written statement from his/her parent indicating the reason for the student's being late. A student who has an unexcused absence for half of the day will be recorded as absent that day and cannot participate in any school activity scheduled for that day unless he/she has a doctor's excuse.

### **CHECK-OUT**

All students must remain on campus at all times or disciplinary action will be taken. This is from the time the student arrives on campus in the morning until school is dismissed in the afternoon. If a student becomes ill during the school day and wishes to go home, he/she must request permission to check-out in the principal's office. The office will notify parents so arrangements may be made for getting home. A student who leaves campus without signing out through the office may be subject to disciplinary actions for skipping.

Students will be allowed to check-out three (3) times per semester with a verified note. The parent may come to the office and check-out the student personally. All check-outs must be approved by a school administrator or his/her designee. A student with an unexcused check-out may not receive graded credit on missed work. Any exceptions to this policy must be approved in advance by the principal. Caution: Please keep in mind that excessive tardies and/or check-outs may result in academic penalties and possible action taken by the Lee County Truancy Officer as is the policy of the Lee County Board of Education.

## **CHEERLEADER, SELECTION CRITERIA**

The varsity and junior varsity cheerleaders promote school spirit and the crowd's involvement during athletic events. They may lead pep rallies and other fun events to encourage spirit among students. Cheerleaders are chosen through a detailed written procedure. This written procedure is available and may be requested from the principal.

## **COMMUNICABLE DISEASES**

Every student enrolled in the Lee County School System must have received vaccinations for various communicable diseases as indicated on the immunization record. No student should come to school if he/she is known to have an illness or condition which is highly contagious. This may include, but not be limited to, conjunctivitis (pink eye), head lice, chicken pox, etc. If it is discovered that a student has one of these illnesses/conditions, he/she will be sent home and will not be allowed to return until the school is provided with a written note from a physician, or an appropriate health care provider, or cleared by the school nurse. (Please see next page for more details.)

### **HEAD LICE**

There are no scheduled head checks at school. If a student is suspected of having lice they will be referred to the school nurse. The school nurse will verify presence of live bugs or viable nits and notify the parent. The school nurse being the most knowledgeable professional in the school community, will provide guidance to parents/guardians regarding "best practices" for pediculosis management. The goal is to contain infestation, provide health education for treatment, prevent overexposure to hazardous chemicals and minimize school absences.



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*A Tradition of Excellence – A Vision for Tomorrow*

Dear Parent or Guardian;

Communicable diseases are those diseases that may be transmitted from person to person and are the most common cause of school absenteeism. If your children wake up not feeling well and/or with a temperature, please keep them home. Not only are they not at their best to learn, but they might very well infect their peers, teachers and other staff.

Here are a few guidelines to follow during the school year:

Students should stay home from school if they have:

- Fever of 100.5 degrees or more
- Undiagnosed rash
- Vomiting, nausea or abdominal pain
- One or more episodes of diarrhea
- Complains of severe earache, with or without fever
- Severe sore throat with symptoms indicating possible strep throat
- Symptoms of pink eye – which include pink or red color in the white of the eye(s). Eyes which are itchy, scratchy, or have any discharge or crusting of eyelids or lashes.
- Persistent cough
- Any sore oozing fluid or pus

Students should remain home:

- For 24 hours after their temperature returns to normal, without medication.
- For 24 hours after vomiting and diarrhea have ended
- Until a physician has determined the results of a throat culture for strep
- For 24 hours after their first dose of medication with a diagnosis of strep throat or conjunctivitis (Pink Eye)

It is important that these symptoms are recognized quickly and steps are taken to stop them from spreading to safeguard the health of all students and staff. If you have any questions or concerns you may contact the nurse at your child's school.

Sincerely,

Health Services  
Lee County Board of Education

## CORPORAL PUNISHMENT

Corporal Punishment - The Board does not permit the use of corporal punishment as a consequence for inappropriate behavior provided that school personnel are not prohibited from using appropriate physical contact or intervention in response to emergencies or other circumstances reasonably requiring such actions.

## CREDIT FLEXIBILITY

In addition to traditionally completing courses, students may now pursue high school credit via three Credit Flexibility options:

- Credit Recovery
- Credit Advancement
- Dual Enrollment/Dual Credit

Students may apply for Credit Flexibility in courses that count as either academic or elective credit toward high school graduation. Any course that appears in the Lee County School High School Course Description Handbook is eligible, except where the course is managed by an approved third party e.g., Advanced Placement.

Students may also apply for Credit Flexibility for courses that count as either academic or elective credit toward high school graduation which do not appear in the Lee County Schools High School Course Description Handbook e.g., a Southern Union State Community College or Chattahoochee Valley Community College, an ACCESS course.

There is no limit to the number of courses or credits that a student may apply to earn through Credit Flexibility.

## FLEXIBLE CREDIT OPTIONS

### Credit Recovery

Students may recover course credits for failed courses completely online with very little face-to-face teacher-student or student-student interaction.

### Credit Advancement

Students may pursue course credits toward an Alabama High School Diploma completely online with very little face-to-face teacher-student or student-student interaction.

### Dual Enrollment Credit

High school credit can be earned for college or university courses not offered at the student's zone school. A three-credit college/university course equals one unit of high school credit.

## CUSTODY REQUIREMENT

Each student must attend school in the district where the student maintains a bona fide residence with the custodial parent(s), legal custodian, or legal guardian (court decrees). Students entering the Lee County schools from other attendance areas must have a withdrawal form from the previous school, an up-to-date immunization slip, and two verifications of residence that he/she lives in Lee County within the school district with parent/custodian/guardian. A parent/custodian/guardian should accompany a minor during admission procedures. Parents, note that once a student's custody/guardianship is awarded to another person, the parent gives up all rights to the student while he/she is in school. The school must communicate with the custodian/guardian regarding all matters including academic performance and attendance.



## **DETENTION**

### **TEACHER DETENTION**

Each classroom teacher has the authority to assign students in his/her classes to detention after school for minor offenses. The parent is responsible for providing transportation if a student is assigned detention. A reasonable attempt will be made to notify parent(s) prior to the assignment of a student to detention. If the parent is notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned following notification of the parent(s). Each teacher will be responsible for supervising his/her detention.

### **ADMINISTRATIVE DETENTION**

The administration has the authority to assign students to a designated area before school or at the end of the regular school day. The parent is responsible for providing transportation in these cases. A reasonable attempt will be made to notify parent(s) prior to the assignment of a student to detention. If the parent is notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned following notification of the parent(s). The administrator or his/her designee will be responsible for supervising the administrative detention.

## **DISMISSAL DURING SCHOOL DAY**

In extreme cases of emergency, early dismissal of school will be decided at the Central Office level only. Each school will be contacted as soon as possible.

## **DISCIPLINE / CODE OF CONDUCT**

### **PURPOSE**

The purpose of the district discipline program is to provide for the safe and orderly operation of the schools. Parents, students, and staff have the right to expect clearly stated rules which are implemented consistently in each of the schools and classrooms. According to Alabama law (Alabama Code Section 16-28-12), "parents are responsible for the behavior of their minor children. If students are disciplined for inappropriate behavior at school, parents are expected to be supportive and ensure compliance with assigned consequences."

### **CLASSIFICATION OF VIOLATIONS**

Violations of the Code of Student Conduct are grouped into three classes: minor, intermediate, and major. Classroom teachers, the principal, or the principal's designee will classify violations. The classroom teacher will implement disciplinary procedures for minor offenses, and the principal or his/her designee will implement disciplinary procedures for intermediate offenses and major offenses.

Prior to disciplinary action, the following will be taken into consideration:

1. The severity of the infraction;
2. Number of infractions by the student;
3. Previous measures taken by the administration.

### **MINOR OFFENSES**

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action; by making a personal call to the parent or guardian when feasible; and/or by scheduling conferences with the parent or guardian and other school staff. Failure to bring a notebook, a pencil, books, or required materials and equipment to class; failure to do homework, chewing gum, or failure to do work in class are not causes for disciplinary referrals. A parent or guardian should be notified by the teacher of

students who consistently exhibit poor work habits, and/or these students should be referred to a guidance counselor. All of these offenses described will be handled by the teachers and classified as minor offenses.

## **INTERMEDIATE OFFENSES**

1. **Distraction of Other Students** – This involves any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting. Examples: talking excessively, interrupting class functions, provoking other students.
2. **Intimidation of a Student** – This includes the intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely.
3. **Participation in Games of Chance for Money and/or Other Things of Value**
4. **Excessive Tardiness** – Repeatedly reporting late to school or class is to be considered excessive.
5. **Eating or Drinking in an Unauthorized Area**
6. **Locker Misuse or Abuse**
7. **Possession of Radios, Tape or CD Players, iPods, Beepers, Playing Cards, etc. Without Written Administrative Approval**
8. **Hazing**
9. **Sitting in a Parked Vehicle After Arriving at School or Leaving School After Arriving on Campus**
10. **Intentional and Unintentional and/or Non-Directed Use of Profane or Obscene Language**
11. **Non-Conformity to the Dress Code**
12. **Disruption on a School Bus**
13. **Inappropriate Public Display of Affection** – This includes, but is not limited to, embracing and kissing.
14. **Unauthorized Absence from School or Class**
15. **Intentionally Providing False Information to a School Board Employee** – This includes, but is not limited to, student information data and the concealment of information directly related to school business, which may include both oral and written information requested.
16. **Insubordination** – Disobedience to authority.
17. **Failure to Follow Instructions** – Examples: failure to carry correspondence home, failure to obey directions in the hallways, assemblies, etc.
18. **Unauthorized Use of School or Personal Property**
19. **Littering on School Property**
20. **Use or Possession of Obscene and/or Pornographic Materials**
21. **Leaving Class or Campus Without Written Permission**
22. **Misuse of Lunch Number/Code**
23. **Speeding (Excessive Campus Speed Limits), Reckless Driving Or Failure to Follow Parking Regulations** – Any of these offenses could result in driving privileges being revoked or suspended.

24. **Internet Abuse**
25. **Placing Hands or any Other Body Parts Outside the Bus Window**
26. **Leaving the Bus Without Permission from the Driver**
27. **Other Offenses** – The principal may deem other offenses to fall within this category after the consideration of extenuating circumstances.

## **DISCIPLINARY ACTION FOR INTERMEDIATE OFFENSES**

Consequences and interventions for violating Board policies and school rules may include, but are not limited to, any of the following actions used individually or in some combination.

The disciplinary action for intermediate offenses can be student conference, parent contact/conference, teacher/administrative detention, behavior contract, Saturday School, in-school suspension or 1 to 5 days out of school suspension, alternative school.

## **MAJOR OFFENSES**

1. **Drugs** – This includes the unauthorized possession, transfer, use or sale of drugs, drug paraphernalia, tobacco, alcoholic beverages, inhalants or synthetic drugs. This also includes electronic cigarettes and other electronic inhalants.
2. **Arson** – The willful and malicious burning of any part of the School Board property constitutes arson.
3. **Intentional Intimidation of a School Board Employee(s)** – The intentional use of inappropriate language to insult, diminish, confront, or in any way undermine the authority of and/or the respect due to a school board employee. The use of any electronic device to capture the image of a school board employee, without the express permission of the employee, is also a violation of this policy.
4. **Battery upon School Board Employee(s)** – The unlawful and intentional touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee is considered battery.
5. **Robbery** – This includes the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or instilling fear.
6. **Stealing/Larceny/Grand Theft** – This is the intentional and unlawful taking and/or carrying away of property or money belonging to or in the lawful possession or custody of another.
7. **Burglary of School Property** – To enter or remain in a structure or conveyance with the intent to commit an offense therein during the hours that the premises are closed to the public constitutes burglary.
8. **Criminal Mischief/ Vandalism** – This includes the willful and malicious injury – damages at or to public property, or to real or personal property belonging to another.
9. **Possession of Firearms** – Any firearm (including a starter gun) which will, or is designated to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive devices are considered firearms.
10. **Discharging of Any Pistol, Rifle, Shotgun, Air Gun, or Any Other Device**
11. **Possession of Weapons** – Having a knife; metallic knuckles; tear gas gun; chemical weapon or device; or any other weapon, instrument, or object with the intent to be armed constitutes possession.
12. **Bomb Threats** – This includes any such communication(s) concerning School Board property which has the effect of interrupting the education environment.
13. **Explosives** - Preparing, possessing, or igniting explosives on School Board property is a major offense.

14. **Sexual Acts on School Property** – This includes acts of a sexual nature including, but not limited to, battery, indecent exposure, intercourse, attempted rape or rape on school property, videotaping or sharing obscene pornographic, or lewd content via multi media.
15. **Written, Verbal, or Physical Harassment/Bullying- Including Sexual Harassment**
16. **Aggravated Battery** – Intentionally causing great bodily harm, disability, or permanent disfigurement, and the use of a deadly weapon constitute aggravated battery.
17. **Possessing and/or Igniting Fireworks, Firecrackers, Smoke/Stink Bombs, Cigarette Lighters, or Matches**
18. **Inciting or Participating in Student Disorder** – This includes leading, encouraging, or assisting in disruptions of school or school activities, and/or fights that are incited through verbal confrontation and other means.
19. **Unjustified Activation of a Fire Alarm System**
20. **Battery Upon Students/Fighting** – This includes striking another student or intentionally causing bodily harm to an individual. The student may receive a three day out of school suspension and a five day in-school suspension (ISS). (Fighting – Mutual participation in a fight involving physical violence where there are at least two participants, but no one main offender and no major injury. Fighting does not include verbal confrontations, tussles, or other minor confrontations.)
21. **Transporting Another Student off Campus in a Personal Vehicle without Permission of a Parent/Guardian or the Administration**
22. **Repeated Speeding Violations on School Campus**
23. **Unauthorized Organizations** – Participation in fraternities, sororities, secret societies, gangs, and any form of gang activity including, but not limited to, clothing, hand signs, graffiti, or inappropriate teenage slang.
24. **Other Offenses** – The principal may deem other offenses to fall within this category after the consideration of extenuating circumstances. Including, but not limited to, criminal activities or commission of a felony.

## **DISCIPLINARY ACTION FOR MAJOR OFFENSES**

**Consequences and interventions for violating Board policies and school rules may include, but are not limited to, any of the following actions used individually or in some combination.**

The disciplinary action for major offenses can be in-school suspension, out-of-school suspension, Alternative School, expulsion, or other appropriate disciplinary measures at the discretion of the administration. Pending final determination of the matter by the Superintendent and the Board of Education, the student may be offered the opportunity to attend Alternative School or be expelled for up to one year.

## **DISCIPLINE, THE PARENTS' RESPONSIBILITY**

According to Alabama law (Alabama Code Section 16-28-12), discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To ensure student success, parents should visit the school officials concerning their child's progress. In addition, schools will provide mid-term progress reports to ensure student progress notification. Additionally, no parent shall ever, under any circumstance, approach the student of another family with regard to disciplinary concern while on school grounds or at any school function.

## **DONATIONS / FEES / MONEY**

Donations may be accepted by the schools in Lee County followed by a letter of notification and appreciation sent to the donor. Selling goods on school grounds is against school policy. It is against school policy for an individual or group to sell or distribute any goods or materials on school grounds which are not school sponsored and which have not been approved through the principal's

office. All money collected in the school must be deposited in the office. A receipt will be given for the money. All bills will be paid by check. This is the plan required bylaw.

Local schools may set reasonable fees for non-required courses for labs, shop materials, and equipment. No fee shall be collected for courses required for graduation. Students who owe money for fees, fines or lost books can be subject to loss of privileges, delayed graduation, and/or referral of the parents to Small Claims Court.

## **DRESS CODE**

The student dress code applies during regular school hours and at school sponsored activities. Dress for students should be appropriate for school wear. Students are expected to be clean, neat, and well groomed. Students should dress in such a way as not to endanger their health or safety or interfere with their own school work or with that of other students and teachers. In general, the following will be **unacceptable**: short shorts; mini-skirts; fad clothing with holes, tears, or rips; any deemed by the school administrator as too revealing, bathing apparel or beach wear; pajamas and/or house shoes; gym shorts more than two inches above the knee; cut off sweats; exposed backs, fronts or midriffs; bicycle shorts; hats, caps, visors, headbands, bandannas, or sunglasses; tank tops/spaghetti straps; net jerseys without a shirt underneath; gang clothing; or garments with suggestive slogans or pictures, or alcohol or tobacco advertisements, or that may be disruptive to the educational process. The waistband of pants/shorts must be worn at the waist, no "sagging". All students should wear their shirts tucked in pants/shorts and males will not wear sleeveless shirts. Female students will not wear shorts, dresses, or skirts more than two inches above the knee. Students in violation of the dress code will be asked to call home for proper clothing to be brought to them (students may be placed in ISS while waiting). The administration will make the final decision on the appropriateness of a student's dress. Parents will be held ultimately responsible for the student's dress. Continued violations may result in other disciplinary action.

## **DRIVER'S LICENSE (STATE LAW)**

To take the test for an Alabama driver's license, a student is to have an Enrollment Form completed by school authorities indicating that the student is currently enrolled with good attendance. School dropouts may not get a driver's license or can have their driver's license revoked for not attending school. A student must be picked up by a parent or legal guardian to take the driver's license test. Being allowed to drive an automobile to school is a privilege, not a right. The school administration reserves the right to search a vehicle at any time. Vehicles parked on a school campus are subject to search.

## **DROPPING A SUBJECT / SCHEDULE CHANGING**

Schedule changing can be done only under the supervision of the principal and guidance counselor. A schedule change is considered official when the information has been entered in the computer software system.

## **DUE PROCESS**

Due Process, at a minimum, shall include the right to notice of the violation or violations of policy or regulation alleged against the student and an opportunity to be heard in response to such charges. The student shall also be informed of the punishment for said violation(s). Refer to Lee County Schools Board Policy 5.29

# EXCEPTIONALSTUDENTS

## CHILD FIND

Lee County Schools is in the continuous process of identifying and locating children in need of special education services. If you think your child may need such services, contact your child's teacher or the school principal to request an evaluation for special education services.

Parent requests for special education testing may be referred to the school level Response to Intervention Team for review. A formal intervention plan must be implemented either before or during the special education referral process. The success of the intervention plan is one of many determining factors of eligibility for special education.

## DISCIPLINE

Lee County Schools will follow the Individuals with Disabilities Act (IDEA) statutes regarding discipline of special education students. The use of corporal punishment is allowed with any student who receives special education as long as Board policy is followed with respect to its use and as long as the student's IEP does not specifically prohibit it.

## GIFTED EDUCATION

The Lee County Board of Education offers a gifted program that ensures services to all students at each grade level cluster are of comparable quality and duration; and provides a differentiated program in content, process and product. Referrals will be accepted for grades K-6. Lee County Schools conducts Child Find activities for all 2<sup>nd</sup> grade students in the system to determine eligibility for the gifted program.

Gifted students are those who perform, or who have demonstrated the potential to perform, at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peer, self, or any other individuals with knowledge of the student's abilities. Lee County Schools screen all referrals to determine if formal and informal assessments should be administered to continue the decision-making process concerning eligibility. Students referred for the gifted program who do not meet the screening criteria will not continue the eligibility process. In addition, all second-grade students will be observed as potential gifted referrals using a gifted behavior check list.

For each student referred, information is gathered in the following three areas:

**Aptitude** – Aptitude should be assessed through individual or group test of intelligence or creativity.

**Characteristics** – A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.

**Performance** – At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

A variety of service delivery options are available for gifted students throughout Lee County such as: resource room pull-out programs, content area classes, seminars, independent study, dual enrollment, cluster grouping, and curriculum compacting.

Because gifted learners have abilities and needs different from typical learners, gifted program offerings differ from typical education in content, process, product and learning environment.

If you have any questions or would like to obtain additional information regarding the gifted program, contact the gifted program director at 334-705-6000.

## EXEMPTIONS FROM EXAMINATIONS

As a reward for excellent attendance and academic achievement, students who meet certain criteria may choose to exempt end of term exams. Each school in Lee County will set its own exam exemption policies using a combination of the following criteria: grades, attendance, and discipline. It is the strong belief of Lee County administrators that all ninth-grade students should take all first term exams regardless of each school's exemption policy. All seventh and eighth graders may be required to take semester examinations by school administration. Schools may also use the AP examinations in the development of the local exemption procedures. The minimum countywide exemption policy is as follows:

A average with no more than two (2) absences;

B average with no more than one (1) absence;

C average with no absences.

**\* Schools may choose not to exempt students from exams.**

## EXPULSION PROCEDURES

Expulsion is defined as the removal of a student for a period of time longer than allowed by suspension from a school for violation of school rules or regulations. The authority to expel a student is retained by the Board of Education. The school principal considering expulsion may suspend the student for five (5) days pending a hearing with the parent/guardian. The principal will notify the parent/guardian, of the reason(s) for the possible expulsion and the date and time of the scheduled hearing. The hearing provides the parent/guardian an opportunity to provide any new information or evidence as to why the principal should not proceed with the expulsion recommendation. After the hearing, the principal has the final authority for recommending expulsion to the superintendent. If the parent/guardian chooses to appeal, he/she is to contact the superintendent's office in order to request an appeal hearing which will be scheduled by the superintendent or his designee. Upon recommendation of the principal, the superintendent may recommend to the Board of Education that the student be expelled from school. If the recommendation for expelling the student is approved, the superintendent will provide the student and his/her parent/guardian a written notice of the intended expulsion. This notice will include reasons for the intended expulsion and notification that the student has the right to an appeal. If expelled, a student must receive the superintendent's approval prior to registration for re-enrollment. Parent/guardian is to submit a written petition to the superintendent requesting permission to re-enroll his/her child at least thirty (30) days prior to the desired re-enrollment date.

## EXTRACURRICULAR ACTIVITIES / PARTICIPATION

Extracurricular activities in Lee County Schools include, but are not limited to the following: assemblies, clubs and organizations.

All students in the Lee County School System are encouraged to develop an interest and become active participants in the extracurricular programs offered in our schools. Good grades, good attendance and acceptable conduct must be prerequisites for participation in any extracurricular activity. Any student that is suspended from school forfeits their right to participate in extracurricular activities during the suspension time. Each school may have additional requirements for participation in extracurricular activities. (See Athletic Participation in this handbook for eligibility requirements.)

## FERPA STATEMENT

### Lee County Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1)** The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will decide for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2)** The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3)** The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4)** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA. The name of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605.

## FIELD TRIPS

The responsibility and authority for planning field trips rest with the classroom teacher and must be approved by the principal, must be tied to classroom instruction, must be an extension of the classroom, and must be accompanied by the objectives for the activities. A minimum of two-week notice is necessary if the excursion is to be approved. Students must have written parental permission to participate in any field trips. All field trips must have adequate adult supervision.



## **FIREARMS (FEDERALACT)**

Lee County Schools in compliance with the Gun-Free Schools Act of 1994, the No Child Left Behind Act of 2001 (NCLB), and Section 16-1-24.23 of the Alabama Code will expel any student from school for a period not less than a calendar year for bringing a “firearm” on school property or to any school-sponsored event. Due process procedures will be followed according to the guidelines outlined in the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. The superintendent may modify such expulsion requirements for a student on a case-by-case basis. The school principal will also contact law enforcement for any student found in possession of a firearm on school property or at any school-sponsored event. A “firearm” is defined in Section 921 of Title 18 of the United States Code and for this policy “firearms” has the same meaning: *A device that is designed to, or may be converted to expel a projectile by the action of an explosive, the frame receiver of any such weapon, the muffler or silencer of a firearm or any other destructive device. Possession of a firearm will be considered a major disciplinary offense.*

## **FUNDRAISING (LIMITS, ETC.)**

All fundraising projects and activities conducted by any group within, connected with, or in the name of the schools in the Lee County System shall contribute to the mission statements of the individual schools. They will not be in conflict with the overall instructional program. Funds derived from student body activities shall be expended to benefit the student body. All programs for raising money by organizations and classes must be approved by the principal. The administration of each school will determine the number of fundraising activities that will be allowed during a school year. Any person/organization which is not affiliated with the school may not participate in fundraising on the school campus unless the receipts are intended for the school. “Junk Food” fundraising projects are a violation of our Wellness Policy and will not be allowed.

## **GRADE PLACEMENT BY CARNEGIE UNITS (High School)**

Grade placement is determined by the units completed. This placement is done as follows:

Tenth Grade	6 units
Eleventh Grade	12 units
Twelfth Grade	18 units

### **GRADING SCALE**

The Lee County School System follows a standardized grading system which is as follows:

A (90 – 100)	C (70 – 79)	F (below 60)
B (80 – 89)	D (60 – 69)	

# GRADUATION PARTICIPANTS / REQUIREMENTS

## ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

Clarified April 2018

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.

COURSE REQUIREMENTS		
English Language Arts	<b>Four credits to include:</b>	<b>Credits</b>
	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
<b>English Language Arts Total Credits</b>		<b>4</b>
Mathematics	<b>Three credits to include:</b>	<b>Credits</b>
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	Mathematics-credit eligible options may include: <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>	
	<b>One credit from:</b> <i>Alabama Course of Study: Mathematics</i> or mathematics-credit eligible courses from <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>	1
<b>Mathematics Total Credits</b>		<b>4</b>
Science	<b>Two credits to include:</b>	<b>Credits</b>
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Science-credit eligible options may include: <i>Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>	
	<b>Two credits from:</b> <i>Alabama Course of Study: Science</i> or science-credit eligible courses from <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>	2
	<b>Science Total Credits</b>	
Social Studies*	<b>Four credits to include:</b>	<b>Credits</b>
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
Social Studies-credit eligible options may include: <i>Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>		
<b>Civics Test Requirement</b>	Students are required to pass the <i>Civics Test</i> in the United States Government class effective the 2018-2019 school year.	
<b>Social Studies Total Credits</b>		<b>4</b>
<b>Physical Education</b>	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit	1
<b>Health Education</b>		0.5
<b>Career Preparedness</b>		1
<b>Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education</b>		3
<b>Electives</b>		2.5
online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.		
<b>Total Credits</b>		<b>24</b>

# GRADUATION PARTICIPANTS / REQUIREMENTS

## LEE COUNTY SCHOOLS GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.

### ALABAMA HIGH SCHOOL DIPLOMA COURSE REQUIREMENTS

Four credits to include:		Credits
English Language Arts	English 9	1
	English 10	1
	English 11	1
	English 12	1
<i>Equivalent/substitute options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses</i>		
<b>English Language Arts Total Credits</b>		<b>4</b>
Three credits to include:		Credits
Mathematics	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
<i>Equivalent/substitute options may include: Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses.</i>		
One credit from:		
	<i>Alabama Course of Study for Mathematics or equivalent/substitute courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses.</i>	1
<b>Mathematics Total Credits</b>		<b>4</b>
Two credits to include:		Credits
Science	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
<i>Equivalent/substitute options may include: Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses.</i>		
Two credits from:		
	<i>Alabama Course of Study for Science or equivalent/substitute courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses</i>	2
<b>Science Total Credits</b>		<b>4</b>
Four credits to include:		Credits
Social Studies*	World History 9	1
	United States History 10	1
	United States History 11	1
	United States Government	0.5
	Economics	0.5
	<i>Equivalent/substitute options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses</i>	
<b>Social Studies Total Credits</b>		<b>4</b>
Physical Education	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit	1
Health Education		0.5
Career Preparedness		1
Career and Technical Education and/or Foreign Language and/or Arts Education		3
Electives		3.5
<b>Total Credits</b>		<b>25</b>

# LEE COUNTY SCHOOLS GRADUATION REQUIREMENTS

*(Alabama Administrative Code 290-3-1-02(8) and (8)(a))*

Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.

## ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT COURSE REQUIREMENTS

Four credits to include:		Credits
<b>English Language Arts</b>  Student should take	English 9	1
	English 10	1
highest level of course offered at each grade	English 11	1
	English 12	1
<i>Equivalent/substitute options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses</i>		
<b>English Language Arts Total Credits</b>		<b>4</b>
<b>Mathematics</b>	<b>Three credits to include:</b>	
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
<i>Equivalent/substitute options may include: Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses.</i>		
<b>One credit from:</b>		
	<i>Alabama Course of Study for Mathematics</i> or equivalent/substitute courses from <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses.</i>	1
<b>Mathematics Total Credits</b>		<b>4</b>
<b>Science</b>	<b>Two credits to include:</b>	
	Biology	1
	A physical science (Chemistry, Physics, Physical Science) <i>Career and Technical Education/Advanced Placement/International</i>	1
<b>3<sup>RD</sup> &amp; 4<sup>TH</sup> Science credits should be at the advanced level.</b>	<i>Baccalaureate/postsecondary courses/SDE approved courses.</i>	
<b>Two credits from:</b>		
	<i>Alabama Course of Study for Science</i> or equivalent/substitute courses from <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses</i>	2
<b>Science Total Credits</b>		<b>4</b>
<b>Social Studies</b>	<b>Four credits to include:</b>	
	World History 9	1
	United States History 10	1
	United States History 11	1
	United States Government	0.5
	Economics	0.5
<i>Equivalent /substitute options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses</i>		
<b>Social Studies Total Credits</b>		<b>4</b>
<b>Physical Education</b>	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit	1
<b>Health Education</b>		0.5
<b>Career Preparedness</b>		1
<b>Career and Technical Education and/or Foreign Language and/or Arts Education</b>		<b>1</b>
<b>Foreign Language (same language)</b>		<b>2</b>
<b>Electives</b>		<b>3.5</b>
<b>Total Credits</b>		<b>25</b>

## GRIEVANCE PROCEDURE FOR STUDENTS / PARENTS

If a student or parent has a grievance about decisions made by the administration, faculty, or staff, he/she should proceed in the following sequence: (1) building principal, (2) school system grievance officer, (3) superintendent, and (4) Board of Education.

## GUIDANCE SERVICES

Guidance can best be defined as the services available to each student to help assure academic success in school; to help better understand his/her strengths and limitations; to identify interests; and to aid in planning for and attaining realistic goals. The guidance department has several services to offer:

1. The student can discuss various plans or concerns with the counselor;
2. The student can take tests or have tests interpreted;
3. He/she can secure information about education, vocational, or personal matters;
4. He/she can be referred to other agencies for specialized help.

## HALL PASSES

No student is to leave any class, study hall, library or physical education class without the teacher's hall pass. If a student needs to go to the office, he/she should go to the teacher first. If the teacher thinks it is a valid reason, he/she will give the student the hall pass. The teacher will be the screening agent for students who leave the room. The student and the teacher shall be accountable for a student's leaving a classroom without a hall pass.

## HOMEWORK

The Lee County Board of Education does hereby acknowledge the importance of coordination and integrating homework assignments as a meaningful component of the overall instructional program. However, the Board recognizes the necessity to provide each individual teacher and building principal the authority to coordinate instructional assignments within their domain. With this philosophical base in mind, the following homework guidelines are recommended:

1. To the Teacher – Each classroom teacher has the authority to determine actual homework assignments. Homework assigned will be a meaningful part of the instructional program to reinforce classroom instruction and to encourage the use of effective study skills. If students consistently neglect homework assignments, parents will be informed by the teacher.
2. To the Student – The student is responsible for completing homework assignments on time.
3. To the Parent – Parents are responsible for providing a specific time and place for the student to do homework. Remember, homework is designed to provide maintenance of skills for students.
4. To the Principal – The principal has the authority to establish further guidelines for the individual school as determined by testing schedules, after school functions, etc.

## HONOR GRADUATES

Each school will determine honor graduates by using grades and academic achievement.

### VALEDICTORIAN

The valedictorian is the student with the highest four-year cumulative numeric academic average in his/her senior class. To be considered for this award, a student must have been in attendance in that particular school for three years including his/her senior year.

### SALUTATORIAN

The salutatorian is the student with the second highest four-year cumulative numeric academic average in his/her senior class. To be considered for this award, a student must have been in attendance in that particular school for three years including his/her senior year.

## HONOR ROLL – ACADEMIC

Students achieving an A or A-B average in all content areas will be on the academic honor roll.

## IDENTIFICATION CARDS

Identification (ID) cards may be issued to all students. The use of both staff and student identification cards is strongly encouraged.

## IMMUNIZATION

The Alabama State Department of Public Health requires that all students have a current Certificate of Immunization on file in the school office. This is an Alabama State Law. These certificates must be obtained from the Health Department or physician's office.

## INSPECTION

The Lee County Board of Education and the administration at each school in the county retain the right to periodically inspect school property or items brought on the school premises. Property inspection audits of technology equipment and computer hardware and software is encouraged.

## INSURANCE

All students will be given the opportunity to buy low cost accident insurance at the beginning of each school year. Insurance requirements as determined by the Alabama High School Athletic Association must be met before a student can participate in athletics. The Lee County Board of Education strongly encourages students who participate in extracurricular activities to purchase school accident insurance.

## INTERNET USE

The internet is available for use by Lee County students. Since certain information on the internet is inappropriate for public school use, all teachers and school staff reserve the right to decide what is appropriate or inappropriate for students using this resource. Students who abuse the use of the internet will be disciplined or may lose the right to use the internet. An internet User Contract must be signed by teachers and students before being allowed access to the internet.

It is the intent of the Lee County Board of Education to provide its students, teachers, administrators, and support personnel with the technology, software, supportive resources, and professional development that will help prepare them for our ever-changing technological society now and into the 21<sup>st</sup> Century.

The Lee County School System is acutely aware that in providing these technology resources for our students and employees, it is incumbent that all users accept responsibility for proper use of these resources. It is the position of the Lee County School System that every individual using these resources will comply with all system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its components. Furthermore, each individual will also use the system's technology resources in an efficient manner so as to do no harm to individuals, institutions, or companies.

To ensure that all users are cognizant of guidelines and laws regarding the use of technology resources in Lee County Schools, legal and ethical practices of software and hardware usage will be taught to all students and employees in the system. Additionally, a copy of these guidelines will be distributed to every user and will be prominently displayed in every area where these resources are being used.

### GUIDELINES

1. All abusers will be held accountable for their actions. Exemplary behavior is expected from all users at all times.
2. Users are not to harm the computers or network in any way.
3. Students and employees of the Lee County Schools are not to attempt to modify technology resources, utilities and/or configurations, change the restrictions associated with their accounts, or attempt to breach any technology resource security system, either with or without malicious intent.
4. The computer or internet should not be used to view, send, or display obscene, lewd, profane, vulgar, disrespectful, rude, threatening, or inflammatory language, messages, or pictures.
5. The posting of electronic chain letters or other useless information is a violation of system policy.
6. Copyright laws allow the installation of a single copy of any given software program on one computer at a time.
7. Illegal copies of software may not be created or used on school equipment.
8. No one is to share his/her computer password with another person.
9. No one is to use the computer or internet to reveal personal addresses or telephone numbers.
10. Accessing any work, folders, or files which are not assigned to the person under his/her computer password is forbidden.
11. Individuals are not authorized to make copies of any software or data without the written consent of the system technology director. Any questions about copyright provisions should be directed to the system technology director.
12. Users are expected to report any policy violations or problems with the security of any technology resources to the principal or the Lee County Schools Technology Director.

All Lee County Schools technology resources, regardless of purchase date or location are subject to these guidelines. Any questions about these guidelines, their interpretation, or specific circumstances will be directed to the system technology director before processing. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including but not limited to: (1) loss of access; (2) additional disciplinary action to be determined in line with existing practice regarding inappropriate language or behavior; and (3) legal action, when applicable.

The internet provides unlimited resources from a global network of computers which enhances the educational environment. Through internet exploration, students can access information and resources from thousands of libraries, museums, databases, and educational sites. While there is a vast amount of valuable information available through internet access, some sites may contain material which is not consistent with the educational objectives of the school. The intent of the Lee County Schools is to provide free and equal access to resources available via the internet with the understanding that faculty, staff, and students will access and use information that is appropriate for instructional and educational purposes. Internet access is a privilege, not a right. All internet users are expected to act in a considerate and responsible manner. As in all educational materials used in Lee County Schools, this resource used in the classroom will be screened. Therefore, only students who sign an agreement to conduct themselves in a considerate and responsible manner and provide the written permission of parent or guardian will be allowed independent access. The Technology Resource Contract will be on file at the school where the student is enrolled.

All school rules and guidelines for appropriate technology usage will apply to usage of the internet. Because communications on the internet are often public in nature, all users should be careful to maintain appropriate and responsible communications. To maintain system integrity and to ensure that the system is being used responsibly, the system technology director and other authorized personnel reserve the right to review files and network communications.

The school has no duty to regulate or review off-campus internet/cell phone messages, statements, postings, or acts but when those acts threaten violence against another student or employee, disrupt the learning environment or orderly conduct of school, the school can act. Discipline can range from conferencing with the student to expulsion. Law enforcement may be contacted if necessary.

## **ITEMS TO BRING OR NOT TO BRING TO SCHOOL**

### **BOOK BAGS**

In keeping with the Lee County Board of Education's policy to provide a safe school environment, it is recommended that a clear or mesh book bag be used.

### **DANGEROUS WEAPONS AND FIREWORKS**

Any student who exhibits or is in possession of a knife, club, or any other dangerous weapon will be subject to immediate suspension. Fireworks cannot be brought to school. Any student using or in possession of fireworks is also subject to suspension. For further information pertaining to other items not to be brought on school premises, refer to Discipline/Code of Conduct section of this handbook.

### **DRUGS**

The possession or use of alcoholic beverages or any controlled substance (drugs) by a student at school is a serious violation of school policy and will result in immediate suspension or expulsion.

### **PERSONAL PROPERTY**

Personal possessions such as money, clothing, jewelry, etc. are the responsibility of the individual student. These articles should be kept in the student's possession at all times. It is recommended that students not bring large sums of money or valuable personal property to school.



## LEAVING SCHOOL GROUNDS

Students must check-out through the main office before leaving school grounds during the school day. Failure to do so will result in appropriate disciplinary action. No student is allowed to transport another student off campus in his/her personal vehicle without the written permission or the direct confirmation of a parent/guardian and approved by the administration. This includes leaving campus before school starts in the morning.

## LOCKERS

The use of lockers is a privilege not a right. They will be assigned to students as soon as possible and should be kept neat, orderly and locked at all times. They are provided for the convenience of students and should be cared for in the same manner as all school property. Students should report immediately all malfunctions or problems concerning lockers to the principal's office. Lockers are issued to students on a yearly basis from the school. Students should not give their locker combination to anyone. Students should not leave money or valuables in their lockers. The school will not be responsible for items stolen from a student's locker. The administration reserves the right to periodically check lockers any time for health and/or safety reasons. The administration also reserves the right to check an individual locker if reasonable suspicion exists. Students are responsible for all items in their lockers.

## LUNCHROOM

Children need healthy meals to learn. **Lee County Schools District-Beauregard Schools, Beulah Schools, Loachapoka Schools and Smiths Station Schools offer healthy meals every school day. Breakfast costs \$1.50; Lunch costs (K-6) \$2.00, (7-12) \$2.40. Your children may qualify for free or reduced meals. Reduced price is (\$.30) for breakfast and (\$.40) for lunch.** Below are some common questions and answers to help you with the application process.

### 1. WHO CAN GET FREE OR REDUCED PRICED MEALS?

- All children in households receiving benefits from **ALABAMA SNAP, ALABAMA ON INDIAN RESERVATIONS(FDPIR) OR ALABAMA TANF**, are eligible for free meals.
- Foster Children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced priced meals if your household's income ins within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced priced meals if your household income falls at or below the limits on the chart below.

**2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or email **Dr. Jason Wright, wright.jason@lee.k12.al.us, 334-705-6000, liaison or migrant coordinator.**

**3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Use one Free and Reduced Priced School Meals Application for all student in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Your school's lunchroom managers. Names are located on the website, (www.lee.k12.al.us).**

**4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, **contact your school's lunchroom manger. Names are located on the website, (www.lee.k12.al.us).**

**5. CAN I APPLY ONLINE?** YES, you are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. **You can find it at: www.lee.k12.al.us, look under DEPARTMENTS, THEN CHILD NUTRITION and click on APPLY FOR THE 2020-2021 FREE AND REDUCED LUNCH APPLICATION. If you have any questions contact your school's lunchroom manager.**

6. **MY CHILD’S APPLICATION WAS APPROVED LAST YEAR? YES, it is only good through 9/11/20 of this year. You must send in a new one unless you were told your child is eligible for the new school year. If you do not send in a new application your child will be charged the full price of meals.**
7. **WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.**
8. **IF I DON’T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced priced meals if the household income drops below the income limit.**
9. **WHAT IF I DISAGREE WITH THE SCHOOL’S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Michelle Washington, 334-705-6000, 2410 Society Hill Road, Opelika, AL 36804.**
10. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced priced meals.**
11. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.**
12. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.**
13. **DO I HAVE TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last 4 digits of the social security number of the household’s primary wage earner or another adult household member (or an indication of “none”) is required.**
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.**
15. **WHAT IF THERE ISN’T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. School’s lunchroom manager-names are located on the website, [www.lee.k12.al.us](http://www.lee.k12.al.us) to receive a second application.**
16. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Alabama SNAP or other assistance benefits, contact your local assistance office or call 1-800-382-0499. If you have other questions or need help, call 334-705-4142.**

Sincerely,  
 Krystal Patterson, CNP Director

		<u>Free Meals</u>					<u>Reduced Meals</u>			
<b>Annual</b>	<b>Monthly</b>	<b>Twice per Month</b>	<b>Every Two Weeks</b>	<b>Weekly</b>	<b>Annual</b>	<b>Monthly</b>	<b>Twice per Month</b>	<b>Every Two Weeks</b>	<b>Weekly</b>	
16,588	1,383	692	638	319	23,606	1,968	984	908	454	
22,412	1,868	934	862	431	31,894	2,658	1,329	1,227	614	
28,236	2,353	1,177	1,086	543	40,182	3,349	1,675	1,546	773	
34,060	2,839	1,420	1,310	655	48,470	4,040	2,020	1,865	933	
39,884	3,324	1,662	1,534	767	56,758	4,730	2,365	2,183	1,092	
45,708	3,809	1,905	1,758	879	65,046	5,421	2,711	2,502	1,251	
51,532	4,295	2,148	1,982	991	73,334	6,112	3,056	2,821	1,411	
57,356	4,780	2,390	2,206	1,103	81,622	6,802	3,401	3,140	1,570	

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **OFFER VERSUS SERVE SCHOOL MEALS**

In accordance with the Healthy and Hunger Free Kids Act of 2010 (HHFKA), Lee County Public Schools implements the follow an offer versus serve procedure in the School Breakfast and Lunch Program in grades K-12. In an effort to reduce food waste, offer versus serve (OVS) allows students to decline some meal components and to choose those food items they would like to eat. As such, it is incumbent upon students and cafeteria staff to understand meal pattern requirements and reimbursable meal requirements. Signs and posters are available in the school food service lines for students to picture what meal components are required during breakfast and lunch. Students are offered 4 items for breakfast and 5 components for lunch. If you would like additional information about offer versus serve, please check our district's website.

### **CHARGING SCHOOL MEALS**

Students and parents are encouraged to either "pay-as-you-go" or prepay for student meals in Lee County Schools cafeterias. To prepay for meals for your child, simply write a check for the amount you would like to prepay, then deliver or mail the prepayment to the school to the attention of the Cafeteria Manager. You may make online payments, check your child's balance, and receive email notification of low balances by setting up a student account on the [www.paypams.com](http://www.paypams.com) website. The link may be found on the school district's website.

Written notification will be provided to all students when their accounts have a balance of \$3.00 or below on their account. Students (k-8th grade) may charge up to three (3) breakfasts and three (3) lunches before an alternate meal is given. High school students (9th -12th grade) may charge one (1) lunch before an alternate meal is given. There are no provisions for adult meal charges.

## **MAKE-UP WORK**

Make-up work, which includes tests, will be administered to a student whose absence was due to illness or other reasons coded as excused. The student should be prepared to take any missed tests and turn in any assignments on the day that he/she returns to school unless it has been an extended illness and then the student will have up to three days for each day of absence to make-up the work unless otherwise approved by the principal. It is the student's responsibility to turn in all assignments and take any missed tests within the designated length of time. Make-up work must be completed prior to the end of a grading period unless otherwise approved by the principal. Students who have been suspended are allowed to make-up assignments or tests for the period of the suspension.

## **2006 ALABAMA CODE—SECTION 26-14-3 MANDATORY REPORTING**

All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopath, optometrists, chiropractors, podiatrists, nurses, public and private K-12 employees, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, employees of public and private institutions of postsecondary and higher education, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report orally, either telephone or direct communication immediately, followed by a written report, to a duly constituted authority.

## **ERIN'S LAW**

On June 4, 2015, Governor Bentley signed into effect legislative law HB 197, known as Erin's Law. This law requires all public school systems to provide age appropriate child sexual abuse prevention education in grades ranging from Kindergarten to 12th grade.

In the Lee County School System, the school counselor and other educational professionals will be presenting lessons to each student in 1st, 3rd, 5th, 7th, and 9th grades to meet the requirements of Erin's Law. Lee County Schools has decided to utilize the curriculum, Safer, Smarter Kids and Safer, Smarter Teens. This curriculum was chosen to teach children to recognize child sexual abuse, equip them with skills to reduce their vulnerability, and encourage them to report the abuse. This will in turn educate and empower students with knowledge and skills to stay safe. For more information or questions about this law, visit [www.erinslaw.org](http://www.erinslaw.org).

For more information about the lessons being presented, please visit [www.safer-smarter-kids.org](http://www.safer-smarter-kids.org) and [www.safer-smarter-teens.org](http://www.safer-smarter-teens.org) or contact your school counselor.

## **MARRIED STUDENTS**

Marital, maternal, or paternal status will not affect the rights and privileges of students to receive a public education offered by any school in this school district. Pregnant students will be permitted to continue in school in all instances where continued attendance has the sanction of the expectant mother's physician. By application of the student with parental consent, pregnant and/or married students may be offered a teen pregnancy options program. No administrative hearing is necessary. Placement shall be based upon parental/student application, principal's recommendation, and the approval of the superintendent's designee.

## **MEDIA CENTER / LIBRARY**

The Media Center/Library is an important part of a student's school life. The Media Center/Library is under the direction of a full-time librarian who earnestly solicits the help of every student in taking proper care of all library materials. Students may come from classes with an individual pass from their teacher. Students may use the library during their lunch period with permission. All books and other library materials are to be checked out before they are taken from the Media Center/Library. This is done at the main desk. The list price will be charged for lost books. A fine will be charged on overdue books. Students are not to leave the Media Center/Library until permission is given by the librarian.

## **MEDICATION POLICY**

The intent of the Lee County Board of Education is to comply and to cooperate with the guidelines from the Alabama Department of Education, Alabama Board of Nursing and Alabama Law regarding administration of medications in the school. Only the school nurse or a certified medication assistant who has completed the Alabama Board of Nursing Medication in the Schools Training, under the direction of the school nurse, may administer medication in the schools. Possession, use, or distribution of prescription or over-the-counter medication may result in disciplinary action. Please read completely “Medication in the School Setting”, “School Medication Prescriber/ Parent Authorization Form” and “Over the Counter Medication Authorization” in the Appendices. A School Medication Prescriber/Parent Authorization Form may also be downloaded from the Lee County School Website, under the Health Services tab.

## **OFF CAMPUS CRIMES**

Students involved in violent crimes, or crimes involving a weapon, drugs, or harm of others off campus may be subject to disciplinary action from the school. (reference Alabama Code)

## **PARENT / TEACHER CONFERENCES**

Parents are asked to call and schedule conferences through the office. A teacher’s time and responsibilities during the day are carefully structured; therefore, conferences need to be scheduled when the teacher is available. Physical interference from parents that interrupts the educational process during the school day will not be tolerated. If necessary, parents will be removed, charged with trespassing, and/or banned from the school. (Refer to information on visitors in this handbook for further explanation). Contact your child’s teacher or school principal, in writing, to request an evaluation for special education services.

## **PARTIES (PROCEDURES AND REGULATIONS)**

Parties are not allowed in the high school at any time during the school day. Parties are allowed for special occasions approved by the principal at elementary schools. Banquets, social parties, and other student events need to be approved by the principal and placed on the local school calendar.

## **PHYSICAL RESTRAINT**

As a part of the policies and procedures of the Lee County School System, the use of physical restraint is prohibited in the Lee County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Lee County School System and its educational programs. The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

Select Lee County Board of Education personnel maintain annual certification to utilize de-escalation and restraint procedures as described in Managing Crisis Safely Restraint Trainer Program. All Lee County Board of Education teachers and administrators receive annual training on the Lee County Seclusion and Restraint board policy, behavior prevention and de-escalation techniques, and positive behavioral intervention strategies.

## **PLAYGROUND / ATHLETIC FIELD USE AFTER SCHOOL**

The Lee County Board of Education will not be responsible or liable for any accidents or injuries occurring on the playground or athletic fields after school hours.

## **PROMOTION / RETENTION CRITERIA**

The Board of Education recognizes that the process of making decisions as to placement, promotion, or retention of students should involve consideration of a variety of factors including academic progress, age, maturity, and capacity for learning. The decision as to whether a student is promoted or retained should be made on the basis of which grade provides the student a better chance of progressing in his educational development.

### **9-12 PROMOTION / GRADE PLACEMENT**

Classification of students by grade level will require a minimum number of credits prior to the beginning of the school year as follows:

- A. Sophomore- Six (6) credits; Junior- Twelve (12) credits; Senior- Eighteen (18) credits.
- B. Grade placement from Home School to a Lee County School will require documentation from Home School Association and course equivalencies. A placement test may be administered.
- C. Grade placement for a transfer student will depend upon recommendations from the previous school.

### **K-8 PROMOTION / RETENTION CRITERIA**

#### General

The institution of these promotion/retention policy guidelines is to assure that all students are promoted or retained by the same standards.

#### Provision I: Academic Concern Form

1. An Academic Concern Form will be used for teachers to notify parents that a conference must be held to address interventions to student's work
2. Students and parents/guardians will be informed of these promotion/retention policy guidelines through the Board's policy manual and each local school's student handbook. At the beginning of each school year, each student (as well as each new student enrolled after the beginning of the school year) will be given a copy of the local school's handbook containing these guidelines.

#### Provision II: Reports to Parents

1. Parents will receive a mid-quarter report and a report card at the end of each grading period.
2. An Academic Concern Form must be sent at the end of the semester for grades kindergarten through eighth.

#### Provision III: Promotion/Retention/Attendance

1. Students in grades kindergarten through eighth may be candidates for retention if they have accumulated 10 or more unexcused absences per year.

#### Provision IV: Promotion/Placement Committee

1. The decision regarding the promotion/retention of a student in the elementary/junior high grades (1-8) shall be made by the Promotion/Placement Committee and the principal. Each case shall be considered individually and a decision made which, in the professional opinion of the committee, is in the best interest of the student. The Promotion/Placement

Committee shall consist of:

- A. School Level Administrator
- B. Current Teacher(s)
- C. Counselor
- D. Special Education Teacher (if appropriate)

2. The following factors should be considered when grade retention of a student is considered:

- A. Teacher assessments
- B. Progress in subjects
- C. Data from formal achievement and ability assessments
- D. Progress in alternative placements
- E. Attendance
- F. Previous retention
- G. Maturity: chronological age, physical and emotional maturity, behavior and other factors that might affect the student or classmates
- H. Achieving below designated grade level as indicated on report card

3. Grade placement from Home School to a Lee County School will require:

- A. Pre-assessment: norm referenced assessment
- B. Most recent state assessment information
- C. Grades from current year and last year's grades from official transcript
- D. Documentation from Home School Association of correct grade placement

Provision V:

A student may be retained under the following conditions:

- A. If a student has an average grade below 60% in any two of the following three subjects – math, language arts;
- B. If a student has an average grade below 60% in math, language arts in combination with a failing grade in science or social studies;
- C. If a student has an average grade below 60% in any combination of three of the following subjects: science, social studies, spelling, physical education, band, or health;
- D. The principal has the authority to make academic grade adjustments;
- E. If the student is in the Special Education Program, the Individualized Education Plan (IEP) Team will make the decision regarding retention.

Provision VI:

Grade placement for a transfer student: Lee County Schools will follow recommendations from previous school for grade placement of transfer students.

## **PTA / PTO**

Parent-Teacher Association (PTA) or Parent-Teacher Organization (PTO) officers' names should be listed in each school's handbook. Meetings, dates, times, and locations should be published by building principals.

## REPORT CARDS / PROGRESS REPORTS

Parents should note that a nine-week grading period is used. Report cards are sent out after the completion of each grading period. Progress reports will also be sent out at the mid-point of each nine-week grading period. They are required for all students. If the parent/guardian so desires, he/she should work with the teacher or counselor to keep closer track of his/her child's grades. The parent/guardian should place responsibility on the child to keep him/her informed of progress. Parent-teacher conferences may be scheduled through the receptionist in the main office of the school.

Students with disabilities will also receive, in addition to a 9-week report card, a progress report for goals from the current IEP.

## RESIDENCY REQUIREMENTS

### Criteria for Establishing Residency

Residency requirements as set forth by the United States Department of Justice will continue to be followed in all of the Lee County Schools. Appropriate residency verification documentation will be required for students for each year of enrollment in the Lee County School District.

For school enrollment purposes, the primary domicile of the parent, who is the parent with physical/residential custody, or the court appointed legal guardian, is the legal residence. The legal residence shall be the true, fixed, permanent home principal and principal establishment which the student and parent or legal guardian intend to return each evening.

### Proof of Residency

All Lee County students must live in one of the four attendance zones of Lee County School District with a parent, parent with residential/physical custody or a court adjudicated guardian. The burden of proof in documenting residency is the responsibility of the parent/legal guardian. It is the responsibility of the parent/legal guardian to notify each respective school in which their child attends when there is a change in address, change in residency status, change of contact phone numbers and/or email addresses previously provided as their child's contact information. By request of Lee County Schools, it is the responsibility of the parent/legal guardian to provide current proofs of residency for their student(s). Submitted documents must be in the name of the parent/legal guardian, or custodial parent; with the primary residence listed for the address. The proofs (originals and downloaded forms) must be clear, legible, signed if applicable, not altered, dated, show residence address and parent/legal guardian's name. Additional documentation may be required.

Parents who have legal custody or guardianship of a child may register a student in Lee County Schools. The parent must reside in the attendance area/zone for which registration is completed. Two proofs are required to prove residency. One proof is from each of the categories below.

The first proof connects parent to property in Lee County. For the first proof, parents may submit one of the following items:

- Current Warranty Deed
- Recent Mortgage Statement
- Recent Property Tax Invoice
- Recent Mobile Home Tax Invoice
- Current Rental/Lease Agreement that covers the school year of enrollment.

For the second proof helps to prove that the parent may be currently living at the given address. The parent is to submit a current utility bill in the parent's name. The utility bill may not be more than two months old. The utility bill may be one of the following:

- Electric Bill
- Water Bill
- Cable/Internet Bill
- Telephone Bill – Landline
- Gas Bill



Parents who are engaged in a trailer rental or lot lease must provide a current lease agreement. If the lease expires during the school year, a renewed active lease must be provided to each child's school at the time of expiration or renewal. Leases that extend on a month-to-month basis require a Residency Affidavit which is to be filed for each child.

### **Residency Affidavit**

If the parent/legal guardian is unable to provide the required proofs of residency listed above because of the following conditions:

- Lease is expired and/or rent is on month to month basis;
- Currently living, temporarily or permanently, with another Lee County homeowner;
- Currently living, temporarily or permanently, on the property of a Lee County property owner;
- Current living arrangement does not allow for the submission of the required proofs and they wish to enroll a student(s) or continue the enrollment of a Lee County School student;

The parent/legal guardian must complete a residency affidavit.

Residency Verification for parents who are unable to prove residency by providing a mortgage, rental agreement, warranty deed, or property tax information and a utility bill in their name should bring the following documentation to the Lee County Board of Education for authorization to enroll in Lee County Schools:

1. A notarized Parent/Resident Affidavit signed by the parent and homeowner for each child being enrolled.

2. Homeowner proofs of residency

- Homeowner must provide one of the following proofs to connect the homeowner to the property
- Current Warranty Deed
- Recent Mortgage Statement
- Recent Property Tax Invoice
- Lease Agreement
- Rental Agreement

Homeowner should provide one of the following to prove that he/she currently lives at the given address

- Current power bill
- Current water bill
- Current home phone/internet bill
- Current gas bill
- Current cable bill

3. Parent should prove residency by providing two pieces of mail that has gone through the US Postal Service to the current residence within the past two months. Examples:

- Driver's License (if the second proof is dated)
- Utility Bill
- Bank Statement
- Medical Bill
- Car Insurance
- Medical
- Cell Phone Bill

- Letters from any Federal, State, or Local Government Agency (example: Courts, Subpoenas, Voter Registration, Department of Human Resources, Food Stamps, Child Support Services, Internal Revenue Service, Department of Defense, Veteran Affairs, Social Security Administration, etc.)
- Vehicle Registration

4. A home visit by the Residency Verification Officer may occur at any given time to verify the said living arrangements.

## SAFETY PROCEDURES

Each school or attendance area in the Lee County School System has designated employees who are part of a Crisis Management Team that handles emergency situations.

### SCHOOL FIRE, STORM, AND INTRUDER DRILLS

Several fire, storm, and intruder drills will be held each year to acquaint students with the proper procedure for each situation. Evacuation procedures will be posted in each room and in hallways, cafeterias, and gymnasiums. The students should be well acquainted with these procedures to save lives in an actual emergency. The students should be on their best behavior under these circumstances.

Fire drills will be held periodically and students should follow this procedure:

1. Stop all work immediately;
2. Remain silent for instructions;
3. Follow the evacuation plans given;
4. Move quietly and promptly in single file out of the classroom;
5. Proceed far enough from the building to be safe;
6. Remain in line until an all clear signal is given to return;
7. Return to the classroom in the same manner and through the same exit as departure.

Severe weather drills will be held periodically. When the alarm is sounded, the students should move to a designated area, remain calm if the electricity goes off, and remain in the designated area until the administration determines that the threat is over.

Each school will develop and practice an intruder on campus drill. In the event of an intruder or other emergency situation that warrants a lock down, procedures have been established at which time all entrances and exits will be locked. No one will be allowed entry or exit, including parents, until deemed safe by the administrator.

## SEARCH AND SEIZURE

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of their person and property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students. Lockers, although rented to the student for the student's convenience, are school property. Searches and general housekeeping inspection with or without notice, of school property may be conducted by authorized school personnel and any prohibited material discovered therein can be used against the student in school disciplinary proceedings. Principals, including interim or assistant principals, central office staff, and School Resource Officers may search or authorize a search of the student or the property of any student, including vehicles, in their respective schools, based upon facts supporting reasonable suspicion to believe the student is concealing prohibited material.

Items in violation of school system policy and illegal items or other possessions reasonably determined to be a threat to the health

and safety or security of others may be seized and retained by the school. Items which are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession. The reasonableness of a search or the extent of intrusion on a student's person will be determined by the age and maturity of the student and the *nature* of the offense involved. In all cases, the administrator will have the search witnessed by another staff member.

Search and seizure by law enforcement officers may be made on presentation of a search warrant describing the item(s) to be seized, or with the valid consent of students, and/or parent/guardian who have been advised of the legal consequences of the search. In case of a student of legal age, valid consent shall be defined as consent by the student. Drug dogs will be used by law enforcement in searches.

## **SMOKING / USE OF TOBACCO**

Neither parents or students are allowed to smoke or use any form of tobacco either in the buildings or on the school campus at any time. Students are not permitted to carry tobacco products, cigarette lighters, nor matches with them at any time while on the school campus. Students caught using or in possession of tobacco while in the school building, on campus, or at any function sponsored by the school will be subject to appropriate disciplinary action. This includes any form of electronic smoking device.

## **STUDENT ELECTIONS**

All student elections should be handled in a professional manner with the following ideas to be used as guidelines:

1. To conduct election campaigns in a positive, mature manner with respect shown for the opponent at all times;
2. To elect officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs;
3. To expect the elected student to exhibit appropriate conduct at all times;
4. To use printed ballots for all elections and keep them on file until the end of the school year.

## **STUDENT HARASSMENT / BULLYING**

- A. No Student shall engage in or be subjected to harassment, bullying, violence, threats of violence, or intimidation on school property, on a school bus, or at a school-sponsored function by any student(s). Students who violate this policy will be subject to disciplinary sanctions.
- B. Students sending electronic messages (Facebook, e-mail, text messages, etc.) that contain threats of violence at school or a school-sponsored event, that are deemed to be harassing by administration, or disrupt the normal school process, may be subject to disciplinary action. Law enforcement may also be contacted.
- C. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- D. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

- E. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions.

## STUDENT RECORDS

Student records are administered in compliance with PL-380 Education Amendment of 1974. Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be collected, maintained, and distributed under safeguards of privacy. These records may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use. The Superintendent will institute specific procedures for the implementation of this policy as dictated by the Right to Privacy Act.

## STUDENTS WHO STRUGGLE IN READING, MATH AND BEHAVIOR – RESPONSE TO INSTRUCTION (RTI)

Each school now has one or more problem solving teams designed to address the unique and individual needs of your child. In addition to addressing the typical challenges faced by many students, these teams are also designed to address instruction for such issues as generalized or specific learning problems, characteristics of dyslexia, characteristics of ADHD, and generalized or specific behavior problems, etc.. These teams meet at least once, but usually more than once, each month to review progress of ALL students in the school. General procedures to address the needs of your child are as follows:

### CORE PROGRAM

The core program is grade level instruction using multiple methods of instruction and awareness of your child's learning style. Instruction includes such strategies as modeling, reteaching, general remediation, corrective feedback, multiple opportunities for student practice, flexible grouping of students, student engagement, use of pacing guides, differentiated instruction, accommodations to level the playing field for all students, and participation in a screener assessment to identify student needs that will be addressed through the RtI process.

### TIER II INTERVENTION

Tier II intervention is an additional 15-30 minutes of individual or small group instruction every day targeted to specific needs of your child using research-based strategies. The problem-solving team determines which students need tier II interventions and will notify you of that decision. Your child will participate in a "progress monitoring" assessment to determine success of these interventions a minimum of once every two weeks. You will be notified of that success, or lack thereof, with a graph of your child's progress attached to the progress report/report card. During tier II intervention, you will receive research-based strategies from the school that you can use at home to also help your child with reviews, homework, etc. Tier II interventions may be short term and stop once your child has obtained adequate progress toward the targeted skill.

### TIER III INTERVENTION

Tier III intervention (in addition to tier II) is an additional 30-45 minutes of individual or small group instruction every day targeted to specific needs of your child using research-based strategies and programs; these programs are taught by highly qualified and trained teachers. The problem-solving team determines which students need additional tier III interventions and will notify you of that decision. Your child will participate in weekly "progress monitoring" assessments to determine the success of these interventions. You will be notified of that success, or lack thereof, with a graph of your child's progress attached to the progress report/report card. A vision and hearing screening are conducted, as well as the possibility of other assessments, during tier III intervention to help identify

any additional problems that may be hindering the success of current interventions. Tier III interventions are intensive and long term. However, tier III interventions may stop once your child has obtained adequate progress toward the targeted skills. Lack of progress over time using core instruction, tier II, and tier III interventions may result in a referral for an evaluation for special education eligibility.

Parents who are considering requesting an evaluation for special education eligibility are strongly encouraged to first allow your child to participate in the full RTI process prior to the request. The RTI process is designed to ensure the implementation of appropriate instruction, which is a necessary factor to consider in determining whether a disability is present and special education services are ultimately needed.

## **SUSPENSION**

Students may be suspended from school for committing infractions of school rules and policies. It should be noted that the objective of suspension from school is not to punish the student but rather to enable sufficient time to consider what has occurred. A conference is held to decide the proper course of action. Students are strongly encouraged to stay informed regarding their class assignments while on suspension from school for the purpose of maintaining academic progress. All suspensions and actions taken as a result of suspensions will be decided at the discretion of the school administration. Suspended students may forfeit their right to hold school or club offices or be exempt from exams. A student may be suspended from school, all school related activities, and off campus school activities if he/she violates school rules and regulations. A suspension may be from one to ten days. The maximum sanction for a repeated offense of similar or dissimilar nature may be expulsion.

### **PROCEDURES FOR SUSPENSION**

The principal or his/her designee will give written notice to the pupil of the intention to suspend and the length of the suspension. This notice will include the reason(s) for the suspension. The parent or guardian will be notified of the suspension by telephone, if possible. The parent or guardian, together with the student, will then be asked to come to the school for a conference with the administrator. This conference will be, in no instance, later than the date the student is scheduled to re-enter school.

### **EMERGENCY SUSPENSION**

If a student's presence poses a continuing danger to person or property or is a threat to the orderly educational process, the principal may remove the student from the premises.

### **SCHOOL BUS SUSPENSION**

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding the school bus based on the misconduct of the student on the school bus. This action will be for a reasonable and specified period of time.

## **TARDIES**

It is the responsibility of the student and parent/guardian to ensure that the student arrives at school on time each day. Students who are tardy will have to receive a tardy slip from the principal's office before returning to class. Tardies to class should be recorded by each individual teacher. Students who are tardy to school or class more than six (6) times per nine week grading period will be subject to disciplinary action.

## **TELEPHONE USE**

No student will be permitted to use the telephone except in cases of emergency. In such cases, the office telephones may be used. The school cannot provide a message service. Messages that are considered unimportant will not be delivered to students. The school telephone system is reserved for school business.

## TESTS ADMINISTERED

Students will be made aware of testing dates. There will be various tests administered during the school year. End of the term exams will be given the last three days of each term. Students will be made aware of rules for exemption from term exams. Other tests that may be administered but not limited to: PreACT, ACT, WorkKeys, PSAT, Advanced Placement Exam, Scantron Performance Series, DIBELS-Next, AAA, and Access for ELLs. Alabama requires all students to participate in the Alabama Student Assessment Program.

## TEXTBOOKS

Textbooks will be furnished to all students after a textbook form has been signed by the parent or guardian and returned to the homeroom teacher. Textbooks are to be kept clean and handled properly at all times. If a student loses a textbook, he/she must pay for it. Another textbook may not be issued until the student has paid for the lost textbook. Any student returning a textbook at the end of the school year in damaged condition will be liable for the cost of repairing or replacing that textbook. Any student that has not paid for lost or damaged textbook(s) from the previous year(s) will not be issued textbooks for the new school year. If a student/parent fails to pay for textbooks, it is the school's legal right to submit the problem to Small Claims Court.

## TRESPASSING

Unauthorized persons or students on school property before, during or after school hours are trespassers and will be subject to legal prosecution (this will include students dropped off at school before school hours). A suspended or expelled student will not be allowed to come on school property, to attend on-campus or off-campus activities, to participate in any school sponsored activities, or to enroll in any other public school in Lee County until the suspension or expulsion is properly cleared. Unsupervised students in unauthorized areas of campus during non-school hours may be considered trespassing.

## VIDEO

Several of the schools in Lee County are equipped with video cameras. The video from these may be used by school administration to investigate incidents that occur. To protect the privacy of students, parents will not be allowed to view video.

## VISITORS

School policy is to accept only those visitors who have legitimate business at the school. Visitors must register in the main office upon arriving on campus. Parents are always welcome to visit the school. However, the administration asks that parents make an appointment through the principal's or counselor's office. Parents are also required to register in the main office immediately upon arriving on campus. Parent visitation and length of visitation on the campus will be determined by the principal. (Please, refer to the information on parent-teacher conferences in this handbook for further explanation). Students are expected to extend appropriate courtesy at all times and assist visitors in any manner possible. Students of one attendance area or school are not to visit other schools during school hours except for school sponsored events. Students who are found in violation of this are subject to disciplinary action and may be considered trespassing. (Reference Lee County Schools Board of Education Policy 9.60)

## **WELLNESS PLAN**

The Lee County School District is committed to providing school environments that promote and protect a student's health, well-being, and ability to learn by supporting healthy eating and physical activity. The school district will provide healthy meals that meet nutritional requirements; promote physical activity; follow nutritional standards for all foods available on campus; and monitor school-based activities to promote student wellness. The Wellness Plan requires a reduction in the amount of fat and sugar in your child's school-sponsored breakfast/lunch. It also regulates what can be given out in the classroom

## **WITHDRAWAL OF A STUDENT**

A student who is leaving school or is transferring to another school is to notify the office and obtain a withdrawal form before reporting to homeroom for his/her last day of school. Subject area teachers will indicate grades up to that date and sign the withdrawal form. Before a student is considered to be officially withdrawn, he/she must clear through his/her homeroom and subject area teachers, remove his/her belongings from the locker, return lock, clear with the physical education instructor and the media center/library, return textbooks, and pay or arrange for any outstanding debts. An official transcript of credits will not be sent to the school to which the student is transferring until all records are cleared.

# APPENDICES



## BUS REGISTRATION

## Appendix A

STUDENT'S NAME (Please print) \_\_\_\_\_

PARENT'S NAME (Please print) \_\_\_\_\_

SCHOOL (Circle one) PRIMARY/ELEMENTARY INTERMEDIATE/MIDDLE HIGH

GRADE LEVEL \_\_\_\_\_

STUDENT'S ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMERGENCY CONTACT # \_\_\_\_\_

*The information on this form is correct and true to the best of my knowledge. I know and understand the rules of the bus and realize if the rules are not followed the student will be subject to disciplinary action.*

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## BUS RULES

1. Stay off of the roadway while awaiting a bus.
2. When crossing in front of bus, stay ten feet from bumper and wait for driver's signal before crossing.
3. Obey and cooperate with the Bus Driver (bus drivers may assign seats for students).
4. Be at the bus stop on time (times may vary as much as 10 minutes due to traffic, inclement weather, or other unforeseen situations).
5. Be seated immediately after boarding and remain seated properly.
6. Do not scuffle with or harass other students.
7. Do not commit careless or willful acts which may cause injury to others.
8. Do not fight, quarrel, yell, or use profanity.
9. Keep all body parts and belongings out of the aisle and feet on the floor (bags, backpacks, and other items must be in lap).
10. Keep all body parts inside the bus and ensure no objects are thrown out of the bus.
11. Do not eat (food or candy), drink, or chew gum.
12. Keep bus clear of trash by not littering.
13. Ride to and from school on the bus assigned unless administrative approval is given specifying an alternate bus for that student.
14. There should be no sounds coming from any electronic device that can be heard by neighboring students or the driver.
15. Students will be picked up and dropped off at their residence or designated stop only.



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## **Appendix B**

### **MEMORANDUM**

**To:** Parents of Lee County School Students

**From:** Dr. James McCoy, Superintendent

**Subject:** Technology Resources

To ensure the safety and privacy of our students, it is necessary for every student's permanent record to include a signed acknowledgement of having received and read the Lee County Student Handbook and Code of Conduct. The Lee County Schools Student Personal Responsibility Agreement for the Use of Technology Resources is part of this plan. By implementing the Lee County Schools guidelines regarding the legal and ethical use of the internet and technology resources for students, we can provide a secure educational learning opportunity for your child.

In addition, we have implemented regulatory procedures to protect our students during any photography or video camera activities. By signing the acknowledgement of having received and read the Lee County Schools Policies and Master Discipline Plan, you are also agreeing to the Lee County Board of Education Media Release and Web Publishing Agreement so that we may include this information in your child's permanent record.

Having these policies and agreements in place will assist our efforts in providing the safe and private learning environment we all desire for our students. If you object to your child following any of these policies as stated, please submit a written request to your school's principal as outlined in the following agreements.



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## Appendix C

### Lee County Schools

#### Student Personal Responsibility Agreement for the Use of Technology Resources

**USER:** By signing the “Student–Parent/Guardian Acknowledgement” form, I state that I understand and will abide by the Lee County School guidelines regarding the legal and ethical use of internet and technology resources.

Furthermore, I understand that any or all of the following sanctions may be imposed if I violate any of the guidelines regarding the use of Lee County School technology resources, including the internet.

1. Loss of access.
2. Additional disciplinary action to be determined in line with existing practice regarding inappropriate language or behavior.
3. Legal action when applicable.

#### **PARENT OR GUARDIAN:**

By signing the “Student–Parent/Guardian Acknowledgement” form, I state that I have read the Lee County Schools guidelines regarding the legal and ethical use of internet and technology resources in this handbook, and hereby give permission for my child to independently access the internet.

**\* If you object to this Agreement for the Use of Technology Resources, you must submit a written request to your school’s principal asking that your child not be allowed to access the internet other than mandatory curriculum and instructional sites.**



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## Appendix D

### Lee County Board of Education

#### Student Media Release and Web Publishing Agreement Form

##### Media Release Agreement

By signing the *"Student-Parent/Guardian Acknowledgement"* form included with the *Policies and Master Discipline Plan*, I hereby grant the Lee County School System permission to use my child's name and/or voice and any or all of the audio or video footage in any of the Lee County School system's media-based productions and/or affiliated media-based productions.

**\* If you object to this Media Release Agreement, you must submit a written request to your school's principal asking to remove your child from all public media releases.**

##### Web Publishing Agreement

By signing the *"Student-Parent/Guardian Acknowledgement"* form included with the *Policies and Master Discipline Plan*, I hereby grant permission for my child's work, which may or may not be accompanied by the child's first name and/or photographs, to be electronically displayed and produced by the Lee County School System on the Lee County Schools' internet web site (<http://www.lee.k12.al.us>) and/or affiliated web sites.

**\* If you object to this Web Publishing Agreement, you must submit a written request to your school's principal asking to remove your child from being published on the Lee County and school web pages in one or all of the following ways:**

- Permission to publish student's first name in school internet publishing
- Permission to publish student's photograph(s) in school internet publications
- Permission to publish selected student work in school internet publications



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## **Medications in the School Setting**

Dear Parent,

Many children need medications during the course of the school year. In order to assist you in the safe delivery of these medications, we need your cooperation. The following guidelines, in accordance with Alabama law, have been established for the delivery of these medications at each school.

**When a medication needs to be delivered to your child during the school day, complete the following:**

### **Prescription Medication**

1. Complete the “*Student Information*” section of the *School Medication Prescriber/Parent Authorization* form.
2. Have the doctor, or nurse practitioner that prescribes the medication complete the prescriber section of the *School Medication Prescriber/Parent Authorization* form.
3. Deliver the completed authorization form to school with the medication in its **original pharmacy or manufacturer’s labeled container**. All medication must be delivered to your child’s school by you or a responsible adult that you designate. This is for the safety and protection of your child. Controlled substances such as ADHD medication must be counted and signed for each time the medication is brought into the school.
4. The first dose of all medications and the first dose after a change in medication must be given at home.
5. Unused medications will be returned to the parent/guardian. Medications not picked up after the completion of the school year will be destroyed. Every effort will be made to return medications to you.

### **Asthma Inhalers**

**A pharmacy label must be placed on all asthma inhalers, not the box the inhaler comes in.**

If your child self-administers their inhaler, make sure the physician checks that self-administration is permitted. See information below on self-administration of medications.

### **Self-Administration of Medication**

Only students with a chronic illness such as asthma, diabetes and cystic fibrosis may self-administer medications. A signed *Provider/Parent Authorization* form must indicate self-administration and be signed by the physician and parent. The school nurses will then talk with the student and assess if the student can self-administer the medication safely in the school setting. The principal and the student’s teachers will be notified that the student is allowed to self-administer.

### **Over-the-Counter Medicine**

For non-prescription medications the authorization form must still be completed but a physician’s signature is not required as long as the dosage of medication is in accordance to the indications for use on the package. The parent must provide the OTC medicine in the **original, unopened, sealed container** with specific instructions as to when or why such medicines may be necessary. **The use of non-prescription medications at school should be limited to those absolutely necessary. Sick students should be kept at home.**

This process is intended to promote safe delivery of necessary medication to your child, not to add unnecessary burden. We will make every effort to assist you with this process. Thank you for your cooperation!

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**STUDENT INFORMATION**

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_  
Date of Birth: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
 No known drug allergies---if drug allergies list: \_\_\_\_\_ Weight: \_\_\_\_\_ pounds

**PRESCRIBER AUTHORIZATION** (To be completed by licensed healthcare provider)

Medication Name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_  
Frequency/Time(s) to be given: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ Stop Date: \_\_\_/\_\_\_/\_\_\_

Reason for taking medication: \_\_\_\_\_  
Potential side effects/contraindications/adverse reactions: \_\_\_\_\_  
Treatment order in the event of an adverse reaction: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

Is the medication a controlled substance? Yes  No   
Is self-medication permitted and recommended? Yes  No   
If "yes" I hereby affirm this student has been instructed  
On proper self-administration of the prescribe medication.  
Do you recommend this medication be kept "on person" by student? Yes  No

Printed Name of Licensed Healthcare Provider: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_

Signature of Licensed Healthcare Provider: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT AUTHORIZATION**

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up with the medication.

**Prescription Medication** must be registered with School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate.

**Over the Counter Medication** must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

**SELF-ADMINISTRATION AUTHORIZATION**

**(To be completed ONLY if student is authorized to complete self-care by licensed healthcare provider.)**

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).

Signature of Parent: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

