

## CHAPTER 5.00 - STUDENTS

### ADMITTANCE/ENROLLMENT REQUIREMENTS

5.10

- I.
  1. Any student who initially enrolls in the Lee County School System shall be requested to present the following documents:
    - A. An official birth certificate;
    - B. Immunization records as required for the prevention of those communicable diseases designated by the State Health Officer;
    - C. A Social Security card. Those who choose not to provide this document will be assigned a unique student identifier that will be used for all student information transfers and tracking of information.
  2. Any student who initially enrolls in the Lee County School System shall be required to present the following documents:
    - A. Proof of residency (copy of utility bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodians, and/or legal guardians;
    - B. Legal proof of guardianship or custody when warranted.

Exceptions may be granted as provided in Alabama statutes and federal law.

- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Lee County Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. Admission may be denied a resident student who is over seventeen (17) years of age and who has repeatedly been dismissed from previous schools for violation of the rules of the school with the exception of students who have current IEPs.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to admission/readmission to any Lee County school, the disciplinary action would have to be completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. **Residing Students**
  - A. The Board defines resident students as students whose parents or legal guardians live within the jurisdiction of the Lee County School System. All resident students of the school system shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Lee County Schools.

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- B. Children of employees of the Lee County Board of Education may be allowed admission as resident students as long as their parents remain employed by the Lee County Board of Education. Children of employees may attend the school in the zone of their residence or in the zone in which their parent is employed.

- VI. All homeless, migratory, immigrant, children in foster care, and/or limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

Students who live in the attendance areas of Lee County School System and who are homeless, migratory, immigrant, children in foster care, and/or limited English proficient children shall not be prohibited from school attendance due to any of the following:

- A. Residency requirements
- B. Lack of social security number
- C. Lack of birth certificate
- D. Lack of school records or transcripts
- E. Lack of immunizations
- F. Legal custody requirements
- G. Transportation
- H. Language barriers
- I. Disabilities

### VII. Plan of Action for Homeless Students

Lee County Schools seek to ensure that each homeless student has equal access to the same, free, appropriate public education, as provided to other students.

- A. Identification of homeless students
  - 1. The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. § 11434a (2) et. seq. defines homeless students as those who lack a fixed, regular and adequate nighttime residence. This includes:
    - a) Children and youth who:
      - 1. Share the housing of other persons, due to the loss of housing, economic hardship, or a similar reason;
      - 2. Live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
      - 3. Live in emergency or transitional shelters;
      - 4. Are abandoned in hospitals; or,
      - 5. Are awaiting foster care placement
    - b) Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

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- c) Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or,
    - d) Migratory children who qualify as homeless because they are living in circumstances set forth in items VII.A.1.a 1, 2 and 3 above; or,
    - e) Unaccompanied youths living in the circumstances above.
  - 2. Any school staff member with information suggesting that a student may be homeless shall notify the school administrator or school counselor. They, in turn, shall notify the system homeless liaison.
  - 3. The homeless liaison shall contact the parent/guardian of a student who demonstrates evidence of living in a homeless situation. The parent/guardian shall be given a Student Residency Form to complete to determine eligibility according to the above definition.
- B. School Selection
- 1. Homeless students may (a) enroll in the school serving the attendance zone where the student resides; or, (b) continue enrollment in the school of origin, when feasible. The school of origin is the school the student attended when permanently housed, or the school in which the student was last enrolled.
  - 2. Determination of which school the child attends shall be based upon the student's best interest. Every effort shall be made, to the extent feasible, to keep the student in his/her school of origin unless doing so is against the wishes of the parent/guardian. In the case of an unaccompanied youth, the homeless liaison shall assist in the placement and enrollment decision.
  - 3. A homeless student who attends his/her school of origin in accordance with section VII.B.1 above may (a) attend that school for the duration of his/her homelessness; (b) stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year; or, (c) attend the school for the duration of homelessness if the student becomes homeless between academic years.
  - 4. A student in foster care will enroll or remain in the student's school of origin, unless it is determined that remaining in the school of origin is not in such student's best interest. If it is not in a student's best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even if the student is unable to produce records normally required for enrollment (20 U.S.C. §§6311(g)(I)(E)) .
- C. Transportation shall be provided to and from the school of origin if requested by the parent/guardian where required by federal law (42 U.S.C. § 11432(g)(1)(J)(iii)). In the case of unaccompanied youth, the transportation request shall be made by the homeless liaison.
- D. Dispute Resolution
- 1. If the school system denies the school of origin request, the parent/guardian shall be provided with a written explanation of the system's decision, including the right to appeal. In the case of an unaccompanied youth, the homeless liaison will provide

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written notification to such youth including the right to appeal. Information will be included in the schools system's Written Notification and Dispute Resolution Form.

2. If a parent/guardian disputes the school system's school placement decision,
  - a) The student shall be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute.
  - b) The dispute shall be referred to the school system's homeless liaison who shall consult with the department/office of Policy and Planning and Student Support for resolution within seven (7) business days of receipt of the Dispute Resolution Form.
  - c) If the matter is not resolved at that level, the Superintendent shall issue the school system's decision within ten (10) business days of the second dispute by the parent/guardian.
  - d) If the matter is not resolved at that level, the parent/guardian may contact the Alabama Department of Education State Homeless Coordinator.

### E. Enrollment/Withdrawal of Homeless Students

1. A homeless student should be enrolled immediately, even if the student lacks records normally required for enrollment.
2. The principal or designee shall notify the homeless liaison when a homeless student is identified.
3. The homeless liaison shall provide the parent/guardian a copy of the school system's Information for Parents.
4. If a homeless student arrives at school without a parent/guardian, the homeless liaison shall be notified. The homeless liaison shall contact the parent/guardian and complete the enrollment process.
5. Homeless students qualify for free breakfast and free lunch.
6. When students enroll without records (i.e. transcripts, grade reports, immunizations or health records) the principal or designee shall:
  - a) Contact the former school to request the student's records and discuss immunization information and tentative placement;
  - b) Create a cumulative record if it is determined that the records are not available;
  - c) Refer the student to the public health authorities and provide follow-up to ensure that the student has been immunized if there is no immunization records; and
  - d) Contact the homeless liaison for additional assistance.
7. Parent/guardians shall provide the school with contact information.
8. Homeless students often leave school without officially withdrawing. If the school is contacted by another system for a homeless student's records, requested information shall be provided and school records sent within fifteen (15) days to the receiving/enrolling school system.

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### **F. Role of the Homeless Liaison**

The role of the school system's homeless liaisons is to provide that:

1. Homeless students and/or unaccompanied youth:
  - a) Are identified by school personnel;
  - b) Enroll in and have an equal opportunity to succeed in school;
  - c) Receive education services for which they are eligible; and,
  - d) Are referred, if other support resources are needed.
2. Parents/guardians of homeless students are made aware of education and related opportunities available to their children and are provided with a meaningful opportunity to participate in their children's education.
3. Public notices of the educational rights of homeless students are disseminated in schools.
4. Enrollment disputes are mediated in accordance with the McKinney-Vento Homeless Assistance Act.
5. Parent/guardians and unaccompanied youth are informed of the transportation services provided by the District, including transportation to the school of origin, when required;
6. Students who do not have immunization or medical records are assisted;
7. Collaborate and coordinate with State Coordinators, school personnel, as well as community partners responsible for providing education and related support services to homeless children and youth.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-28-4, 16-30-1 TO -4  
NO CHILD LEFT BEHIND ACT OF 2001  
TITLE VII-BE OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT OF 2001**

### **HISTORY:**

**ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011; MARCH 12, 2013  
FORMERLY: JBC, JBCA, JBCB**

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### KINDERGARTEN ADMISSION

5.11

Any child shall be eligible for admission to kindergarten if he/she has attained the age of five (5) years on or before September 1 of the school year.\* However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of

- I. The child's date of birth documented in the manner provided by Alabama statutes; and
- II. An up-to-date immunization record.

\*An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on September 2 is entitled to attend the public elementary schools at the opening of school for that school year. A child whose fifth birthday falls on September 2 is entitled to attend kindergarten.

#### REFERENCE(S):

CODE OF ALABAMA  
16-28-3 TO -4

#### HISTORY:

ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JBB

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### FIRST GRADE ADMISSION

**5.12**

For admission to first grade, a student shall be six (6) years old on or before December 1 of the school year.\*

Previous attendance in an out-of-state school into which a student was admitted on the basis of age requirement established by the state of residency shall be accepted as meeting the age requirement.

\*An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on September 2 is entitled to attend the public elementary schools at the opening of school for that school year. A child whose fifth birthday falls on September 2 is entitled to attend kindergarten.

#### REFERENCE(S):

**CODE OF ALABAMA  
16-28 -4**

#### HISTORY:

**ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JBB**

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### STUDENT RIGHTS AND RESPONSIBILITIES

5.17

The Lee County Board of Education possesses the responsibility to offer an education which shall be provided in an orderly, healthy atmosphere, both physical and emotional, and in which treatment of students is both firm and fair in all matters pertaining to school life.

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school a proper atmosphere for learning. Codes of conduct shall be consistent with the policies of the Board, which in turn, shall be in full compliance with State and Federal statutory provisions.

#### REFERENCE(S):

CODE OF ALABAMA

16-28A-3

TITLE IX, SECTION 504, OF THE REHABILITATION ACT

#### HISTORY:

ADOPTED: DECEMBER 2002

REVISED: SEPTEMBER 13, 2012

FORMERLY: JC

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### GRADUATION REQUIREMENTS

**5.20**

Graduation requirements and diploma options for Lee County students who began 9<sup>th</sup> grade prior to the 2011-2012 school year are available from school counselors, principals, and in published school handbooks and School System publications. All students entering the 9<sup>th</sup> grade for the first time in the 2011-2012 school year are required to complete course requirements specified by the Alabama State Board of Education and the Lee County Board of Education as follows:

<b>Diploma with Advanced Academic Endorsement # "First Choice"</b>	<b>Standard Diploma ##</b>	<b>Alabama Occupational Diploma or Certificate of Graduation*</b>
4 units English (highest level or AP)	4 Units English	4 Units English
4 Units Math (must include Algebra II w/Trig)	4 Units Math (must include Geometry)	4 Units Math
4 Units Science (Biology, Physics or Chemistry and 2 additional advanced units)	4 Units Science (1 biological, 1 physical, 2 additional)	4 Units Science
4 Units Social Studies	4 Units Social Studies	4 Units Social Studies
1 Unit of Physical Education/LIFE	1 Unit of Physical Education/LIFE	1 Unit of Physical Education/LIFE
½ Unit Health Education	½ Unit Health Education	½ Unit Health Education
½ Unit Fine Arts	½ Unit Fine Art	½ Unit Fine Art
½ Unit Computer Applications**	½ Unit Computer Applications**	½ Unit Computer Applications**
2 Units Foreign Language		
5 ½ Units electives	7 ½ Electives ***to include a Career Technical Education course for the Credit-Based Diploma	7 ½ Units electives to include Career Technical Education courses
# Advanced Career-Technical Endorsement awarded for the completion of a 3-course sequence in a Career- Technical major.	## Career-Technical Endorsement awarded for the completion of a 3-course sequence in a Career- Technical major.	
An Advanced Academic Diploma <b>with Honors</b> shall be awarded for completion of these requirements with a GPA of 3.5 or higher.		
<b>Total: 26 Units minimum</b>	<b>Total: 26 Units minimum</b>	<b>Total: 26 Units minimum</b>

\*\* The ½ unit of required Computer Applications may be waived if computer literacy, keyboarding skills, and introductory applications are verified by qualified staff at the high school.

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To receive a diploma, students must pass the Alabama High School Graduation Exam in addition to completing the required units for graduation. An Occupational Diploma or Graduation Certificate is available through an Individual Education Plan (IEP) for eligible special education students.

Effective with the ninth grade class of 2009-2010, The Alabama High School Advanced Academic Diploma becomes the first-choice diploma for high school students. Also effective for students entering the ninth grade in the 2009-2010 school year, students are required to complete one on-line/technology enhanced course prior to graduation. Exceptions through Individualized Education Plans (IEPs) shall be allowed.

**Credit-Based Diploma (replaces the Alternate Adult High School Diploma)** -- Effective for students in the twelfth grade in the 2007-08 school year and beyond, a diploma with Credit-Based Endorsement may be earned by a student's passing all required courses, and three of five sections of the Alabama High School Graduation Exam (reading, mathematics, and one additional subject-area test). Effective for students entering the ninth grade in 2009-2010 school year, one Career Technical Education credit is required for this diploma.

**Certificate of Graduation** – based on the State Board of Education's mandate requiring students beginning with the graduating class of 1985 to pass the Alabama High School Graduation Exam and earn the required Carnegie Units to receive a State-approved diploma, the Board authorizes the issuance of a Certificate of Graduation to special education students, with the exception of gifted and speech-impaired students. The student's IEP objectives and the decision of the IEP Committee shall be followed when determining the diploma path and/or issuance of the Certificate of Graduation for special education students.

All students entering the 9<sup>th</sup> grade for the first time in the 2013 - 2014 school year are required to complete course requirements specified by the Alabama State Board of Education and the Lee County Board of Education as follows:

<b>Alabama High School Diploma with Advanced Academic Endorsement</b>	<b>Alabama High School Diploma</b>
<b>4 Units of English</b> to include English 9, 10, 11, and 12 (highest level) or any AP/IB or postsecondary equivalent option of these courses	<b>4 Units of English</b> to include English 9, 10, 11, and 12 or any AP/IB or postsecondary equivalent option of these courses
<b>4 Units of Math</b> to include Algebra I, Geometry, and Algebra II w/ Trig, or their equivalent. Additional course(s) to complete the four credits in mathematics must be chosen from the <i>Alabama Course of Study: Mathematics</i> or CTE/AP/IB/postsecondary equivalent courses	<b>4 Units of Math to include</b> Algebra I, Geometry, and Algebra II w/ Trig or Algebra II, or their equivalent. Additional course(s) to complete the four credits in mathematics must be chosen from the <i>Alabama Course of Study: Mathematics</i> or CTE/AP/IB/postsecondary equivalent courses

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<b>4 Units of Science</b> to include Biology and Physics or Chemistry, and 2 additional advanced science courses. The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB/postsecondary equivalent courses	<b>4 Units of Science</b> to include Biology and a physical science. The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB/postsecondary equivalent courses
<b>4 Units of Social Studies</b> to include World History, U.S. History x 2, and Government/Economics or AP/IB/postsecondary equivalent courses.	<b>4 Units of Social Studies</b> to include World History, U.S. History x 2, and Government/Economics or AP/IB/postsecondary equivalent courses.
<b>1 Unit of Physical Education</b> to include LIFE (Personal Fitness). One JROTC credit may be used to meet this requirement	<b>1 Unit of Physical Education</b> to include LIFE (Personal Fitness). One JROTC credit may be used to meet this requirement
<b>½ Unit of Health Education</b>	<b>½ Unit of Health Education</b>
<b>1 Unit of Career Preparedness Course</b>	<b>1 Unit of Career Preparedness Course</b>
<b>2 Units of Foreign Language.</b> Two years in the same language. A foreign language taken in the eighth grade does not count toward the requirements or the required units toward graduation	
<b>1 Unit of Required Elective.</b> Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.	<b>3 Units of Required Electives.</b> Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.
<b>3 ½ Units of Electives</b>	<b>3 ½ Units of Electives</b>
<b>Total:</b> <b>25 Units Minimum</b>	<b>Total:</b> <b>25 Units Minimum</b>

**REFERENCE(S):**

**CODE OF ALABAMA  
16-8-8, AAC §290-3-1-02.06**

**,HISTORY:**

**ADOPTED: FEBRUARY 10, 2009  
REVISED: SEPTEMBER 13, 2011  
REVISED: MARCH 12, 2013  
FORMERLY: IHF**

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### **PARTICIPATION IN GRADUATION CEREMONIES**

**5.21**

The Lee County Board of Education authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

1. Students who have met the requirements for any Alabama High School Diploma and have passed all required areas of the Alabama High School Graduation Examination are eligible to participate in the graduation ceremony (marching). Special Education students who have met the requirements for an Alabama Occupational Diploma are eligible to participate in the graduation ceremony (marching).
2. Special education students who have not met the requirements for a diploma but have met the requirements of their IEPs shall be permitted to participate in the graduation ceremony and will be awarded the Graduation Certificate.
3. Students who meet all requirements after their designated graduation date (i.e., pass the required number of Carnegie Units and pass all requirements of the Alabama High School Graduation Examination) may participate in the graduation ceremony/exercise the following year.

#### **REFERENCE(S):**

**CODE OF ALABAMA**  
**16-8-8, AAC 290-3-1-02.06**

#### **HISTORY:**

**ADOPTED: APRIL 14, 2008**  
**REVISED: MARCH 10, 2009; SEPTEMBER 13, 2011**  
**FORMERLY: IHFA**

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### CLASS RANKINGS AND WEIGHTED CREDIT

**5.22**

The Lee County Board of Education maintains that high schools should keep accurate records concerning class ranking of each student. This is especially important for the 12th graders since colleges and scholarship committees consider rankings in their acceptance process. Confidentiality of all records shall be respected as specified by law.

Class rankings for senior students shall be determined on a four (4) point scale as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point

Weighted credit (A=5 points; B=4 points; and C=3 points) shall be awarded in these courses: Honors English, Pre-Calculus with Trigonometry, Algebra III with Statistics, Physics, Calculus, and all Advanced Placement courses. Weighted credit shall be awarded for dual enrollment courses taken prior to 2010-2011.

Class rankings shall be calculated at the end of the second term of the senior year. Calculations will be carried out four decimal places with no “rounding”.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-8-8**

**HISTORY:**

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

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### HONOR GRADUATES

**5.23**

The following criteria shall determine honor graduates of Lee County high schools:

1. All students with a grade point average (GPA) of 4.0 or higher and who have earned the highest diploma offered at a particular school shall be designated honor graduates. GPA for the determination of honor graduates shall be calculated at the end of second term. GPA calculations shall be carried to the fourth decimal place with no "rounding".
2. In the event that no student in the graduating class has a GPA of 4.0 or higher, up to the top 10% of the class with GPAs of 3.5 or higher may be designated as honor graduates.
3. The local school will determine how honor graduates will be recognized at the graduation ceremony.
4. The two (2) honor graduates with the highest numerical averages (in academic core courses including foreign language) shall each deliver an address at commencement. In the event that one or both students decline the opportunity to speak, the principal shall appoint another honor graduate to speak or no one at all.

#### REFERENCE(S):

**CODE OF ALABAMA  
16-8-8**

#### HISTORY:

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

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### STUDENT PROMOTION AND RETENTION

5.26

All students must comply with the Lee County School System attendance policy to be promoted to the next grade. No student will be recommended for retention unless their case has been presented to the school level RtI Problem Solving Team. Any teacher recommending retention must document using SRB strategies and their results. Promotion or retention decisions for students who transfer after the beginning of the final quarter of the school year will be made on a case-by-case basis.

#### **Grades K-4**

To be promoted to the next grade, a student in grades K through 4 should be proficient in reading and mathematics to grade level standards (receiving passing grades on the latest report card). The process of making decisions as to promotion and retention of students in grades K through four (4) should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

#### **Grades 5-8**

Students enrolled in grades five (5) through eight (8) must pass reading and math plus one additional core course each year in order to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program. Only one core subject may be attempted in summer school. Students may not attend summer school to make up reading or math for two consecutive years.

#### **Placement (Grades 5-8)**

If a student is retained twice in any grade he/she may be placed in the next higher grade level upon teacher recommendation(s) and the approval of the principal. The student should be referred to the school level RtI Problem Solving Team.

#### **Grades 9-12**

For students to be permitted to move to the next higher grade level, the following standards must be met:

Tenth Grade – students who have earned seven (7) Carnegie units will be classified as tenth graders.

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Eleventh Grade - students who have earned fourteen (14) Carnegie units will be classified as eleventh graders.

Twelfth Grade – students who have earned twenty (20) Carnegie units will be classified as twelfth graders.

### **Summer School Options**

A student who does not pass coursework in a logical and sequential order should be strongly encouraged to attend an approved summer school to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation.

### **Special Education Students**

Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. Retention decisions for students with disabilities shall be made by the IEP team. Students identified as gifted shall be provided the option of acceleration to progress through course of study objectives on a pace commensurate with their abilities.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-8-35**

### **HISTORY:**

**ADOPTED: OCTOBER 13, 2009  
REVISED: JUNE 12, 2012  
FORMERLY: IHE**

### SUPERVISION OF LOW RISK JUVENILE SEX OFFENDERS

5.27

Pursuant to Annalyn's Law, the Superintendent shall be notified to Annalyn's Law, the Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

1. Definitions - In this policy, these terms shall have the following meanings:
  - a. "Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between contract between the Student and the School.
  - b. "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school of record.
  - c. "Student" refers to "the low risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.
  - d. "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor, and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student's status.
  - e. "Victim" refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.
2. Notification
  - a. *Current Students* - In the event a currently enrolled Student is adjudicated delinquent and designated "low risk" by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.
  - b. *Newly Enrolled Students* - In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low risk juvenile sex offender, local law enforcement

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is expected to notify the local Superintendent and principal of the Student's school in writing.

- c. *Students That Change Schools Within the District* - In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances. Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student's parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student's circumstances.

- d. *School Staff Changes* - In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan. The Student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

- 3. Plan Development and Maintenance - Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the

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Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

4. Supervision - The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan. Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee.

The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

5. Students with Disabilities - Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations.
6. Violations of the Plan - In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.
7. Challenges to the Plan - In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.
8. Confidentiality - Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.
9. Retaliation - Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student

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is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

10. Procedures - The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

### REFERENCE(S):

**CODE OF ALABAMA**  
**16-1-51.1;**  
**Ala. Act No. 2018-528.**

### HISTORY:

**ADOPTED: OCTOBER 8, 2019**

## CHAPTER 5.00 – STUDENTS

### **STUDENT HARASSMENT PREVENTION (ANTI-BULLYING)** **Jamari Terrell Williams Student Bullying Prevention Act**

**5.28**

- I. No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.
- II. Definitions
  - A. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
    - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
    - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
    - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
    - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
    - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
  - B. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

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- C. “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
  - D. “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
  - E. “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
  - F. “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
  - G. “Student” as used in this policy means a person who is enrolled in Lee County Schools.
- III. Description of Behavior Expected of Students
- A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
  - B. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
    - Race
    - Sex
    - Religion
    - National origin
    - Disability
- IV. A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.
- V. Reporting, Investigation, and Complaint Resolution Procedures

## **CHAPTER 5.00 – STUDENTS**

- A. Complaints alleging violations of this policy must be made on Board-approved complaint forms available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- B. Upon receipt of the complaint, the principal or the principal's designee will 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 a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions 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.
- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-8-8, LEGISLATIVE ACT 2009-571**

### **HISTORY:**

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: February 12, 2019  
FORMERLY: NEW**

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### DUE PROCESS

5.29

The Board recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the School District. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules, and regulations.

1. Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
2. Each local regulation shall be based on a Board policy.
3. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.
4. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
5. No Board policies or local school codes of conduct shall deny any student his constitutional rights.
6. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
7. Exercise of all authority by administrators, teachers or school officials, be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory, or otherwise illegal practices.
8. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the School District shall relate primarily to the area of discipline and disciplinary measures, e.g., short-term suspension, long-term suspension, and expulsion.

The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against him;

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2. The evidence against the student shall be explained to him; and
3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension (more than 10 consecutive days) or expulsion, the Board shall afford the student the following:

1. The right to an administrative hearing;
2. The right to be represented by an attorney and to present evidence on his/her behalf;
3. The right to question witnesses;
4. A written record at the hearing and a written record of the decision; and,
5. The right of appeal to the Lee County Board of Education.

A school may not unilaterally expel, or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-28A-1, 16-28A-3**

### **HISTORY:**

**ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JCAA**

## CHAPTER 5.00 – STUDENTS

### STUDENT CONDUCT AND SUPERVISION

5.30

All students enrolled in the Lee County School System shall be subject to federal and state laws, regulations of the State Board of Education, the rules and policies of the Lee County Board of Education and the Code of Student Conduct, and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during the time they are on Lee County Board of Education premises for school attendance and authorized activities.

- I. The principal or the principal's designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.
- III. The Lee County Board of Education's authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.
- IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Lee County Board of Education. The Code of Student Conduct shall:
  - A. Be developed with input from Lee County Board of Education members, appropriate grade-level teachers, school personnel, school administrators, students, and parents.
  - B. State grounds for disciplinary action procedures and the rights of students.
  - C. Be distributed to all Lee County School System teachers, school personnel, students, and students' parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment.
  - D. Be filed in the Superintendent's office and in the office of the school principal.
- V. The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year.
- VI. The principal shall use the Code of Student Conduct to familiarize students with Lee County Board of Education rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.

#### REFERENCE(S):

CODE OF ALABAMA  
16-1-14, 16-1-24.1, 16-6B-5, 16-28-2, 16-28-12, 16-28A-3

#### HISTORY:

ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JCD, JD

## CHAPTER 5.00 - STUDENTS

### **CORPORAL PUNISHMENT**

**5.30.1**

#### Punishment and Restraint

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

#### **REFERENCE(S):**

**CODE OF ALABAMA  
16-1-14**

#### **HISTORY:**

**ADOPTED: DECEMBER 2002  
REVISED: July 10, 2018**

## CHAPTER 5.00 - STUDENTS

### PHYSICAL RESTRAINT AND SECLUSION

5.30.2

#### A. Policy Purpose

1. The Lee County School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.
2. The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.
3. The Lee County School System places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to both students and program staff, as well as the care, safety, and welfare of our students.

#### B. Definitions

1. **Physical restraint** is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.
2. **Chemical restraint** is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
3. **Mechanical restraint** is the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

4. **Seclusion** is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.
5. **Time-out** is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:
  - (a) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
  - (b) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
  - (c) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
  - (d) The time-out space is free of objects that unreasonably expose the student or others to harm.

**C. Prohibitions**

1. 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 prohibited when used as a form of discipline or punishment.
2. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Lee County School System and its educational programs.
3. The use of chemical restraint is prohibited in the Lee County School System and its educational programs.
4. The use of mechanical restraint is prohibited in the Lee County School System and its educational programs.
5. The use of seclusion is prohibited in the Lee County School System and its educational programs.

#### **D. Requirements**

1. Each local school's principal or his/her designee and each educational program of the School System that utilize physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.
2. Each local school's principal or his/her designee and each educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.
3. Each local school's principal or his/her designee and each educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the Lee County Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.
4. Each local school's principal or his/her designee and each educational program that utilize physical restraint shall ensure that following an incident of restraint or seclusion of an student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.
5. Each local school's principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.
6. Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is

removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.

7. Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To effectuate this requirement, the School System's website and student handbook/code of conduct will contain the following statement:

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.

#### **E. Clarifications**

1. Nothing in this policy shall be construed to interfere with the School System's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.
2. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.
3. Nothing in this policy shall be construed to prohibit the School System's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.

4. Nothing in this policy shall be construed to prohibit the School System or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
5. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.
6. Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.
7. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights the School System or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-28-12, 16-1-14, AAC§290-3-1-.02(1)(F)**

**HISTORY:**

**ADOPTED: JUNE 12, 2012  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

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### DETENTION, SEARCH, AND SEIZURE

5.31

- I. Any instructional or administrative staff member shall be authorized to temporarily detain, question and search a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit, or has knowledge of a violation of Alabama statutes, Lee County Board of Education Code of Student Conduct, or a school's Code of Student Conduct.
- II. Desks, lockers and other equipment at school belong to the Lee County Board of Education and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material, which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school, is contained therein.
- III. Students shall reasonably expect his or her person to be free from search in accordance with rights guaranteed by the U.S. Constitution. Therefore, any search of a student conducted by school officials shall be made only when reasonable belief that the student is in possession of weapons, stolen items, illegal drugs, or other items harmful to the safety of the student or others. Any search shall not be intended to embarrass, intimidate, or harass any student.
  - A. Lee County School System officials shall be authorized to search a student and the student's property including vehicles under the following conditions:
    1. A reasonable cause for a search exists.
    2. The student is in full agreement with the search. (See section C below.)
    3. The search must be conducted in privacy by a person of the same sex.
    4. A third person of the same sex must be present during the search.
  - B. Parents or legal guardians shall be notified if the search results in the identification of any illegal paraphernalia.
  - C. If a reasonable cause exists for a search of an individual student and the student does not agree to the search, school officials shall not search the student. The following procedure shall be followed:
    1. The student shall be retained in the presence of school officials under constant observation and supervision.
    2. Parents or legal guardians of the student shall be notified and requested to come to the school.

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3. Parents or legal guardians shall be informed of the situation and asked to search the student.
4. If parents or legal guardians refuse to cooperate with school officials, appropriate law enforcement authorities shall be notified and proper suspension or expulsion procedures shall be initiated.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-8-8, 16-1-14, 16-28A-2**

### **HISTORY:**

**ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JCAB**

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### USE OF VIDEO SURVEILLANCE EQUIPMENT

5.31.1

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Lee County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the Lee County School System.

Equipment shall not be used where there is an expectation of privacy, i.e. bathrooms, gym/locker rooms, and private offices. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and recordings, and on applicable laws related to the use of surveillance equipment. Equipment may be used in classrooms with the written request of the teacher.

Individual schools shall establish a system for maintenance and storage of equipment and recordings. Equipment and recordings shall be stored in secure places with access by authorized persons only.

All Lee County School System personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes. For privacy reasons, parents or guardians will not be allowed to view recordings.

#### REFERENCE(S):

CODE OF ALABAMA  
16-8-8, 16-1-24.1

#### HISTORY:

ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

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### USE OF METAL DETECTORS

5.31.2

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, the Lee County Board of Education may employ the use of hand-held metal detectors. Prior to implementing the use of metal detectors, training shall be provided for authorized persons regarding the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

In implementing the use of metal detectors, the following guidelines will be followed:

1. All metal detector searches shall be conducted by School Board employees only.
2. Any information obtained through the use of metal detectors will be used only for school disciplinary or law enforcement purposes.
3. The metal detectors will be used by authorized personnel at any time there is reasonable suspicion that the student being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Any search of a student's person as a result of activation of the detector will be conducted in accordance with the Board's policy on student searches (Policy 5.31).

#### REFERENCE(S):

CODE OF ALABAMA  
16-1-24.1

#### HISTORY:

ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

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### UNANNOUNCED VISITS BY LAW ENFORCEMENT

5.31.3

To provide and maintain a safe and secure environment for students, staff, and visitors, the Lee County Board of Education supports the requirement of the Alabama Administrative Code, §290-030-010-.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the school system. Such visits shall be for the purpose of detecting the presence of illegal drugs or warrants. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to the visitation.

In accordance with the Code of Alabama, 16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

#### REFERENCE(S):

CODE OF ALABAMA  
16-1-24.1, AAC §290-030-010-.06

#### HISTORY:

ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

## CHAPTER 5.00 – STUDENTS

### USE OF CANINE LAW ENFORCEMENT

5.31.4

In order to maintain drug-free schools and deal with problems associated with drug use and drug trafficking, the Lee County Board of Education allows law enforcement officials to make periodic, unannounced visits to any public school in the school system to detect the presence of illegal drugs or weapons. The superintendent and the principal shall be given prior notice.

In implementing the use of drug-sniffing dogs, the following guidelines will be followed:

1. Although reasonable cause is not necessary under law in using dogs to sniff unoccupied automobiles, buses, and lockers, principals will use reasonable care in the search process.
2. Only the principal or designee with approval from the superintendent or designee shall implement the use of drug-sniffing dogs in schools.
3. In the search for drugs, drug-sniffing dogs will be handled by trained dog-handlers under the supervision of the principal or designee and an appropriate law enforcement official.
4. Dogs will not be allowed to sniff students or employees.
5. Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

#### REFERENCE(S):

CODE OF ALABAMA  
16-1-14

#### HISTORY:

ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

## CHAPTER 5.00 – STUDENTS

### DEADLY WEAPONS

5.32

Possession of a deadly weapon on school property or on a school bus with the intention to do bodily harm is a Class C felony. All persons, other than authorized law enforcement personnel, are prohibited from bringing or possessing any deadly weapon or dangerous instrument on school property and specific penalties for students and school personnel who violate this policy, notwithstanding any criminal penalties, may also be imposed.

The Lee County Board of Education authorizes the Superintendent or designee to immediately and automatically suspend any student found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

A student determined to have brought to school or have in his/her possession a firearm defined in Section 921 Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be expelled for a period of one (1) year. The Board and the Superintendent may modify the expulsion requirement on a case-by-case basis.

The Lee County Board of Education directs the Superintendent to provide the State Department of Education a description of the circumstances surrounding each expulsion pursuant to this policy. This description shall include:

- The name of the school concerned;
- The number of students expelled;
- The types of weapons concerned.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing to the Board that the person does not represent a threat to the safety of any student or employee of the school system.

Discipline of Lee County School System students with disabilities who violate this deadly weapons policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Any person who violates the provisions of this policy may be arrested on the appropriate warrant signed by the principal or appropriate school authority.

If pursuant to a Lee County Board of Education hearing, any person is found guilty of violating this policy, such person shall not be admitted to school until any criminal charges or offenses arising from such conduct have been disposed of by proper authorities, and such violator(s) have satisfied all other requirements imposed by the Board as a condition for readmission.

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### **REFERENCE(S):**

**CODE OF ALABAMA  
16-1-24.3, 16-28-6, 16-28-40  
LEGISLATIVE ACTS 94-820 and 94-817**

### **HISTORY:**

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### EXPULSION

5.33

The Lee County Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action.

1. The principal considering expulsion may suspend the student for five (5) school days pending the hearing with the parent/guardian. The principal shall notify the parent/guardian of the reason for the possible expulsion and the date, time and location of the scheduled hearing with the principal or his/her designee. The parent shall also be informed that they are allowed to present any information/evidence as to why the principal should not proceed and that they may be represented by counsel at their own expense.
2. If the principal's decision is to proceed with the expulsion, he/she will notify the parent/guardian and send the Superintendent a recommendation in writing. The principal shall also notify the parent/guardian of their right to appeal to the Superintendent or his/her designee.
3. The student may be allowed to enter Alternative School while waiting for the scheduled hearing. The principal shall furnish (within three days) to the student written notice of the due process hearing at the Central Office. The notice shall contain:
  - a. Date, time and place of hearing;
  - b. A statement of facts alleged against the student and proposed disciplinary action;
  - c. The student's right to be represented by an advocate of his/her choice, including legal counsel; and
  - d. The student's right to present evidence/information as to why they should not be expelled.
  - e. Prior to expulsion, the Board will consider whether the affected student is an appropriate candidate for assignment to the Alternative Education Program.

The Superintendent may extend the suspension of the student pending the decision of the Board to expel said student. Before making the decision to extend such suspension, a brief but adequate opportunity shall be provided for the student to explain or present his/her side of the situation to the Superintendent. If the Board does not render a decision within a reasonable time, the student shall be readmitted to school until such time as the Board reaches a decision.

The Board hearing relative to expulsion, as well as preliminary steps concerning said hearing, shall fully comply with the applicable due process criteria.

The Superintendent shall notify, in writing, the parent or legal guardian of action taken by the Board.

Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct; however, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Lee County School System is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

## **CHAPTER 5.00 – STUDENTS**

The parent/guardian of an expelled student must submit a written petition to the Superintendent requesting permission to re-enroll the student at least thirty (30) days prior to the desired re-enrollment date.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-1-14**

### **HISTORY:**

**ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JCD, JD**

## CHAPTER 5.00 – STUDENTS

### STUDENT GRIEVANCES

5.33.1

Whenever a Lee County School System student believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided herein.

#### I. Definitions

- A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition.
- B. *Complainant* shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.
- C. *Faculty/Staff and Administration* shall mean the employees of the Lee County Board of Education or representatives under the direct supervision of an employee of the school board.
- D. *Day* shall mean a school/academic day.

#### II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

#### III. Released Time – The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.

#### IV. Complaint Procedure

- A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
- B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within five (5) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within five (5) days of receiving the written complaint. Class

## **CHAPTER 5.00 – STUDENTS**

complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

- C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within five (5) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within five (5) days.
- D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Lee County Board of Education, provided request for placement on Board agenda is filed within five (5) days.
- V. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-1-30, 16-12-3(c)**

### **HISTORY:**

**ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JCE**

## CHAPTER 5.00 – STUDENTS

### STUDENT CHECK-OUT

**5.34**

No student shall be permitted to leave the Lee County school grounds during the school day for school business/activities without the principal's/designee's prior approval or consent from the student's parent(s)/legal guardian provided an acceptable reason is established.

The principal or the designee shall establish definitely the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or designee concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

#### REFERENCE(S):

**CODE OF ALABAMA  
16-8-8, 16-28-12 TO -28**

#### HISTORY:

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 5.00 - STUDENTS

### STUDENT ATTENDANCE AND ABSENCES

5.40

Alabama law requires all children between the ages of seven (7) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their proper behavior and attendance are subject to fines and imprisonment under state law.

#### Excused/Unexcused Absences

If any child fails to attend school without a legal excuse for more than three (3) days, that child and the person having custody of that child, shall be referred to Early Warning. The child and the person having custody of that child will be referred to juvenile court if the problem is not resolved in Early Warning. Absences are excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian.

Schoolwork missed due to any absence may be made up and a grade shall be awarded. Students shall have two (2) days for each day of absence to complete and return make-up work. It is the responsibility of the student to request and return make-up work.

#### Early Warning Program

The Early Warning Program has been adopted by the Lee County School System for dealing with students who are truant. Students having unexcused tardies or absences shall be referred to the Early Warning Program in accordance with its established guidelines. Additional information about the Early Warning Program is provided in Policy 5.43 Truancy.

#### 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

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may approve excused absences are: (1) the absence must be pro-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.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-28-2.2, 16-28-12 TO -15, LEGISLATIVE ACT 2009-564**

### **HISTORY:**

**ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JBD, JC**

## CHAPTER 5.00 – STUDENTS

### COMPULSORY SCHOOL ATTENDANCE AGE

**5.41**

Every student residing in the area served by the Lee County School System between the ages of six (6) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17<sup>th</sup>) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

#### REFERENCE(S):

**CODE OF ALABAMA**  
**16-28-2.2, 16-28-12, 16-28-3, 16-28-4**

#### HISTORY:

**ADOPTED: DECEMBER 2002**  
**REVISED: SEPTEMBER 13, 2011**  
**FORMERLY: JBA**

## CHAPTER 5.00 – STUDENTS

### **REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT 5.42**

In order to qualify for and maintain an Alabama Driver's License or Learner's Permit, a student between the ages of seventeen (17) and nineteen (19) must be either enrolled in a public school, enrolled in a GED program, enrolled in a job-training program approved by the State Superintendent of Education, or exempted for circumstances beyond the control of the student as defined by the State Department of Education guidelines.

The Lee County Board of Education will verify the enrollment status of a student upon request.

The Lee County Board of Education will notify the Department of Public Safety when a student has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single term.

A student may appeal the Board's determination of his enrollment status by providing written notification to the appropriate school principal of the intent to appeal. The notice must state the reasons for the appeal and be filed within fifteen (15) days of the Board's issuance of enrollment status. Except as stated herein, the Board will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student.

#### **REFERENCE(S):**

**CODE OF ALABAMA  
16-28-40 to -45, LEGISLATIVE ACTS 93-368 AND 94-820**

#### **HISTORY:**

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 5.00 - STUDENTS

### TRUANCY

5.43

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools shall explain in writing the cause of any and every absence of the child no later than three (3) school days following the child's return to school. Failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the current State Department of Education attendance manual.

State law requires parent/guardians who enroll a student in school to be responsible for the child's regular attendance and proper conduct. The Lee County Board of Education, in cooperation with the Lee County District Attorney's Office, and the Lee County Juvenile Probation Office, adheres to procedures published annually in the Code of Student Conduct to reduce truancy and to promote school attendance. In addition, the Lee County School System actively participates in the Early Warning Program.

The following procedures for handling truanancies under NCLB will be uniformly administered throughout the Lee County School System:

#### 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 (72) hours/three (3) days to respond in writing with an explanation for the student's absence. If no explanation is provided, the student is considered truant for that absence.

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

- A parent must be notified by mail or e-mail.

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

- The parent(s)/guardian(s) are 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.
- Any parent/guardian or student who does not attend any of the scheduled meetings shall be subject to having a complaint or petition filed in accordance with the Code of Alabama (1975).

#### 4. Seventh Truancy (Unexcused Absence)

## **CHAPTER 5.00 - STUDENTS**

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

Excessive absences as described in the Lee County Code of Student Conduct may result in a loss of academic credit and/or retention for the succeeding school year.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-28-14, 16-28-15, 16-28-17**

### **HISTORY:**

**ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JBA, JCD**

## CHAPTER 5.00 - STUDENTS

### ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES

5.45

It shall be the policy of the Lee County Board of Education that the school principal or authorized official of the school shall automatically suspend any student found in possession of, or in the act of using:

- Alcohol, marijuana; or
- Drugs or controlled substances (e.g., stimulants, depressants, hallucinogens, or opiates) for which the student has no prescription from a duly recognized physician.

The School Resource Office shall be notified. The school principal or authorized official of the school shall automatically suspend any student who is caught selling alcohol and/or harmful drugs to others.

The above policies apply when the act(s) take place at school, on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. Recommendation of expulsion may be made if the situation seems to be sufficiently grave.

The principal shall immediately notify the parent/guardian of the student by telephone. If the parent/guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

Persons, firms, corporations, or associations who knowingly sell, give, or otherwise dispense any alcoholic beverage to a school student under the age of eighteen (18) years or who have sold alcoholic beverages on school premises shall be liable for prosecution according to state law.

#### REFERENCE(s):

**CODE OF ALABAMA**  
**16-1-2, 16-1-10, 16-1-14, 16-4-13, 16-41-1 TO -10**

#### HISTORY:

**ADOPTED: DECEMBER 2002**  
**REVISED: SEPTEMBER 13, 2011**  
**FORMERLY: JCD**

## CHAPTER 5.00 – STUDENTS

### STUDENT INJURY

**5.60**

The Lee County Board of Education instructs the school principal to make a written report to the Superintendent concerning every accident requiring the services of a doctor, which occurs on school property or during school-related activities. This report shall be given to the Superintendent within twenty four (24) hours after the accident. In the event of an athletic injury requiring medical attention, the school principal is to use his/her own judgment concerning whether the Superintendent is to be advised. If the injury is of a serious or permanent nature, the principal shall report the matter to the Superintendent.

#### REFERENCE(S):

**CODE OF ALABAMA  
16-8-8, 16-8-38, 16-9-13, 16-12-15**

#### HISTORY:

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### ADMINISTRATION OF MEDICATION

5.62

- I. Each Lee County School System school principal along with the school nurse shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the school nurse.
- II. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. Administration of non-prescription medication during school hours is discouraged unless necessary for a student's illness.
- III. Instructions on using a prescription shall be provided by a physician and described on the medication container provided by the physician or pharmacist. Written instructions on using non-prescription medication shall be provided by the student's parent(s)/legal guardian.
- IV. All medications shall be delivered to the office/clinic by a parent/guardian with the following information provided:
  - A. Diagnosis;
  - B. Reason for giving medication;
  - C. Name and purpose of medication;
  - D. Time the medication is to be given;
  - E. Specific instructions on the administration of the medication;
  - F. Approximate duration of medication;
  - G. Beginning date – Ending date;
  - H. Allergies;
  - I. Side effects; and
  - J. A complete Medication Prescriber/Parent Authorization Form obtained from the school.

Medication shall be counted with two (2) persons signing.

- V. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

## **CHAPTER 5.00 – STUDENTS**

- VI. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized Lee County School System staff members that administer said medication shall have access to it.
- VII. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-8-8, ALABAMA BOARD OF NURSES GUIDELINES**

### **HISTORY:**

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### EYE PROTECTION DEVICES

**5.64**

Some instructional programs require the use of eye protection devices. The principal shall direct such teachers to continuously follow procedures without exceptions.

- I. The Lee County Board of Education shall provide protective devices for Board employees, students, and visitors during activities that require eye protection.
- II. The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities where eye protection is needed. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.
- III. Any Lee County School System teacher who fails to carry out the provisions of this policy shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

#### REFERENCE(S):

**CODE OF ALABAMA  
16-1-7, 16-8-8**

#### HISTORY:

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE**

**5.68**

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing and showing no signs of circulation, such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

- I. An AED will be maintained on the premises of each school in the Lee County School System. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. The lead school nurse will be responsible for coordinating the AED program, communicating with appropriate local physicians and/or emergency medical service providers, and for advising the Superintendent in developing, implementing, and publishing procedures and guidelines for AED use in school system facilities.
- II. Authorized personnel who have successfully completed appropriate training and/or any volunteer responder who has successfully completed an approved CPR/AED training program and has a current course completion card are authorized AED users. Signage and/or publications in school buildings shall identify the location of AEDs. Each school shall develop and AED plan which lists the names and locations of the AED/CPR trained staff members. After school practices/events shall be addressed in individual school plans.
- III. School system office personnel are responsible for receiving emergency medical calls from internal locations, contacting the EMS (911) if required, and deploying the school nurse and/or AED/CPR-trained staff members to the location of the emergency.
- IV. Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew CPR/AED training bi-annually and first aid training every three (3) years. Training records will be kept by the lead school nurse. The school's AED Plan will be posted in the Health Services manual located in the school office.

#### **REFERENCE(S):**

**CODE OF ALABAMA  
16-11-12, LEGISLATIVE ACT 2009-754**

#### **HISTORY:**

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### STUDENT RECORDS

**5.70**

Lee County Board of Education rules and procedures for maintaining student records shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to IDEA, Family Educational Rights and Privacy Act (FERPA) and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

#### REFERENCE(S):

AAC 290-030-010-.5(5)  
PUBLIC LAW 93.380  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT AS AMENDED

#### HISTORY:

ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JR

## CHAPTER 5.00 – STUDENTS

### PARENTAL NOTIFICATION

**5.72**

In accordance with Title I of the No Child Left Behind (NCLB) Act of 2001, parents through the Right-to-Know provision, may request information regarding the professional qualifications of their child's classroom teacher(s) or the qualification of paraprofessionals providing services to their child. Additionally, parents may request information about their child's level of achievement on any state academic assessments. This Right-to-Know applies to any and all schools receiving Title I funds. To receive that information, parents/guardians are to send a written request to the school principal or the system Human Resource Coordinator.

#### REFERENCE(S):

**CODE OF ALABAMA  
16-8-8, NO CHILD LEFT BEHIND ACT OF 2001**

#### HISTORY:

**ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 5.00 STUDENTS

### PARENT INVOLVEMENT

5.73

#### PART I: GENERAL EXPECTATIONS

The Lee County School System agrees to implement the following statutory requirements:

1. The school system will put into operation programs, activities and procedures for the involvement of parents in all its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1118, the school system will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
3. The school system will incorporate this system wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
4. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school system and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school system will submit any parent comments with the plan when the school system submits the plan to the State Department of Education.
6. The school system will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
7. The school system will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, meaningful communication involving student academic learning and other school activities: including ensuring-*

- a. that parents play an integral role in assisting their child's learning;*
- b. that parents are encouraged to be actively involved in their child's education at school;*
- c. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- d. the carrying out of other activities, such as those described in section 1118 of the ESEA.*

#### PART II: DESCRIPTION OF HOW LEE COUNTY SCHOOLS WILL

##### IMPLEMENT POLICY COMPONENTS

1. The Lee County School System will take the following actions to involve parents in the joint development of its system wide parental involvement plan under section 1112 of the ESEA:
  - *Involve parents on the System-wide Federal Programs Advisory Council*
  - *Provide school PTO/PTA officers the opportunity to obtain input for policy from members*
  - *Provide parent educators the opportunity to obtain input from families in Title I, Part A attendance areas*

## CHAPTER 5.00 STUDENTS

- *Provide continuous opportunity for parental and community written feedback and suggestions for annual review and revision*
  - *Provide copy to ARISE foundation for suggestions and input for annual review and revision*
  - *Provide copy to Adopt-A-School members for suggestions and input for annual review and revision*
  - *SACS Parent & Community Advisory Council for Planning*
2. The Lee County School System will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
- *Participation on the Continuous Improvement Plan Committee that includes an opportunity to participate in monitoring a Continuous Improvement Program a minimum of three times a year.*
  - *Every parent in a Title I, Part A school will have the opportunity to complete an **Evaluation for Schools** checklist, based on the National PTA Standards for Parent/Family Involvement Quality Indicators, on an annual basis.*
  - *Every parent in a Title I, Part A school will have an opportunity to complete a **Parent Survey** on an annual basis.*
3. The Lee County School System may provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- *Continuous Improvement Plan (CIP) program with instructions and requirements for planning and implementing effective parental involvement activities*
  - *Provide Title I, Part A schools with a copy of book entitled: Building Successful Partnerships:*
- A
- Guide for Developing Parent and Family Involvement Programs
- *Designate and Support a Parental Involvement designee at Title I, Part A Schools*
  - *Provide resources for parent use: books, videos, games, materials for Make-and-Take, etc.*
  - *Support the development of Parent Resource Centers at Title I, Part A schools made available during the school day, through the extended day program and summer programs*
  - *School/Parent Compacts*
  - *Provide Title I, Part A schools with a copy of the following documents:*
    - Teacher's Guide to Parent and Family Involvement*
    - Building Successful Partnerships: Overcoming Barriers*
    - Building Successful Partnerships: Communicating*
    - Building Successful Partnerships: Parenting*
    - Building Successful Partnerships: Student Learning*
    - Building Successful Partnerships: Volunteering*
    - Building Successful Partnerships: School Decision Making and Advocacy*
    - Building Successful Partnerships: Collaborating with Community*
    - Faculty Survey*
4. The Lee County School System will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Pre-K Summer Program, and Preschool transition by:
- *Providing two inservice programs to parents a year on how to work with their preschooler (ages 3 & 4) at home and prepare for a successful transition to school*
  - *Opening the school Library/Media services to parents of preschool children*

## CHAPTER 5.00 STUDENTS

- *Conducting a transition visit to the school in the spring of each year*
  - *Assist parents in preparation for kindergarten enrollment in the spring of each Year.*
  - *Parental Involvement school designee serves as a liaison between parents and school*
5. The Lee County School System will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school system will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- *Annual review of school implementation of system wide policy at System wide Federal Programs Advisory Council*
  - *Review of parent and school survey results*
  - *Input from Parental Involvement school designees*
  - *School/Parent Compacts*
  - *Information from Parent Resource Centers*
6. The Lee County School System will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- A. The school system will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school system or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraphs:
- *The State's academic content standards*
  - *The State's student academic achievement standards*
  - *The State and local academic assessments including alternate assessments*
  - *The requirements of Part A,*
  - *How to monitor their child's progress, and*
  - *How to work with educators*
- Provide Title I, Part A schools with a PowerPoint presentation and handouts to address all items listed above. Train a school designee to present the information during the school day, as part of a PTO/PTA program, Parental Involvement meeting, and during Statewide Parenting Day programs. Utilize outside agencies for parent training throughout the school year (ex., SEAC) as available.*
- B. The school system will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate to foster parental involvement by:
- *Materials and training on strategies from Reading First*
  - *Materials and training on strategies to improve five areas of DIBELS, AHSGE, ACT, etc.*
  - *Materials and training on the Lee County Schools system-wide webpage and STI/Home*
  - *Materials and training on general strategies to help improve achievement*

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- *Materials and training on general ways parents can be more involved in their child's school experiences.*
- C. The school system will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
  - *Providing annual training to teachers, pupil services personnel, principals and other staff*
  - *Providing materials on developing programs and overcoming barriers to developing stronger parental involvement programs*
- D. The school system will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resources centers, that encourage and support parents in more fully participating in the education of their children, by:
  - *Providing two inservice programs to parents a year on how to work with their preschooler (ages 3 & 4) at home and prepare for a successful transition to school*
  - *Opening the school Library/Media services to parents of preschool children*
  - *Conducting a transition visit to the school in the spring of each year*
  - *Assist parents in preparation for kindergarten enrollment in the spring of each year*
- E. The school system will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
  - *All information will be translated in native language for any parent whose child qualifies under our system's ESL/ELL program (optional for parents of students who list a language other than English as the primary language spoken in the home but have children who do not qualify for ESL/ELL services)*
  - *Lee County Schools system wide and school webpage designs*
  - *School Attestation*

### PART III: ADOPTION

This Systemwide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by input obtained from schools, parents and community by members of the Federal Programs Advisory Council.

This policy was adopted by the Lee County School System on August 9, 2005 and will be in effect until revised. The school system will distribute this policy to all parents in participating Title I, Part A children no later than the first day of each school year.

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This policy was revised by the Lee County School System on August 15, 2011 and will be in effect until the next revision. The school system will distribute this policy to all parents in participating Title I, Part A children no later than the first day of each school year.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-8-8, NO CHILD LEFT BEHIND ACT of 2001  
Section 118 (a)(2) of ESEA**

### **HISTORY:**

**ADOPTED: AUGUST 9, 2005  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 5.00 - STUDENTS

### CO- CURRICULAR AND EXTRACURRICULAR ACTIVITIES

5.80

The Lee County Board of Education requires that all co-curricular and extra-curricular activities within a school be teacher and school sponsored. A special effort should be made to provide each student the opportunity to participate in worthwhile co-curricular and extra-curricular activities. Each staff member is expected to assume a reasonable share of the various responsibilities pertaining to the sponsorship of co-curricular and extra-curricular activities.

All school sponsored activities such as clubs, newspaper and annual staffs, student councils, bands, cheerleading squads, and athletic teams are classified as extracurricular and subject to the requirements of this policy.

#### Eligibility

1. To participate in extracurricular and/or co-curricular activities, a student must meet the requirements of the "Academics First" policy as set forth in the *Administrative Code of the State Board of Education*. Students ineligible for extracurricular or co-curricular activities according to the "Academic First" requirements are also ineligible to participate in practice sessions, meetings, or preparatory events associated with extracurricular or co-curricular activities.
2. A student suspended from school for violation of the *Lee County Code of Student Conduct* is also suspended from all school sponsored extra-curricular activities and out-of-school practice sessions until that suspension has been lifted.
3. Participation in co-curricular and/or extracurricular activities is limited to students that are currently enrolled in the Lee County School System.

#### REFERENCE(S):

CODE OF ALABAMA  
16-8-8, 16-12-3, AAC290-3-1-.02(17)

#### HISTORY:

ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

## CHAPTER 5.00 – STUDENTS

### ATHLETICS

5.81

- I. All Lee County School System schools, grades 7-12, shall be members of the Alabama High School Athletic Association (AHSAA) and shall be governed by the rules and regulations adopted by AHSAA. Students who participate in athletics shall meet eligibility requirements established by AHSAA, the Lee County Board of Education and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of each respective school.
- II. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s)/legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s)/legal guardian through the school or the parent(s)/legal guardian may submit evidence that insurance has been provided through another source.
- III. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s)/legal guardian and a current physical examination as required by the Alabama High School Athletic Association being on file.
- IV. Pursuant to Alabama statutes licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- V. All students shall be subject to all Lee County Board of Education rules and to the Code of Student Conduct while attending athletic events and practices.

#### REFERENCE(S):

CODE OF ALABAMA  
16-8-8,  
ALABAMA HIGH SCHOOL ATHLETICS ASSOCIATION GUIDELINES

#### HISTORY:

ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

## CHAPTER 5.00 - STUDENTS

### ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES

5.90

To facilitate achieving a quality education for its students, it is the policy of the Lee County Board of Education to provide all students and employees with opportunities to access a variety of technological resources. A large and varied technological environment requires that technology use by employees and students be legal, ethical, and safe. Technology use must be consistent with the educational vision, mission, and goals of the Board.

- I. Copyright Law: It is the obligation and intent of the Board to comply with the copyright laws of the United States. Lee County School system employees and students shall use technology resources in accordance with Board policies and procedures, as well as local, state, and federal laws and guidelines governing the use of technology and its component parts.
- II. Electronic Mail: The Board provides access to electronic mail for students as requested by teachers for special projects and for employees whose normal work activity requires access. That access is intended to support only educational, instructional, extracurricular, or normal administrative activity.
  - A. Board policies and procedures shall apply to the use of electronic mail. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. The Board will use a filtering device to screen e-mail for spam and inappropriate content. Contents of electronic mail cannot be considered private. All contents of electronic mail are the property of the Board.
  - B. To insure the safety and security of minors when using electronic mail, locally housed chat rooms (others are prohibited), and other forms of direct communication, only Board housed and monitored sources will be used. All other communicative sources will be blocked.
- III. The Internet: The intent of the Lee County Board of Education is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for his/her various curricular or extracurricular activities or staff duties. Teachers will screen resources that will be used in the classroom for content prior to their introduction. Board policies and procedures shall apply to the use of the Internet.
  - A. Internet access is provided to allow students, faculty, and staff to conduct research. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner. Students must provide written permission from legal custodial parents, a signed copy of permission to use Internet resources for each student in the household. Students will not be allowed to conduct independent research on the Internet until receipt of the signed form.
  - B. The Board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful

## CHAPTER 5.00 - STUDENTS

to minors. These measures cannot be considered 100% effective. Teachers must preview required web sites and observe students using the Internet. Sites that are deemed inappropriate or a disruption of the learning atmosphere should be reported to the Director of Technology. Teachers may also request that sites be opened for periods of research.

- C. Network users are prohibited from accessing external networks or alternate Internet service providers within the Lee County School's internal network unless expressly authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software.
  - D. All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.
  - E. Student posting of personal information of any kind about themselves or others is prohibited. Personal information includes home and/or school addresses, work addresses, home and/or school phone numbers, names social security numbers, pictures, etc.
  - F. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- IV. District, School, and School-Sponsored Activity Web Sites: Because any school system web sites can be globally available and represent the community at large, the designated school system webmaster will review all web sites and/or new features and links before adding them to the system web server. Review includes coordination with and approval of the school Principal and Superintendent. Only the designated school system webmaster may place web sites, features, or links on the web server, and only computers on the Lee County School System networks may be used for the task. The webmaster may reject all or part of proposed home pages and/or new features and links for technical reasons.
- A. The legal and ethical practices and responsibilities of appropriate use of technology resources be taught to all students and employees in the system to include educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response (i.e. during lab orientation, network orientation, faculty meetings, media center time, counseling sessions etc).
  - B. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal and/or Technology Coordinator.
  - C. All Board technology resources, regardless of purchase date, location, or fund sources (including donations), are subject to this policy.
  - D. Students who misuse the school system's technology will be subject to denial of computer usage, monetary charges, detention, suspension, and/or expulsion.

## **CHAPTER 5.00 - STUDENTS**

- E. Employees who misuse the school system's technology may be subject to denial of computer usage, monetary charges, reprimands, and/or loss of employment.
- F. Violation of civil and/or criminal law relating to technology and its use will result in the notification of law enforcement officials.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-8-8, 16-12-3, 16-13-231  
CHILDREN'S INTERNET PROTECTION ACT (Public Law 106-554)**

### **HISTORY:**

**ADOPTED: DECEMBER 2002  
REVISED: SEPTEMBER 13, 2011  
FORMERLY: JC**

## CHAPTER 5.00 - STUDENTS

### CELL PHONE USE

5.91

The Lee County Board of Education may permit any student to carry a pocket pager, cellular telephone, or other electronic communication device while on school property and may permit any student to use a pocket pager, cellular telephone, or other electronic communication device, when such use is expressly and specifically permitted by the school administrator, teacher, or employee who is acting in a supervisory capacity at the time of the use.

It is a violation of the Code of Conduct when the possession of a cell phone disrupts the educational process, when it is used during school hours without permission from school officials, when it is used on buses in the absence of an emergency, or when it interferes with safety procedures. With reasonable suspicion, the contents of a cell phone may be searched by a school administrator or counselor. If inappropriate information/.material is discovered, disciplinary action shall be administered and law enforcement may be contacted.

#### REFERENCE(S):

CODE OF ALABAMA  
16-1-27; LEGISLATIVE ACT 1989, #89-953 P.1880 §1;  
LEGISLATIVE ACT 2006-530, §1

#### HISTORY:

ADOPTED: SEPTEMBER 13, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

## CHAPTER 5.00 - STUDENTS

### JASON FLATT ACT

**5.92**

The Lee County Board of Education will meet the policy, the instructional, the professional development and resource obligations of the Jason Flatt Act (ACT #2016-310) in order to equip our educational institutions and personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected.

The superintendent or designee shall develop and implement a program to prevent suicide among our students which includes programmatic elements stated in The Jason Flatt Act (Act #2016-310). The instructional program developed and approved to meet the policy requirements will be made available to students, parent, and legal guardians and employees by such means and methods as are customarily used for such purposes. Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this act shall be subject to state immunity law.

#### REFERENCE(S):

**CODE OF ALABAMA  
2016-310**

#### HISTORY:

**ADOPTED: OCTOBER 17, 2017  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**