

COUNTY PUBLIC SCHOOLS

STUDENT HANDBOOK

2023-2024 Edition



ADDITIONAL REGULATIONS

THE LOWNDES COUNTY BOARD OF EDUCATION GIVES PRINCIPALS THE AUTHORITY AND DISCRETION TO ESTABLISH RULES AND REGULATIONS THAT CONCERN THEIR INDIVIDUAL SCHOOL, SUCH AS: PASSES, TARDINESS, CHECKOUTS, GUESTS, SCHEDULING, PARKING, ASSEMBLIES, ETC. IN ADDITION, THE BOARD GIVES PRINCIPALS THE AUTHORITY TO IMPOSE GREATER OR LESSER PUNISHMENT OF STUDENTS FOR VIOLATIONS OF RULES CONTAINED HEREIN BASED UPON EXTENUATING CIRCUMSTANCES.

The Lowndes County Public Schools System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Darryl Washington, Title IX Coordinator
80 Commerce Street South
Hayneville, Alabama 36040
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Forms to Be Completed by Parent(s)

- Student Handbook Receipt
- Demographic Information Form
- Response to Instruction (RtI)
- Parental Notification of Compulsory School Attendance Laws
- Student Photo Release Form
- Free Textbook Application
- Statement in Regard to State Owned Textbooks
- Home Language Survey Elementary School
- Home Language Survey High School
- Migrant Employment Survey (English and Spanish Translation)
- Internet Acceptable Use Permission Form
- Digital Device Agreement
- Student Checkout Device & User Agreement
- Every Student Succeeds Act of 2015
- Parents' Right-To-Know Professional Qualifications Request Form
- Health Assessment Record
- School Medication Prescriber/Parent Authorization
- Parental Involvement Evaluation Form /Parent Workshop Survey
- Bullying/Harassment Complaint Form
- LCPS OPT-IN for Mental Health Services

**LOWNDES COUNTY PUBLIC SCHOOLS
ADOPTED 2023-2024 SCHOLASTIC CALENDAR**

Reporting Day for Twelve-Month Employees	Monday, July 3, 2023
Reporting Day for Eleven-Month Employees	Monday, July 3, 2023
Independence Day	Tuesday, July 4, 2023
Reporting Day for Ten-Month Employees	Tuesday, July 18, 2023
Reporting Day for Nine-Month Employees	Tuesday, August 1, 2023
Professional Development/Work Days for all Employees	Wednesday-Friday, August 2-4, 2023
Classes Begin	Monday, August 7, 2023
Labor Day	Monday, September 4, 2023
Attendance Reporting Period	Tuesday, September 5 - Monday, October 2, 2023
End of 1st 40-Day Period for Transportation Reporting	Monday, October 2, 2023
Fall Break*	Thursday-Friday, October 5-6, 2023
Professional Development Day for all Employees	Monday, October 9, 2023
Veterans' Day	Friday, November 10, 2023
Thanksgiving Break*	Monday-Friday, November 20-24, 2023
Winter Break*	Monday, December 18, 2023-Monday, January 1, 2024
Dr. Martin Luther King, Jr. Day	Monday, January 15, 2024
Presidents' Day (Professional Development Day for all Employees)	Monday, February 19, 2024
Spring Break*	Monday-Friday, March 18-22, 2024
Inclement Weather Makeup Day*	Friday, April 19, 2024
The Calhoun School's Commencement Exercise	Thursday, May 16, 2024
Central High School's Commencement Exercise	Saturday, May 18, 2024
Classes End	Thursday, May 23, 2024
Last Day for Nine-Month Employees	Friday, May 24, 2024
Memorial Day	Monday, May 27, 2024
Last Day for Ten-Month Employees	Monday, June 10, 2024
Juneteenth Day	Wednesday, June 19, 2024
Last Day for Eleven-Month Employees	Tuesday, June 25, 2024
Last Day for Twelve-Month Employees	Friday, June 28, 2024

*Twelve-month employees do not observe Thursday-Friday, October 5-6, 2023; Monday-Tuesday, November 20-21, 2023; Monday-Wednesday, Monday-Wednesday, December 18-20, 2023; Monday-Friday, March 18-22, 2024; and April 19, 2024.

Student Holidays		
Observances	<u>Dates</u>	
Labor Day	September 4, 2023	
Fall Break	October 5-6 and 9, 2023	
Veterans' Day	November 10, 2023	
Thanksgiving Break	November 20-24, 2023	
Winter Break	December 18, 2023 -January 1, 2024	
Dr. Martin Luther King, Jr. Day	January 15, 2024	
Presidents' Day	February 19, 2024	
Spring Break	March 18-22, 2024	
Inclement Weather Makeup Day	April 19, 2024	

Attendance Reportin2			Grading Periods/Report Card Issuances	
Periods	Dates	Davs		
1	August 7, 2023 - September 1, 2023	20	First Period	August 7, 2023 - October 12, 2023
2	September 5, 2023 - October 2, 2023	20	Report Cards	October 19, 2023
3	October 3, 2023 - November 2, 2023	20	Second Period	October 13, 2023 -January 8, 2024
4	November 3, 2023 - December 8, 2023	20	Report Cards	January 18, 2024
5	December 11, 2023 -January 23, 2024	20	Third Period	January 9, 2024 - March 13, 2024
6	January 24, 2024 - February 21, 2024	20	Report Cards	March 28, 2024
7	February 22, 2024-March 27, 2024	20	Fourth Period	March 14, 2024 - May 23, 2024
8	March 28, 2024 - April 25, 2024	20	Report Cards	May 23, 2024
9	April 26, 2024- May 23, 2024	20		

LOWNDES COUNTY BOARD OF EDUCATION

**Post Office Box 755
Hayneville, Alabama 36040**

MEMBERS OF THE SCHOOL BOARD

Mr. Ben Davis	875-4614
Mr. Steven T. Foster	227-4437
Mr. Robert J. Grant	563-7792
Mr. Travis Rogers	301-1314
Mr. Brant McCray	392-1108

**PUBLIC SCHOOL ADMINISTRATION
OFFICE OF THE SUPERINTENDENT**

Name	Position	Telephone#	
Extension#			
Ms. Samita L. Jeter	Interim Superintendent	548-2131	1012
Mr. Kenneth Fair	Director of Operations	548-2131	1700
Ms. Yvette Patterson	Executive Assistant to Superintendent	548-2131	1006
Mrs. Yolanda Reid	Chief School Finance Officer	548-2131	1100
Dr. Renata Hollins	Special Education	548-2131	1200
Dr. Kimberly Pruitt	Director of Human Resources	548-2131	1100
Mr. Harvey Means	Director of Student Services	548-2131	1316
Dr. Benitha D. Mathews	Director of Technology	548-2131	1600
Mr. Darryl Washington	Director of Federal Programs/ Curriculum & Instruction	548-2131	1300
Ms. Shameka Baker	Director of Career Technical Education	563-7389	6001
Ms. Samita L. Jeter	Director of Head Start	548-2145	1012

Dr. Tara Green	Coordinator of Mental Health	548-2131	1603
Mrs. Ovetta Rudolph	Receptionist/Secretary	548-2131	1000
Ms. Johnae McGhee	Secretary of Federal Programs	548-2131	1706
Mrs. Audra Stinson	Education Specialist	548-2131	1306
Mrs. Susan Butts	Education Specialist	548-2131	1306
Dr. Tiffany Martin	Psychometrist	548-2131	1213

SCHOOLS/PROGRAMS

<i>Mrs. Traci Stewart</i>	Principal - <i>Central Elementary</i>	563-7319
Mrs. Shameka Seaborn	Instructional Assistant	
<i>Ms. LaTonya Love</i>	Principal - <i>Fort Deposit Elementary</i>	227-8704
Mrs. Monique Gordon	Instructional Assistant	
<i>Mrs. Shana Ervin</i>	Principal - <i>Jackson-Steele Elementary</i>	872-0758
Ms. Cassandra James	Instructional Assistant	
<i>Mr. Keith Scissum</i>	Principal - <i>Hayneville Middle School</i>	548-2184
Ms. Amy Payton	Instructional Assistant	
<i>Mr. Jason Seaborn</i>	Principal - <i>Lowndes County Middle</i>	227-4206
Mrs. Latraviate Brown	Instructional Assistant	
<i>Mr. Archie Curtis</i>	Principal - <i>Central High School</i>	563-7311
Ms. Jennifer Folmer	Instructional Assistant	
<i>Mr. Nicholas Townsend</i>	Principal - <i>The Calhoun School</i>	227-4515
Mrs. Angel Dejarnette	Instructional Assistant	

INTRODUCTION

The purpose of this handbook is to provide a unified, system-wide set of rules and regulations that will ensure a safe, friendly, businesslike surrounding where students and school personnel work cooperatively toward mutually accepted and recognized goals.

Therefore, it shall be the policy of the Lowndes County Board of Education to require principals, faculties, staffs, students, parents, and guardians involved in education in this county to comply with the Board adopted rules and regulations set forth in this Student Handbook for Lowndes County Public Schools.

Vision Statement

United in excellence to empower, engage, and educate while creating pathways to success.

Mission Statement

The mission of the Lowndes County Public School, in partnership with all stakeholders, is to prepare one student at a time to be culturally aware and “**fierce competitors on the economic world stage**” by providing rigorous and relevant instruction in a safe environment with high expectations.

GOALS

Goal 1

Increase student achievement

Goal 2

Improve in all areas of Human Resources/Leadership (Recruit, Train, and Retain)

Goal 3

Develop and sustain effective and efficient use of all resources for improved student achievement and fiscal responsibility.

Goal 4

Provide safe and healthy learning environments.

Goal 5

Increase parent and community involvement

ROLES FOR THOSE WHO PARTICIPATE IN PUBLIC EDUCATION

- A. In order for effective teaching to take place in the Lowndes County Schools, it is imperative that a cooperative relationship exist among students, parents and educators.
- B. In order to create this cooperative relationship, the Lowndes County Board of Education envisions each participant assuming the following roles:
1. Parents and Guardians must:
 - a. maintain regular communication with school personnel concerning their child's progress and conduct;
 - b. ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials;
 - c. provides their child with the resources needed to complete the classwork;
 - d. brings to the attention of school authorities any problems or conditions which may affect their child;
 - e. discuss report cards and work assignments with their child;
 - f. maintain up-to-date homework and emergency healthcare;
 - g. attend scheduled parent-teacher conferences.
 2. Students must:
 - a. attend all classes daily and be punctual in attendance;
 - b. bring to class appropriate working materials;
 - c. be respectful to all individuals and of all property;
 - d. refrain from profane or inflammatory statements;
 - e. conduct themselves in a safe and responsible manner;
 - f. be clean, neat, and appropriately dressed;
 - g. be responsible for their classwork and homework; and
 - h. show a positive, cooperative attitude toward the school.
 3. Schools must:
 - a. encourage the use of good guidance procedures;
 - b. maintain an atmosphere conducive to good behavior;
 - c. exhibit an attitude of respect for students and parents;
 - d. plan a flexible curriculum that meets the needs of all students;
 - e. promote effective discipline based upon fair and impartial treatment of all students;
 - f. welcome and encourage participation by parents and guardians in school affairs;
 - g. encourage the school staff, parents and guardians, and students to use the available services of community agencies;
 - h. encourage parents and guardians to maintain regular communication with the school;
 - i. seek to involve the entire community in order to improve the quality of life within the community.

4. School personnel must:
 - a. be regular in attendance and punctual;
 - b. be prepared to perform their duties with appropriate materials and lesson plans;
 - c. be respectful to all individuals and of all property;
 - d. refrain from profane or inflammatory statements;
 - e. conduct themselves in a safe and responsible manner;
 - f. be clean, neat and appropriately dressed;
 - g. abide by the rules, regulations, laws, and policies set forth by the school system,
 - h. state, and or federal governing bodies;
 - i. seek changes in an orderly and recognized manner; and
 - j. strive to use a variety of informal disciplinary and guidance methods, prior to, during and after formal disciplinary action including:
 1. students program adjustments;
 2. referral to guidance personnel for group or individual counseling, psychological evaluations, and other services deemed appropriate;
 3. conferences and/or contracts between administrators, parents and guardians, teachers and students;
 4. referral to the PST or appropriate agencies for special problems;
 5. continuous improvement of professional knowledge and skills; and
 6. positive, cooperative attitudes towards parents and guardians, students, co-workers, and the total school program.

JURISDICTION OF THE LOCAL BOARD OF EDUCATION

All students attending Lowndes County Schools are subjected to the rules and regulations of the Lowndes County Board of Education during the school day, while attending school related activities, and while being transported on school buses to and from school or school related activities.

Additionally, the Board may extend jurisdictional control over the students to include the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school community.

SCHOOL ATTENDANCE AREAS

The Board is empowered to arrange its respective jurisdiction into one or more attendance zones. The Board, however, must exercise such discretion in a manner consistent with constitutional, statutory, and judicial mandates regarding equal educational opportunities for all students.

A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the school district. For the purpose of this definition, a “violent criminal offense” shall mean homicide, robbery, assault in the first and/or second degree, or sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama; and the use of a

handgun, firearm component, explosive, knife, and other “unknown weapons” as defined by the Student Incident Report (SIR). The school district shall notify the student’s parent/guardian of the right to transfer as soon as possible, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All school district transfer procedures will be observed. (It shall be the policy of the Alabama State Department of Education (SDE) to notify the school district annually when one or more of its schools have been identified as a transfer option school.)

The Superintendent or his/her designee shall orally notify the Prevention and Support Services Section of the SDE within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The SDE will assist the school district in resolving all safety issues. At a minimum, if the school district has one or more schools identified as persistently dangerous it must: Step 1) Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the school district if another school is available. Step 2) Complete the transfer for those students who opt to do so within 20 working days. Step 3) Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the school district’s receipt of status. Step 4) Implement the corrective action plan.

Once a school has been identified as a transfer option school, it can return to safe status by 1) completing Steps 1 through 4 above; and 2) completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in this policy.

Also, in accordance with the Alabama Accountability Act of 2015, offer a student enrolled in a school on the annual list of “failing schools” an opportunity to transfer to another local school system not included on the list or qualifying non-public schools that are willing to accept the student.

EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the Board that the School District shall provide on a nondiscriminatory basis educational opportunity for children. No person shall be denied the benefits of any educational program or activity on the basis of race, ethnicity, color, disability, creed, national origin, age, sex, immigrant, migrant status, English language, foster care, or homeless status. All programs offered by schools within the School District shall be open to all students in compliance with statutory and judicial requirements. In addition, the Board provides equal access to the Boy Scout and other designated youth groups.

ENGLISH LANGUAGE LEARNERS

It is the policy of the Board that individuals who have been identified as a national origin minority student with limited English proficiency shall not be excluded from participation in, denied benefits of, or subjected to discrimination in any program. The Board will adhere to all guidelines mandated by state and federal laws.

***Education is the most powerful weapon which you
can use to change the world.
~Nelson Mandela~***

COMPULSORY ATTENDANCE AGES

The Board shall enroll all students residing within the School District between the ages of 6 and 17 years, not otherwise receiving instruction in a private school, church school, or being taught by a private tutor. An accurate record of attendance for each pupil shall be maintained by the classroom or homeroom teacher or other designated person. This record shall be kept in the student data management system, or through other officially approved documentation provided or approved by the State Department of Education.

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 attendance and proper behavior are subject to fines and imprisonments under state law. State law requires that all student suspensions from school must be reported to the local district attorney. The School district's attendance supervisor shall do said reporting.

ENTRANCE AGE

A child who is six years of age on or before September 1, shall be entitled for admission to public elementary school. A child who is under six years of age on September 1, shall not be entitled to admission to the first grade in the public elementary schools during that school year; except, that an underage child who transfers from the first grade of a school in another state may be admitted upon approval of the Board of Education in authority, and an underage child who has moved into this state having completed a mandated kindergarten program in another state shall be entitled to admission to the public elementary school regardless of age.

KINDERGARTEN

A child who is five years of age on or before September 1, shall be entitled to admission to kindergarten at the opening of that school year or as soon as practicable thereafter; a child who is under five years of age on September 1, shall not be entitled to admission during that school year; except that an underage child who transfers from the public school kindergarten in another state may be admitted to kindergarten on the prior approval of the Board on a space available basis. The aforementioned underage children transferring from the public-school kindergartens of another state, upon successful completion of the kindergarten, will then be allowed admission to the first grade.

ADULT EDUCATION CLASSES

Certificates or diplomas will be provided to qualifying former students in compliance with state approved rules and regulations.

RESIDENT STUDENTS

All resident students of the School District shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the school serving their attendance zone. The public schools of the District shall be free to all children of school age whose parents or legal guardians reside within the School District.

NONRESIDENT STUDENTS

Students whose parents are not legal residents within the jurisdiction of the School District but who are employed by the Board may attend school within the District.

TRANSFERS AND WITHDRAWALS

A. Transfers

Students transferring into the School District must be eligible to attend the school from which they are transferring. Students who have been suspended (short term or expelled) from another system will be denied enrollment in the School District. Students will be placed in the same grade in which they were enrolled at the school from which they are transferring based on official records and transcripts. When records have not preceded the students' enrollment, the school district may allow such students to remain in their stated grade for a period of two weeks prior to further action as recommended by local school officials. If records should indicate the student has withdrawn because of suspension (short term or expelled), said students will be withdrawn from the School District.

B. Withdrawals

Students and their parents or guardians who live within the School District are subjected to the compulsory attendance laws of the State. Under these laws, no students, residing within the geographical area served by the School District, shall be permitted to withdraw from school before his/her seventeenth (17th) birthday. An interview is required before the student is allowed to withdraw, involving the student, parent, and school personnel, discussing the future for the student who chooses to withdraw.

If the student's parents or guardians move to another school district, or the student chooses to attend school in another school district, the student shall withdraw in accordance with such rules and regulations as prescribed by the School District and local school. It shall be the responsibility of the student and his/her parents or guardians to withdraw in accordance with such rules and regulations.

C. Re-Enrollment After Withdrawal

Students seventeen (17) years of age and older may not be permitted to enroll and withdraw more than two (2) times during the same academic year in the schools of the School District when residing continuously in the School District without approval of the Superintendent of Schools.

ATTENDANCE

School administrators are required by state law to enforce compulsory school attendance. Regular attendance by students facilitates the development of skills and knowledge necessary to function in a modern democratic society. Therefore, students and parents will be expected to comply with compulsory attendance laws.

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

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

An absence is defined as non-attendance (except for in-school activities which are excused by school personnel) in a regularly scheduled class or activity, regardless of the reason for such non-attendance.

(a) Each parent, guardian, or other person having control or custody of any child(ren) required to attend school can be prosecuted if their child(ren) doesn't attend school or violate discipline policies. Each parent who fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy and documented by the appropriate school official, may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal, teacher of the school he or she attends or should attend, shall be prima facie evidence of the violation of this section.

(b) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the Lowndes County Board of Education and documented by the appropriate school official shall be reported by the principal to the superintendent of education. The superintendent of education or his or her designee shall report such suspected violations to the district attorney within 10 days.

ABSENCES AND EXCUSES

All student absences shall be designated as either excused or unexcused. In accordance with State law, parents or guardians must explain the cause of every absence of students under their control or charge. Every student, upon return to school, must bring a written excuse from home signed by the students' parent or guardian for each absence of students under their control or charge. Every student, upon return to school, must bring a written excuse from home signed by the students' parent or guardian for each absence and present it to the principal or his/her designee. The principal shall take appropriate steps to verify the validity of the signatures of parents of legal guardians. If a written excuse is not presented upon the return of the student within three (3) days, the absence shall be recorded as unexcused. The principal may accept the parent or guardian's approved excuses – not to exceed 6 total days per semester unless extenuating circumstances exist as determined by the principal. ALL absences of a student occurring after these are not excusable by a parent or guardian and must have legal or medical documentation to be coded excused.

A. Excused Absences

All absences shall be designated as either excused or unexcused. A student shall be excused of absence from school for the following reasons:

1. Illness
2. Inclement weather that would be dangerous to the life and health of the pupil if he/she attended school
3. Legal requirements
4. Prior permission of the principal and consent of the parent or legal guardian
5. Death of immediate family member
6. Religious reasons
7. Participation in school-approved activity
8. Conditions as determined by the principal and other school officials

Any day that students miss classes because of a school-approved event will be marked SE (School Event) in the grade book and the student will be counted as present. A definition of a school-approved event would be those events that are approved by the Superintendent and principal. If the absence is approved by the Superintendent and principal, the absence may be excused but it is still considered an absence. The student will follow the same procedure as that used for excused absences.

B. Unexcused Absences

Absences for reasons other than those defined above shall be considered as unexcused.

C. Excuses

In accordance with State Law, the parents or guardians must explain the cause of every absence of students under their control or charge. Every student, upon return must bring a written excuse from home signed by the student's parent or guardian for each absence and

present it to the principal or his/her designee. The principal shall take appropriate steps to verify the validity of the signatures of parents or legal guardians. If a written excuse is not presented upon the return of the student within three (3) days, the absence shall be recorded as unexcused. The principal may accept the parent or guardian's approved excuses – not to exceed 6 total days per semester. ALL absences of a student occurring after these are not excusable by a parent or guardian and must have legal or medical documentation to be coded excused.

D. Make-up Work

If a student is absent for any excused reason as defined above, the student shall be allowed to make-up schoolwork missed during said absence(s). The student shall be responsible for contacting the teacher(s) within three (3) days to arrange a time within a two (2)-week period to make-up work and/or examinations from said absence(s). This opportunity does not require that the teachers reteach the lesson but it does require that the student receive a reasonable opportunity to learn missed lessons. Teachers shall not be obligated to provide makeup work for unexcused absence(s). If a student misses more than six (6) total allowable excused days (or any class meetings as a portion of those days) the work will not be allowed to be made-up for any unexcused days.

E. Incomplete Grades (I's)

An "I" can be assigned only under extenuating circumstances. For example: Excessive excused missed exams, incomplete projects, etc. An "I" should be removed with a passing grade before the next grading period. The "I" will automatically convert to an "F" if all requirements are not met within the time period. There will be no exceptions. No transcript shall be transferred with an "I" on the cumulative record.

F. Excessive Absence/Retention or Loss of Credit

Students in kindergarten through grade twelve who miss more than twenty (20) days in one school year will be given a grade of FA (Failure due to Absence) unless extenuating circumstances exist as determined by the principal. The child's parent or guardian may make a written request for a hearing with the principal within five school days from the notification of loss of credit. Past school records will be reviewed with particular attention to attendance. The principal will issue his/her decision in writing within five (5) school days.

The decision of the principal to deny credit may be appealed in writing to the Superintendent within five (5) school days after the decision has been rendered. The Superintendent shall schedule a hearing within ten (10) school days and shall render a decision in writing within five (5) school days after the hearing.

If the result of the hearing is probationary placement the term shall be clearly defined in writing and signed by all parties involved. Credit(s) lost because of unexcused absences will be made-up in the same manner as academic failures. If credit is denied in all classes, a student seventeen years of age or older may be considered for withdrawal from school.

TRUANCY

A parent, guardian, or other person having charge of any child who is officially enrolled in the school district (kindergarten-grade twelve) shall explain in writing the cause of any and every absence of the child not later than three (3) days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal (based on the State Department of Education's current School Attendance Manual). Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. **First truancy/unexcused absence (A warning will be issued.):**
The parent or guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy. The parent or guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. **No earlier than the third unexcused absence (A school conference will be scheduled.):**
The parent or guardian shall attend a conference with the principal or his/her designee. Attendance by the parent or guardian is strongly suggested; however, the meeting notice is considered ample communication for the need for corrective action on the part of the parent/guardian.
3. **No earlier than the fifth unexcused absence (A district conference will be scheduled.):**
The parent or guardian shall: (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court. Attendance at one of these conferences shall be mandatory.
4. **No earlier than seventh unexcused absence, but within ten (10) school days (The truancy officer shall file a complaint/petition against the child and/or parent or guardian, if appropriate.)**
5. **Child under probation** (The school truancy officer should be notified by the juvenile probation officer of all children in the school system district under probation supervision by the juvenile court as consistent with state statute. Where a child under probation is truant, the school truancy officer should immediately notify the juvenile probation officer.)

STUDENTS LEAVING SCHOOL GROUNDS

Students may be permitted to leave the school grounds provided written parental or guardian permission is presented to and approved by the local school principal or his/her designated representative. The Board urges elementary principals to validate letters of request from parents by telephone or by requiring parents to personally check-out their children. Any student violating this policy shall be subject to disciplinary action in compliance with these policies.

RELEASE TIME

Students may receive release time from school during the regularly scheduled day for the purpose of participating in instructional activities co-sponsored by the school and outside agencies. A student must submit a written request of release time activities signed by the parent or guardian to the local school principal for approval. Such requests shall remain on file in the principal's office and shall relieve the school of all responsibility for the student during released time.

STUDENT RIGHTS AND RESPONSIBILITIES **FREEDOM OF EXPRESSION**

Freedom of speech is a constitutional right guaranteed to all citizens. The School District shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the education process of other students.

DUE PROCESS

Students shall be afforded procedural due process when the discipline measures of corporal punishment, short term and indefinite suspension are applied. Before being punished for violation of a Board policy or local school rule and regulation, the school principal or designee shall ensure that students are afforded the minimal due process:

- A. The student shall be given oral or written notice of charges against him/her.
- B. The evidence supporting the charges shall be explained to the student.
- C. The student shall be given an opportunity to present his/her own version of the facts concerning the charges.

INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS

School Property

Desks and lockers are public property and school authorities may make regulations regarding their use. However, students have the right to a reasonable amount of privacy in their locker and desks. No school official shall inspect or search lockers unless there is a reasonable suspicion to believe articles are kept there that may endanger other individuals in the school and that such articles possessed are contrary to law or the regulations of the Board.

Individuals

School officials may make searches of a student if there is reasonable suspicion to believe the student is carrying any articles that may endanger other individuals in the school or is an infraction of law or Board policy. If for any reason a search is necessitated, the search shall be conducted in private by a school official of the same sex with a third party of the same sex present.

Automobiles

School officials may search selected vehicles while on school property when there is reasonable suspicion to believe that the vehicle contains articles that may endanger other individuals or are contrary to law or regulations of the Board.

By Law Enforcement Officials

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law. School officials should seek to cooperate with law enforcement officials in their effort to enforce the law.

The Board recognizes the importance of maintaining a safe environment for learning, which is free of drugs, weapons, and any other articles that may endanger other individuals or may be in violation of the Board's regulations. The Board authorizes the use of police dogs and/or metal detectors in the school.

The following guidelines should be used:

The metal detectors and/or police dog should be used for search at the request of the principal and the approval of the Superintendent when there is reasonable suspicion to believe that weapons and/or drugs are present on school property or at school functions.

The metal detectors and/or police dogs can be used randomly in the school, on school property, at school functions or while students are being transported to or from school on transportation provided by the Lowndes County Board of Education.

The sheriff/police department will conduct searches under the supervision of the local principal and approval by the Superintendent or his/her designee.

ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM FOR STUDENTS

Part 1

Section 1 - Declaration of Wrongfulness and Harmfulness

The Lowndes County Board of Education has determined and hereby declares that the possession, use or distribution of illicit drugs and the unlawful possession, use or distribution of alcohol by the student is wrong and harmful to the education, health, social and other phases of development of Lowndes County Students.

Section 2 - Prohibition of Possession, Use, Distribution or Sale of Illicit Drugs or Alcohol

All students are prohibited from possessing or using illicit drugs or alcohol on school premises or as part of school activities or school sanctioned activities.

Section 3 - Requirement to Report Possession, Use, Distribution or Sale of Illicit Drugs or Alcohol

Any student with information regarding the possession, use or distribution of illicit drugs or alcohol on school premises or as part of any school activity or school sanctioned activity is required to report such information to the principal, superintendent or other appropriate school authority. Any report of information by students shall be maintained in strict confidence.

Section 4- Sanctions

All violations pertaining to illicit drugs shall require mandatory indefinite suspension from school and referral to the proper authorities for prosecution.

Part 2

Section 5- Drug and Alcohol Abuse Education

The Lowndes County Board of Education shall implement a mandatory drug and alcohol abuse education program which addresses the legal, social, health, education and other consequences of drug and alcohol use for all students in grades K-12. The program shall be age appropriate and developmentally based for students and shall provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

Section 6- Drug and Alcohol Counseling

Any student who has not been charged by school authorities or law enforcement authorities with drug possession, use or distribution may voluntarily receive drug and alcohol counseling by notifying the principal or superintendent who will make the appropriate arrangements. A request for drug and alcohol counseling by a student shall not be used against the student in any manner. The cost of said counseling shall be borne by the student or his/her parent or guardian. The Board may require evidence of successful participation in/or completion of said counseling program.

Section 7- Direct Contact for Drug and Alcohol Counseling

Any student who has not been charged by the school authorities or law enforcement authorities with drug possession, use, or distribution may voluntarily contact an approved private or government drug abuse program directly for confidential drug or alcohol counseling without notifying the principal or superintendent. Their counseling shall be private and confidential and any information obtained because of said counseling by school officials indirectly or otherwise shall not be used against the student in any manner. The cost of said counseling shall be borne by the student or his/her parents. The Lowndes County Board of Education may require evidence of the successful participation in/or completion of said counseling program.

Section 8- Safety of Student and School Personnel

Notwithstanding section 6 and 7 any student who is a safety hazard or risk to school children or other school personnel as a result of drug or alcohol use may be removed until they are no longer a safety hazard or risk.

Section 9- Drug Testing

The Board, upon reasonable suspicion of illicit drug use, may require any student to have a drug test.

Section 10- Notice to Parent and Students

This handbook constitutes legal notice to parents and students regarding The Lowndes County Board of Education policy on Drug and Alcohol Abuse. Students must comply with the standard of conduct required by section 2 and 3 of this policy or face mandatory expulsion from school and referral to the appropriate legal authorities as provided by section 4(a) or sanctions including suspension and mandatory treatment as provided by section 4(b) or sanctions including suspension as provided by section 4 (c).

Section 11- Delivery of Copy to Parent and Student

Within ten (10) days after school opens each year, each parent and student shall be given a copy of this handbook and shall be required to sign a statement stating that he/she received a copy.

Section 12- Review of Policy

This policy shall be reviewed at least every 2 years by the Lowndes County Board of Education to determine the effectiveness of this policy, to implement needed changes and to ensure that the sanction pursuant to Section 4(a), (b) and (c) are consistently enforced.

AMENDMENT TO SCHOOL ATTENDANCE LAW

The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not at the time of application present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state and/or documentation that the person:

1. is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state or any other approved institution or organization or has obtained the certificate;
2. is participating in a job training program approved by the State Superintendent of Education;
3. is gainfully and substantially employed;
4. is a parent with the care and custody of a minor or unborn child;
5. has a physician certify that the parents of the person depend on his/her as their source of transportation; or is exempted from this requirement due to circumstances beyond his or her control.

The school or district officials, upon request shall provide documentation of enrollment status on a form approved by the Department of Education to any student 15 years of age or older who is properly enrolled in school under the jurisdiction of the official, for renewal or reinstatement of a driver's license or a learner's license to operate a motor vehicle.

SUSPENSION

The Board recognizes its authority to maintain good order and discipline within the schools of the School District. Therefore, the Board gives the school principal the discretion to suspend a student.

The principal shall make an immediate effort (same day) to contact the student's parent or guardian about the suspension. No suspended student shall be allowed to leave the school premises during the school day until the student's parent, guardian, or proper school authorities assume responsibility for him/her. When a student's parent/guardian cannot be notified, the student must remain on the school premises until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

A suspended student **may not** attend school functions or enter school property for any reason during times of short term or indefinite suspension.

EXPULSION

The Board may expel a student from school when the student has engaged in a serious rule violation(s). The principal shall make a recommendation to the Superintendent of Schools for the expulsion of a student who has violated rules which would warrant such action. The local school principal may suspend a student for up to 10 days pending the decision of the Expulsion Panel. A decision of the panel may be appealed to the Board who would then have the final authority regarding expulsion.

All due process criteria specified in Board Policy File: JCA shall be strictly observed in any expulsion hearing, as well as, any preliminary steps prior to the hearing.

To insure equal treatment, all students who are responsible for their conduct should expect to be disciplined under the same due process procedures. Before a disabled student can be expelled, a trained and knowledgeable group or persons must determine whether the student's misconduct bears relationship to his/her disability.

An expelled student **may not** attend extra-curricular activities after school hours that are described as public activities such as football, baseball, volleyball, basketball, or other scheduled activities. Public extra-curricular activities are defined as those activities for which a fee or charge is collected. Any student who is expelled from school **cannot** visit or otherwise be in attendance on any school campus in the School District while suspended from school.

DRESS CODE

The Board and administration recognize the importance of the rights and privileges of each individual student in the School District. However, the Board equally recognizes that individual rights stop where the rights of the group (the school) begins, and no student has the right to dress or appear in a manner which is substantially disruptive to the teaching-learning process.

Grades K-12

Students shall wear:

- Pants: Pleated, plain front or elastic waist, hemmed or cuffed. No cargo, flare or wide-leg pants.
The colors shall be khaki or navy blue.
- Shorts: Pleated, plain front or elastic waist. Hemmed or cuffed and long enough to touch the fingertips when hands are placed at the student's sides. No cargo shorts.
The colors shall be khaki or navy blue.
- Skorts: Hemmed or cuffed and long enough to touch the fingertips when hands are placed at the student's sides.
The colors shall be khaki or navy blue.
- Shirts: Polo or Peter Pan style, long or short sleeves must be tucked in at all times.
The color shall be white or maroon.
- Skirts: Long enough to touch the fingertips when hands are placed at the student's sides. ***The colors shall be khaki or navy blue.***
- Jumpers: Long enough to touch the fingertips when hands are placed at the student's sides. ***The colors shall be khaki or navy blue.***
- Belts: Black or brown belts must be worn if the garment has belt loops. Belts must be visible at the waist band, must be buckled, and must not be extra-long or hang down between the legs.
Belt buckles shall not be larger than 2" x 2" in diameter.
- Outerwear: Any color or any style can be worn. Outerwear is to be worn over school uniform and must be sized appropriately and may not be bulky or baggy.
Hoods must be removed upon entering the school building.
- T-shirts: T-shirts may be worn as undergarments but shall not show through outer shirts. T-shirts or other undergarments with emblems, graphics or logos which show through the outer clothing is prohibited.
The color shall be white.
- Shoes: For health and safety reasons, students must wear shoes to school. Presentable foot wear is expected to include appropriate hosiery. The shoes must have black, white, brown or gray laces.
Slippers, sandals, flip flops, Crocs and heels are not permitted.

Note: No insignias, logos or graphics to include references to drugs and alcohol are allowed on any article of clothing other than those approved by the school principal.
Students who move into the school district shall be in compliance with the uniform specifications within five (5) school days of enrollment.

Hair

Students' hair shall be neat, clean and trimmed. No combs, picks or rollers are allowed to be worn in the hair. Unnatural extreme hair colorations are prohibited.

Accessories

Earrings may be worn in the ears only. Hoops larger than one inch are prohibited. Jewelry which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets, and large finger rings, are prohibited. Caps, hats, bandanas and sunglasses are prohibited (except for health and/or religious reasons, which must be approved in advance by the principal).

Book Bags

The use of book bags shall be a school-based decision.

Exception

Any exception to this policy may be granted by the principal when students are involved in special activities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen (18) or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent, or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, with consent, to the following parties or under the following conditions (34CFR 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

STUDENT CODE OF CONDUCT
CLASSIFICATION OF VIOLATIONS

All students will be governed by the Code of Conduct. Violations of the Student Code of Conduct are grouped into four (4) classes and are applicable to all students (grades kindergarten through twelve) of the School District. However, student discipline will vary based upon developmental considerations determined by school personnel. Students should be taught the code of conduct and its consequences. Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designee shall implement the disciplinary procedure.

Penalties should not be imposed for an entire class for actions that involve only one student or fewer students than the entire class.

Teachers should post a written discipline plan/classroom rules for classroom management. Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary measures by telephoning the parent(s) or guardian(s) when feasible, and/or scheduling conferences with the parent(s) or guardian(s) and other school staff. When the action taken by the teacher is ineffective or disruption is severe, the student should be referred to the principal or his/her designee. Parents or guardians should be notified by the teacher of students who consistently exhibit poor work habits, and students should be referred to the guidance counselor.

When the disciplinary action requires visitation by the parent or legal guardian, no other person should be accepted as a substitute.

It should be noted that the offenses listed in Classes I, II, III, and IV are not all inclusive and students may be subject to disciplinary actions for other uncategorized offenses.

CLASS A OFFENSES

<u>CODE</u>	<u>DESCRIPTION</u>
AA	<u>Distraction of Other Students</u> Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other students. Examples: talking excessively, interrupting class functions, chewing and/or popping gum, provoking other students, etc.

- AB** Tardiness (Grades 2-12 only)
Reporting late to school or class. (Action by Principal after 3 tardiness per term/semester)
- AC** Use of Profane Language
- AD** Non-conformity to Dress Code
- AE** Refusal to Complete Assignments
- AF** Unauthorized Use of School Property
- AG** Defacing of School Property
- AH** Fighting (No Physical Contact)
Hostile exchange of words between two or more individuals.
- AI** Use of an Unauthorized Electronic Device (Cell Phone, iPod, MP3, etc.) during the instructional day. The device will be taken up and held until a parent comes to pick it up. After the third offense, the infraction will be moved to a BA-Defiance of Authority offense.
- AJ** Continued refusal to complete assignments
- AK** Any Other Violation Which the Principal May Deem Reasonable to Fall Within This Category After Consideration of Extenuating Circumstances.

SOME POSSIBLE DISCIPLINARY ACTIONS - CLASS A OFFENSES

- First Offense:** In-school conference with student, teacher, principal or designee.
- Second Offense:** Teacher will attempt to make parental contact and document.
- Third Offense:** Teacher makes office referral & administrator will notify parents.
In-school counseling by school personnel
In-school disciplinary action when warranted:
work detail loss of privileges detention corporal punishment
- Fourth Offense:** Parental conference required (Parent/Guardian - no substitute).
The matter will be analyzed and the principal may refer the student to the Alternative school for 3 to 5 days. The parent is encouraged to bring the student back after this period for a conference.

Fifth Offense: One (1) to three (3) days Suspension--Parent/Guardian is encouraged to bring the student back and attend classes with student for one day. For cell phones or any electronic device being used within the school day.

CLASS B OFFENSES

<u>CODE</u>	<u>DESCRIPTION</u>
BA	<u>Defiance of School Board Employee's Authority/Disrespect</u> any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee.
BB	<u>Fighting (Physical Blows)</u> Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual. If evidence indicates one student initiated and physically attacked the other, the victim's consequences may be reduced or eliminated.
BC	<u>Possession/Use of Tobacco or Vaping Devices</u>
BD	<u>Disruptions on Bus Reported by Driver</u>
BE	<u>Stealing - Petty Theft</u> The intentional, unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another.
BF	<u>Gambling</u> The intentional, unlawful participation in gambling activities.
BG	<u>Threats - By Word</u>
<i>NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class C Offense.</i>	
BH	<u>Trespassing - Loitering - Unlawful Assembly</u> Willfully entering or remaining in any structure, conveyance, or property without being authorized or licensed; individual is warned by an authorized person to depart and refuses to do so.
BI	<u>Use of Obscene Manifestations (verbal, written, gesture - may be upgraded to Class DL)</u> This can include the possession or sharing of pornographic materials, websites, etc.
BJ	<u>Leaving Class or Campus Without Permission</u>
BK	<u>Unauthorized Absence from Classes</u>

- BL** Providing False Information
- BM** Intimidation/Humiliation of a Student
The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely.
- BN** Possession of toy gun (replicas). This offense may be upgraded to Class DM.
- BO** Inappropriate Public Display of Affection or Offensive Touching of Another Student-the unacceptable exhibiting of emotions including, but not limited to, embracing and kissing.
- BP** School Violation -Any Other Offense Which the Principal May Deem Reasonable to Fall Within This Category After Consideration of Extenuating Circumstances.

SOME POSSIBLE DISCIPLINARY ACTIONS - CLASS B OFFENSES

- First Offense:** Office referral and up to 3 days suspension depending on the seriousness of the offense and **parental conference required.**
- Second Offense:** Office referral and 3 to 5 days suspension, **and parental conference.**
- Third Offense:** Any afterwards -- office referral, 3-10 days suspension, and **parental conference required.**

Any class B offense violations can be referred to the Superintendent by the administrator. Repeated violations may result in expulsion after all options have been exhausted. **Parents/guardians shall be held responsible for monetary loss or damages.**

Student transportation is provided by the Board as a service to the students of the School District. The Board reserves the right to deny a student or students the privilege of being transported at public expense provided the policies outlined above are not followed.

CLASS C OFFENSES

<u>CODE</u>	<u>DESCRIPTION</u>
CA	<u>Possession of Stolen Property</u>
CB	<u>Possession of Knives</u> Knives, irrespective of the blade length, including but not limited to the following:
	Box cutter Keychain knife Spring chain knife Utility Knife
	Butterfly knife Linoleum knife Stiletto knife Folding Knife
	Carpet knife Lock blade Straight knife Razor Blade
	Exacto knife Paint scraper Switchblade Trench Knife
	Fixed knife Palm knife Swiss army knife

Any other item that utilizes a razor blade or other blade, replaceable or fixed. Nunchucks (nunchaku), throwing stars, fighting claws or other similar instruments utilized in martial arts. Any other instrument or object with the intent to be armed or inflict bodily harm.

- CC** Participating in Major Student Disorder
Leading, encouraging or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others. If it is determined that bodily harm is intended, this offense can be upgraded to CLASS D.
- CD** Extortion
Verbally or by a written or printed communication, maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any monetary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his or her will.
- CE** Sexual Acts
Acts of a sexual nature including, but not limited to, sexual assault, intercourse, attempted intercourse, or deliberate indecent exposure (Consequences of this violation may be upgraded to CLASS DL depending upon the judgment of the principal).
- CF** Illegal Organization
Any on-campus activities of fraternities, sororities, secret societies or non-affiliated school clubs.
- CG** Possessing Fireworks or Smoke Bombs
- CH** Alcoholic Beverages
Unauthorized possession of any alcoholic beverages' usage, transfer, sale (may be upgraded to CLASS D depending upon the judgment of the principal). Counseling must be provided by the school counselor and possibly other agencies.
- CI** School Violation -Any Other Offense Which the Principal May Deem Reasonable to Fall Within This Category After Consideration of Extenuating Circumstances

SOME POSSIBLE DISCIPLINARY ACTIONS - CLASS C OFFENSES

First Offense: 5-10 Days Suspension

Second Offense: Afterwards – Expelled, Expulsion, Report to Superintendent

In lieu of suspension the Alternative Program may be considered upon recommendation of the school based Disciplinary Committee. This determination must be made by the IEP Committee for all PEP students. Expulsion of Special Education students for any Class Offense must be determined by the IEP Committee.

EXPULSIONS SHALL BE DETERMINED BY THE BOARD ON THE RECOMMENDATION OF THE SUPERINTENDENT.

CLASS D OFFENSES

CODE DESCRIPTION

- DA** Threat Upon Board Employee - (Battery)
The unlawful and intentional touching or striking of a Board employee against his or her will; the intentional causing of bodily harm; unlawful threat by word or act to do violence to the person or property of a school board employee - actual damage of property.
- DB** Robbery
The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of the same.
- DC** Stealing, Larceny, Grand Theft
The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- DD** Burglary of School Property
Entering or remaining in a structure or conveyance with the intent to remove property during any hour.
- DE** Possessing or Discharging a Firearm
A firearm, including but not limited to any handgun, shotgun, black powder firearm, flare gun, zip gun or any other device from which a projectile is discharged by explosive powder. A replica of any firearm, including but not limited to replicas of a handgun, rifle or shotgun, black powder firearm, flare gun or zip gun; or any of the following: air gun, blank gun (starter's pistol), or gas operated gun.
- DF** Explosive Devices of Any type
Preparing, possessing or igniting explosives on School Board property.
- DG** Activities of a Fire Alarm System
- DH** Drugs (Alcoholic beverages placed in CLASS III with options)
Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia.
Any prescription drug should be reported to the office. A designated employee will administer the medication with written permission from the parent/guardian.
- DI** Arson

- DJ** Criminal Mischief
Willful and malicious injury or damages at or in excess of \$200 to public and/or private property.
- DK** Aggravated Battery
Intentionally causing bodily harm, disability or permanent disfigurement; use of a deadly weapon.
- DL** Rape or Attempted Rape
- DM** Possession of Weapons
- DN** Bomb Threat

WEAPONS INCLUDE INSTRUMENTS USED TO INFLICT BODILY HARM DURING A CONFLICT.

- DO** School Violation - Any Other Offense Which the Principal May Deem Reasonable to Fall Within This Category After Consideration of Extenuating Circumstances

SOME POSSIBLE DISCIPLINARY ACTIONS - CLASS D OFFENSES

All Class D Offenses shall be reported to the civil authorities for possible action.

First Offense: Expulsion

Expulsion of Special Education students must be determined by the IEP Committee.

In lieu of suspension, an Alternative Program may be considered upon the recommendation of the school based Disciplinary committee.

EXPULSIONS SHALL BE DETERMINED BY AN INDEFINITE SUSPENSION REVIEW COMMITTEE AND APPROVED BY THE BOARD ON THE RECOMMENDATION OF THE SUPERINTENDENT.

POSSIBLE DISCIPLINARY ACTION – ANY OFFENSE

Repeated violations on the school bus may result in the loss of the student’s privilege of being transported at public expense to and from school on a school bus.

SCHOOL BUS RULES

1. **DRIVER’S AUTHORITY:** Pupils on a school bus are the complete responsibility of the bus driver and under his/her direction. Pupils must be courteous and show respect for the driver, and obey the driver’s instructions at all times.

2. **BUS STOP ASSIGNMENT:** Students may not get on or off the bus at any location other than their regularly designated stop unless a written note is provided to the principal and driver.
3. **BUS DEPARTURE TIMES:** Students should be at the bus stops at least 5 minutes prior to bus arrival; buses must operate on a definite schedule and drivers will not wait for late arrivals. Students are not to arrive at the stop more than 10 minutes prior to the departure time.
Continued late arrival to the bus stop will result in disciplinary action.
4. **BOARDING THE BUS:** As the bus approaches, pupils must form an orderly single-file line and stand no closer than ten feet. Students shall not move toward the bus until it has come to a complete stop. Pupils must enter the bus one at a time, with no pushing or shoving.
5. **SEAT ASSIGNMENT:** Pupils are to take the seat indicated by the driver. They may not exchange seats without the driver's permission.
6. **PUPILS MUST REMAIN SEATED:** Pupils must sit upright, face the front of the bus, keep feet out of the aisle, and in no way obstruct aisles or bar progress of other pupils in or out of the bus. Standing, walking, or any movement out of seats while the bus is in motion is prohibited.
7. **HANDS/BODY OUT OF WINDOWS:** Pupils may not extend hands, arms, head, or any part of the body out of the window on a school bus. Unauthorized exiting from emergency doors and windows is prohibited.
8. **TAMPERING WITH BUS EQUIPMENT:** Tampering of any kind with bus doors emergency exits, radio or controls is prohibited.
9. **PUPILS MAY NOT SMOKE:** Smoking, or the use of tobacco products, or lighting of any material is prohibited.
10. **EXCESSIVE NOISE/DISORDERLY CONDUCT:** Pupils are prohibited from creating disturbances, such as whistling, playing musical instruments, yelling or talking loudly, throwing articles, shooting rubber bands, scuffling, etc. Pupils shall quietly converse only with those pupils sitting in the same seat that they occupy. Distractions and noise inside the bus must be kept to a minimum so that the driver can hear or observe approaching emergency vehicles, horns or other impending hazards.
11. **PROFANE LANGUAGE/GESTURES:** Using profane language or obscene gestures is prohibited.
12. **LITTERING:** Littering or throwing objects of any kind is prohibited.
13. **FIGHTING:** Pupils may not interfere with others, nor destroy property of others. Students may not intimidate or threaten anyone on the bus. They must keep their hands to themselves: fighting, slapping, hitting, poking, shoving, pulling hair, etc., on the bus or at the bus stop is prohibited.
14. **EATING/DRINKING:** Drinking or eating, including gum and candy, is not allowed on school buses.
15. **PROHIBITED OBJECTS:** Items such as glass containers, large or dangerous objects are not allowed on the bus. Transporting live animals, fish, reptiles, or insects, is not permitted on the school bus.
16. **DAMAGE TO SCHOOL BUS OR BUS STOP:** Students may not damage or vandalize the school bus or the bus stop. Parent/guardian will be required to pay for damage done by their child to either the school bus or to private property at school bus stop location.

Student transportation is provided by the Board as a service to the students of the School District. The Board reserves the right to deny a student or students the privilege of being transported at public expense provided the policies outlined above are not followed.

TRANSCRIPT REQUESTS

Students transferring from one school to another will not be required to pay a fee for processing of transcripts. Additionally, transcripts for scholarship applicants will be unlimited. However, transcripts for which no fee will be charged will be limited to seniors and graduates without a fee. A maximum of three (3) transcripts will be processed for seniors without a fee. A maximum of two (2) complete transcripts will be processed for graduates. For each additional transcript a \$5.00 fee will be assessed to the student.

REPORTING STUDENT PROGRESS

Reports concerning student progress shall be made to the parents or guardians of students in the School District at least four (4) times during the scholastic school year in grades K-12.

Parents or guardians who have children in grades 1 through 12 that are making failing grades shall receive a progress/deficiency notice or progress report at the midpoint of each applicable grading period.

HOMEWORK

Students shall be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to students on an individual and/or group basis, based on teacher judgment.

Student Responsibilities

Students will be expected to assume the following responsibilities when homework is assigned:

1. Complete the assignment in the specified time period.
2. Return the assignment on time.
3. Do the best work possible when completing assignments.

Teacher Responsibilities

Teachers will be expected to assume the following responsibilities when homework is assigned:

1. Assign homework on a regular, but reasonable basis, keeping in mind the nature of the assignment and demands that may be placed on students by other teachers.
2. Assign homework that is related to in-class instructional activities.
3. Grade or review the homework and return it to students on a timely basis.
4. Utilize homework as an important part of student evaluation.
5. Expect all students to complete assignments.
6. Refrain from assigning homework as punishment for disciplinary infractions.

REPORT CARDS

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parents or guardians. Report cards shall be issued at least **four (4)** times during the scholastic year to all students enrolled in Lowndes County Public Schools Grades K-12.

Letter grades shall be mandatory in kindergarten classes in the schools of the School District based on the following scale:

O = Outstanding	H = Help Needed
S = Satisfactory	{ } = Not Yet Introduced

Numerical grades are mandatory in grades one through three. Letter grades are also used to enhance the understanding of students and parents in supportive skills. The following scale will be utilized:

A = 90-100	S = Satisfactory
B = 80-89	I = Improving
C = 70-79	NI = Needs Improvement
D = 60-69	U = Unsatisfactory
F = Below 60	FA = Failure Due to Absence

Numerical grades are mandatory for all academic subjects in grades four through twelve in the school of the District based upon the following scale:

A = 90-100	D = 60-69
B = 80-89	F = Below 60
C = 70-79	FA = Failure Due to Absence
	I = Incomplete Grade

The letter grades "S" (Satisfactory) and "U" (Unsatisfactory) will be used to indicate grades in conduct for students enrolled in grades kindergarten through twelve.

Students and parents or guardians are responsible for safeguarding report cards while they are in their possession. If a report card is lost or damaged beyond use, a replacement report card will be completed and reissued for a \$.50 fee.

FINAL EXAMINATION

Final examination will be given in all high school classes at the close of each term and will be administered in accordance with a schedule approved by the superintendent. Any plan for exempting students from the summary or final examination procedures will be approved by the superintendent. The final grade will be determined by the grading procedures adopted by the school system.

GRADUATION REQUIREMENTS

The Lowndes County Public School System prohibits elementary and/or middle school graduations.

Requirements for graduation from the school system will conform to those requirements of the Alabama State Department of Education. The Alabama Course of Study shall be followed in determining the minimum required content in each discipline. Students must meet the minimum credit hour requirement of the local school system. To qualify for participation in senior class activities, the student shall be eligible for graduation at the end of the regular school term.

Students who transfer to the school system from another school system must meet the Alabama graduation requirements to receive a diploma from the State of Alabama. Lowndes County schools are accredited by COGNIA. Transfer credits from other schools will be accepted from other regionally accredited associations without further validation. Students transferring from another state for their senior year who cannot meet Alabama's graduation requirements because of time constraints may earn a diploma from the school previously attended if so permitted by the school.

PROMOTION AND RETENTION POLICY

The Board instructs the Superintendent to develop and maintain instructional objectives and performance standards for each grade level within the School District. Parents/Guardians and students shall be made aware of the objectives and standards at the beginning of each school year via the use of written communication and Powerschool SIS. Periodically during the year, parents and students shall be provided written and oral evaluation reports during teacher-parent conferences indicating the student's progress.

**7 units required for promotion to grade 10; 14 units required for promotion to grade 11;
21 units required for promotion to grade 12; 24 total units required for graduation.**

Promotion of a student from one grade to the next shall be based solely on that individual student's achievement of the minimum skills necessary to qualify for promotion and on regular school attendance.

The Board recognizes the existence of children who are enrolled in the schools of the School District who are classified as exceptional. Requirements for promotion of these students shall be in accordance with the Individual with Disabilities Education Act as well as with comparable State regulations. Accordingly, all students who are classified under any special education category as defined shall have their achievement levels for promotion and retention established by an Individualized Educational Plan. The 504 Student Planning Team will determine promotion and retention for students classified under Section 504. These regulations and procedures shall be strictly complied with as promotion and retention decisions are rendered. Students who have been retained for a second time must be referred to the Problem-Solving Team (PST) for appropriate evaluation.

When achievement indicates that a student is falling behind, the teacher shall conduct a parent conference to reiterate the promotion and retention policy no later than mid-semester or term. Parents shall be asked to sign a statement acknowledging that the conference was held.

***Do not follow where the path may lead.
Go instead where there is no path and leave a trail.
~Ralph Waldo Emerson~***

REQUIREMENTS FOR PROMOTION

From Kindergarten to Grade One (1)

It shall be the responsibility of the kindergarten teacher to determine the readiness level of students, based on approved district-level kindergarten assessment instrument, prior to a recommendation being made on movement to grade one.

From Grade One (1) to Grade Two (2)

- A. A passing grade (60 or above for yearly average) is required in each of the following academic subjects: reading, mathematics, language, science and social studies.
- B. Regular Attendance

From Grade Two (2) to Grade Three (3)

- A. A passing grade (60 or above for yearly average) is required in each of the following academic subjects: reading, mathematics, language, science and social studies.
- B. Regular Attendance

From Grade Three (3) to Grade Four (4)

- A. A passing grade (60 or above for yearly average) is required in each of the following academic subjects: reading, mathematics, language, science and social studies.
- B. Regular Attendance

From Grade Four (4) to Grade Five (5)

- A. A passing grade (60 or above for yearly average) is required in each of the following academic subjects: reading, mathematics, language, science and social studies.
- B. Regular Attendance

From Grade Five (5) to Grade Six (6)

- A. A passing grade (60 or above for yearly average) is required in each of the following academic subjects: reading, mathematics, language, science and social studies.
- B. Regular Attendance

From Grade Six (6) to Grade (7)

- A. A passing grade (60 or above for yearly average) is required in each of the following academic subjects: reading, mathematics, language, science and social studies.
- B. Regular Attendance

From Grade Seven (7) to Grade Eight (8)

- A. A passing grade (60 or above for yearly average) is required in each of the following academic core subjects: English, mathematics, science and social studies.
- B. Regular Attendance

From Grade Eight (8) to Grade Nine (9)

- A. A passing grade (60 or above for yearly average) is required in each of the following academic core subjects: English, mathematics, science, and social studies.
- B. Regular attendance.

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Institutions within the Alabama College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the college service area. Courses offered by postsecondary institutions shall be of postsecondary level and enrolled students must pay normal tuition as required by the postsecondary institutions, or as stipulated if a contract for services between the two levels. The tuition may be paid by a Board sponsored program. A student is eligible for dual enrollment/dual credit if the student meets the following criteria:

1. The student must meet the entrance requirements established by institutions of postsecondary education.
2. The student must have a 3.0 for access and 2.0 community college.
3. The student must have written approval of the appropriate principal and the local superintendent of education.
4. The student must be in grade 10, 11, or 12, or have an exception granted by the participating postsecondary institution upon the recommendation of the students' principal and superintendent and in accordance with the Alabama Administrative Code 290-8-9-17 regarding gifted and talented students.

Students may enroll in occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students' principals, superintendent, and the participating postsecondary institution president.

Parental permission and travel for courses offered on the high school campus during the normal school day will be administered under the auspices of the board of education.

Ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local board of education.

At the end of the first semester of their senior year, any student who has fulfilled all requirements for graduation, to include the completion Carnegie unit requirements and passage, may be released upon the written recommendation of the principal and written approval of the superintendent. Half-day release will not be permitted. The student may return for participation in all senior activities for his/her class.

GRADE AVERAGE/GRADE POINT AVERAGE

The minimum grade average to pass a subject is a 60. Adding the two nine weeks term grades and dividing by two should compute the annual average. **If applicable, the two semester grades should be added and divided by two to get a yearly grade. All term grades should be considered when calculating grade averages.**

The scale used to determine the grade average is given below:

100-90 = A	79-70 = C	Below 60 = F
89-80 = B	69-60 = D	

To calculate the overall grade point average for students (grades 9-12) all grades must be considered. All grade averages must be added and divided by the total number of term grades. When necessary, grades must be assigned the following point values to calculate the **Grade Point Average: A-4; B-3; C-2; D-1; and F-0**. When it involves Advanced Placement and dual enrollment courses, grades must be assigned the following point values: **A-5; B-4; C-3; D-2; and F-0**. The point values must be added and divided by the total number of semester/term grades. The grading system used to measure student progress toward achieving the predetermined performance standards shall be applied consistently throughout the School District.

ACCESS

ACCESS Distance Learning (Alabama Connecting Classrooms, Educators, and Students Statewide), an education initiative of the Alabama Department of Education, provides opportunities and options for Alabama high school students to engage in Advanced Placement (AP), elective, and other courses to which they may not otherwise have access. Any student entering the ninth grade during the 2009-2010 school year or later must have at least one Distance Learning Course on his/her transcript in order to receive a diploma.

CREDIT RECOVERY

In accordance with the guidelines of the Alabama Department of Education, the Lowndes County Public School System will offer students who have received a failing grade average of 40 through 59 in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply. Both parent/guardian and student must sign a contract regarding the terms of this program.

The greatest discovery of all time is that a person can change his future by merely changing his attitude.

~Oprah Winfrey~

DIPLOMAS AND CERTIFICATES ISSUED

ALL students shall earn the required credits for the Alabama High School Diploma. The local school board of education may establish requirements for receipt of diplomas and endorsements, but any endorsement shall include the requirements of the Alabama High School Diploma.

In addition, the following standards will be applied:

1. All students are required to successfully complete the approved one-half unit course in health education before graduating from high school pursuant to The Code of Alabama, (1975), 16-40-7.
2. Students will not be permitted to take required subjects above their grade level, with the exception of Algebra I, Career Prep, Physical Science, and any first-year foreign language without the expressed written approval of the counselor and the principal.
3. Except in case of bona fide change of residence or other circumstances equally, the student has been in continuous attendance during the entire high school year immediately preceding the date of graduation. In the event of transfer from one school to another, the school receiving the student must require approval in writing of the transfer and the student's candidacy for graduation from the principal of the school from which the student has withdrawn. The letter of approval, together with any necessary memoranda, should be filed with the official transcript for the student's record from the discharging school. In case of doubt as to procedure or appropriate action in such a case, either or both of the principals of the schools concerned should discuss the matter with the superintendents of respective school districts.
4. Any student who has not fulfilled all requirements for graduation will not be allowed to participate in graduation activities including the commencement exercise.

ELIGIBILITY FOR PARTICIPATION IN GRADUATION EXERCISES

In order to participate in graduation exercises, all students must complete and fulfill all requirements for graduation in accordance with the selected diploma type selected.

**SELECTION CRITERIA FOR VALEDICTORIAN, SALUTATORIAN
AND HONOR LINE OR TOP TEN ACADEMIC STUDENTS**

The following are the criteria for determining who may be eligible for Valedictorian, Salutatorian, and Honor Line or Top Ten percent of the class in the LCPS District.

1. Rank in class and the standing of the student must be computed on a weighted cumulative average from grades 9 up to and including the first semester of the senior year. (Credit bearing courses only)
2. Candidates for Valedictorian and Salutatorian must have completed three (3) consecutive terms at the local high school.
3. Students who maintain an overall 3.0 grade point average or above will be considered eligible for the Top 10 or Top Ten Percent of the graduating class.
4. Grading in Advanced Placement courses and dual enrollment courses is the same as in all other courses. However, each term grade is to be counted one (1) point higher than the regular grade. Term grades are to be weighted using the following: A is to be weighted as 5 points; B is to be weighted as 4 points; C is to be weighted as 3 points; D is to be weighted as 2 points. Students should not be given F's.
5. Grading in Honors courses is the same as in all other courses. However, each term grade is to be counted one-half (1/2) points higher than the regular grade. Term grades are to be weighted using the following: A is to be weighted as 4.5 points; B is to be weighted as 3.5 points; C is to be weighted as 2.5 points; D is to be weighted as 1.5 points. Students should not be given F's.
6. No points will be added to term grades for regular courses. This means that: A is to be equal to 4 points; B is to be equal to 3 points; C is to be equal to 2 points; D is to be equal to 1 point; and F is to be equal to 0 points.
7. A committee including the Superintendent will resolve any unusual situations or circumstances that may arise.

TEXTBOOKS PAYMENT SCHEDULE

All textbooks furnished free of charge to students shall remain the property of the State of Alabama and the Board.

The parent, guardian, or other person having custody of the student to whom the textbooks are issued shall be held liable for any loss, abuse or damage to state-owned textbooks.

1 st year.....	original cost
2 nd year.....	75% of original cost
3 rd year & thereafter.....	50% of original cost

STUDENT INSURANCE PROGRAMS

The Board shall contract or authorize local schools to contract with a reputable insurance company to provide low cost student accident insurance for the students enrolled in the schools of the School District. The Lowndes County Public Schools provides insurance coverage for all student athletes. However, there are times when the insurance does not cover all expenses associated with certain injuries. Therefore, parents of student athletes are urged to acquire supplemental insurance coverage provided by the parent(s).

ACCIDENTS

Students should report all school related accidents in which they are involved to school officials. Failure to report such accidents may result in loss of the privilege to make claims on the student accident insurance program.

AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

Students operating motorized vehicles must obey traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property will be revoked if safety rules are violated or for sitting in automobiles parked on school property during school hours. Student drivers are required to have an Alabama Driver's License.

Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

SUSPENSION OF DRIVER'S LICENSES

The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any student over age 14 who is convicted of possession of a pistol on the premises of the school or school bus or both.

Existing license shall be suspended for a certain time period, to provide for a notification, hearing, and appeal process to provide for the reinstatement of suspended license under certain circumstances and to provide for a conditional operative date.

STUDENT HEALTH SERVICES

Health

All principals and teachers shall cooperate with the Superintendent and with the county health department in carrying out laws and regulations designed to protect and promote the health, safety, and general welfare of school students.

Medication

Members of the school staff shall not administer internal medicine to students except in cases where it is prescribed and requested in writing by the parent, guardian or family physician. The parent or guardian shall:

- 1) sign the School District's permission form for prescribed medication granting permission for the child to receive medication at school.
- 2) provide the school with medication that is in a correctly labeled prescription bottle or container.
- 3) provide the school with a newly signed statement if medication orders are changed during the school year.
- 4) provide the list of side effects for medication taken over a 30-day period.
- 5) shall deliver all medication to the school personnel designated by the school principal. The parent or guardian may designate a responsible adult to carry out this function.
- 6) pick up the student's medication at the end of the school year.
- 7) give the first dose of a new medication at home in case of a possible allergic reaction.

Students who have doctor's orders to have medication in their possession, i.e., asthma inhaler or EPI pen, will not share medication with other students. Students will notify their teacher/school personnel at the onset of any distress or allergic reaction. The student will know where the medication is kept and be familiar with their personal action plan.

Immunizations

A certificate of immunization against disease designated by the State Health Officer shall be required before a student can be enrolled initially in kindergarten or first grade in schools of the School District. A student who transfers into the school District from another school district within or outside the state shall be required to present a certificate of immunization, as defined above, before the student can be enrolled in the school of the School District.

New Immunization requirement for 6th Grade Entry – Effective August 2010, all students, 11 or 12 years of age, entering the sixth grade will require a booster dose of Tdap Vaccine (tetanus-diphtheria toxoid and acellular pertussis vaccine) prior to enrollment instead of the Td Vaccine for entry into the eleventh grade. Students entering eleventh grade will still need to show evidence of having had an adolescent TD booster (preferably Tdap).

Invasive Procedures

Invasive procedures, including but not limited to tracheostomy care, gastrostomy tube feeding, and medication administration by injection or rectal route shall be provided only by a registered nurse or by a licensed nurse under the supervision of a registered nurse and with written authorization from the physician and parent.

Spinal Deformities Screening

The physical education teacher shall conduct spinal deformities screening annually for all students in grades 5-9 or ages 11-14 years in compliance with State Department regulations. Questionable abnormal findings shall be referred to the School District's nurse for follow-up.

Health Education

The health education teacher shall provide cardiopulmonary resuscitation (CPR) instruction for students enrolled in the one-half unit of health education. The health education teacher shall be a certified CPR instructor. In addition, the health education course's suicide awareness program shall include mental and emotional health.

COMMUNICABLE DISEASE

All principals and teachers shall cooperate with the Superintendent and with the county health department in carrying out laws and regulations designed to protect and promote the health, safety, and general welfare of the school children.

Communicable/Infectious Diseases or Conditions

Students and/or employees in the School District, including children wishing to enroll in the school District, who have communicable diseases will be dealt with on an individual basis. It is the desire of the Board to protect any student and/or employee who has a disease or handicapping condition whether it be communicable or not, while at the same time, protecting all other students and employees in the School District.

Administrators or supervisors will report all cases of confirmed or suspected communicable diseases, changes in behavior patterns or physical appearance that represent a severe health threat to the Office of Superintendent so that efforts in this matter can be coordinated with the local health department or other professionals as needed. If an employee or student who is remaining in school loses the ability to control personal hygiene, the Superintendent or his/her designee will immediately evaluate the situation to determine appropriate action for that person's welfare as well as the welfare of all other students and employees.

HIV Infection and Bloodborne Pathogens

The School District shall strive to protect the safety and health of children and youth in its care, as well as their families, its employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities.

Decision makers must consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

Employment

The School District does not discriminate on the basis of HIV infection or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U. S. Occupational Health and Safety Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The School Nurse shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert a person responsible for health and safety if a student's health condition or behavior presents a reasonable risk of transmitting any infection. If

situation occurs at a school in which a person might have been exposed to an infectious agent such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional of a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits must be on hand at every athletic event.

All physical education teachers and athletic programs staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- be taught at every level, kindergarten through grade twelve;
- use methods demonstrated by sound research to be effective;
- be consistent with community standards;
- follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- build knowledge and skills from year to year;
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- include accurate information on reducing risk of HIV infection;
- address students' own concerns;
- include means for evaluation;
- be an integral part of a coordinated school health program;
- be taught by well-prepared instructors with adequate support; and
- involve parents and families as partners in education.

Parents and guardians have the right to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to a principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

The School District will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate

counseling about matters related to HIV infection. School Administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

General Provisions

On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Information will be provided in the primary languages of students' families.

RESPONSE TO INSTRUCTION

Response to Instruction (RtI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. RtI combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems.

PROBLEM SOLVING TEAM (PST) **GENERAL DESCRIPTION**

The PST is a designated school-based committee designed to meet the needs of all students at risk of failure due to academics, behavior, or drop-out. PST plans are for regular education students only. PST is not used for students on an active IEP or 504, IB, or AP classes; Gifted classes or Magnet classes; or any other "honor" or advanced class of choice. It is used for students with chronic academic and/or behavior challenges in general education classes, career technical, and alternative education classes.

The PST addresses discipline, drop-out, academic, and behavioral student challenges within general education.

SPECIAL EDUCATION

The Lowndes County Board of Education provides Special Education and related services for students ages 3 to 21 years, who meet eligibility criteria in one or more of the following exceptionality areas: Autism, Deaf/Blind, Developmental Delay, Emotional Disability, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health

Impairment, Specific Learning Disabilities, Speech Language Impairment, Traumatic Brain Injury, and Visual Impairment. Children from birth to 2 years with suspected disabilities are referred to other agencies.

SECTION 504

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that a child with a disability has equal access to an education. The child may receive accommodations and modifications. Under Section 504, fewer procedural safeguards are available to children with disabilities and their parents than under IDEA.

Under Section 504, the disability must **adversely** affect education. Examples of possible section 504 placement are: Medical condition interfering with learning; low vision, hearing loss, or attention deficit disorder.

STUDENT PSYCHOMETRIC AND PSYCHOLOGICAL TESTING

The School District shall provide for psychometric and psychological testing of specified students. In all cases, written permission from the student's parents or guardians shall be secured by appropriate school officials prior to psychometric and psychological testing of any student in the School District.

GIFTED PROGRAM

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

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

1. **Aptitude** – Assessed through an individual or group test of intelligence or creativity.
2. **Characteristics** – A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. **Performance** – At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

HOMELESS PROGRAM

Homeless Education services are provided to students who meet the criteria. All homeless students will be offered the opportunity to participate in all programs that are provided to other students. No distinction is made between homeless and non-homeless students. For more information, contact the Director of Federal Programs/Special Education at (334) 548-2131 extension #1200.

EMERGENCY DRILLS

Special drills will be planned by the local school principal and staff to assure the orderly movement and placement of students in the safest available areas. The principal and staff of each school in the School District shall develop an orderly plan for emergency crisis situations.

STUDENT TRANSPORTATION

Student transportation for selected activities is provided by the Board as a service to the students of the School District. The Board reserves the right to deny a student or students the privilege of being transported at public expense provided the policies outlined above are not followed.

It is the parents' responsibility to provide transportation for their child/children to and from school activities. However, school transportation may be used for transporting athletic teams, bands and other groups to events in which they participate. When transportation is furnished to a student beyond normal school hours, it shall become the responsibility of the principal and the sponsor of the activity to contact the parent or guardian to arrange for the student to be picked up at the school or at a point designated in writing by the principal or sponsor and agreed upon by the parent or guardian. Under no circumstances shall the principal, sponsor of activity or bus driver leave the student at a point without the assurance of safe transportation home. The designated pick up points for parents will be the same throughout the school year.

SCHOOL FOOD SERVICE

Each school in the School District shall maintain a quality school food service program as a service to students.

STUDENT ACTIVITIES

School sponsored student activities are a vital part of students' lives and of the total school program. Therefore, the Board encourages the professional staff and students of the School District to cooperatively plan and implement appropriate student activities to meet the needs of students.

All school-sponsored student activities must have prior approval by the principal and activity sponsor. All school-sponsored student activities shall be under the control of the principal or his/her designee. All school-sponsored activities shall be adequately supervised by a member or members of the school professional staff.

Senior Trips

The Lowndes County Public School System does not authorize or endorse senior trips. It hereby rejects any liability for student groups participating in such activities. The School System shall not be responsible or liable for any incidents occurring on/or during such trips. All entities and personnel of the School System are prohibited from participating in such activities in the name of the Lowndes County Public Schools.

Proms

The Lowndes County Public School System hereby prohibits elementary and middle school proms. It also prohibits the authorization or endorsement of any senior high school proms held off the property of the Lowndes County Public Schools.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES- ACADEMICS FIRST

Extra-curricular activities associated with athletics are defined as those recognized and sanctioned by the Board which are not related to a student's academic requirements or success in a course. Regular curricular activities are defined as those that are required for satisfactory course completion.

For all students in Grades 8-12 eligibility for participation in extracurricular activities shall be determined by grades earned during the prior school year and prior summer school.

Students entering grades 10-12 must, for the last two semesters and summer school, if applicable have a passing grade and earn the required credits with a composite numerical average of 74. Students promoted to the 7th grade for the first time are eligible.

Extracurricular activities will include but not be limited to athletics, cheerleading, band, choir, and proms. Many clubs and organizations will have specific criteria for affiliation. Social and savings clubs, sororities and fraternities will not be allowed.

STUDENT ACTIVITY FEES

Students shall not be assessed fees for the purpose of supporting general students' activities. Individual clubs may assess fees directly associated with club activities when approved by the school principal, club sponsor and members. Participation in student activities shall be on a voluntary basis by all students.

STUDENT CLUBS AND ORGANIZATIONS

School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization which denies membership on the basis of race, creed, color, sex, national origin, or handicap.

All school-sponsored clubs and organizations must meet the following criteria:

1. Every school club or organization shall be sponsored by a member of the faculty and approved by the principal of the school. Every organization shall have the approval of the sponsor, in advance, for the time and place of all meetings and all social and athletic events and other activities of the organization. All meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the school or off campus must have the approval of the principal. A sponsor or substitute sponsor approved by the principal shall be present throughout all activities.
2. Every school-sponsored club shall have a constitution approved by the appropriate personnel. Such constitution shall be kept on file in the school office.
3. Every school club, organization, or activity formed to foster the values inherent in ethnic cultures in an effort to recognize ethnic contributions to the American way of life shall promote a policy of open membership.
4. Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked.

STUDENT COUNCIL

Student Councils shall operate in accordance with the constitution, by laws, and/or rules and regulations of the National Association of Secondary School Principals.

CELL PHONES

Unless otherwise stated, cell phones and other electronic devices are to be **out of view and not in use** while students are in the school building, in classes that may be held outside of the building, and on school sponsored field trips.

Students found in violation of utilizing such devices will be punished in accordance with the district's code of conduct.

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF TESTING

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject search, the student will be dismissed from testing, and the student's test will be invalidated.

STUDENT PUBLICATIONS

Student publications shall be approved by the local school principal. A professional staff member shall serve as advisor and consultant to students in the preparation of all student publications.

SOLICITATIONS

All activities conducted in order to raise funds for school organizations must receive the principal's approval prior to the beginning of such activities.

No student shall be compelled to participate in or meet any kind of a quota in a fund-raising activity.

To safeguard health and welfare, students shall be prohibited from participation in door-to-door activities such as fund raising by the school or school related organizations. Parents and/or guardians of students shall conduct these activities.

Any products purchased for the purpose of resale shall be selected on the basis of quality and value to the end purchaser. The amount of revenue to be earned by the organization selling a product should not be the primary factor used in making the product selection.

Outside organizations shall not be permitted to solicit, advertise, or sell goods or services through the schools of the School District unless authorized, in writing, by the Superintendent.

GIFTS BY STUDENTS

When a student feels a desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. The Board feels writing of letters to staff members expressing gratitude or appreciation to be more appropriate than gifts. Students may present gifts to a school when they are consistent with the educational goals of the school. Students may present gifts to other students, as long as they are given on a voluntary basis.

CONTESTS FOR STUDENTS

Participation in contests shall be optional with the individual school and the individual student. The schools of the School District may cooperate with outside agencies sponsoring worthwhile contests that are keeping with the educational goals of the schools.

MARRIED STUDENTS

Married students shall be eligible to attend the schools of the School District and participate in regular school programs.

STUDENT PREGNANCIES

Upon the request of a pregnant student and the student's husband/parent or guardian, if the parent student is unmarried, a pregnant student shall be permitted to attend school and to participate in regular school programs until such time that the student's school attendance and participation in

school programs endangers the health and safety of the student, as determined by the student's physician. Although school officials shall not exclude a pregnant student from enrollment in school solely because of the student's pregnancy, school officials shall have the authority and responsibility to take appropriate disciplinary action against a pregnant student, as well as any other student, for any actions or misconduct on school grounds which are either disruptive or in violation of school regulations.

If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, her attendance shall be governed by the same attendance policies, rules, and regulations which govern the attendance of all other students. Although the pregnant student's school absences may be excused, the student shall be able to earn course credit only if minimum course requirements and attendance requirements are met, as determined by the principal through consultation with the student's teachers.

The pregnant student who remains in school during the pregnancy should be under the direct care of a licensed physician. Also, the pregnant student shall be expected to fulfill the following responsibilities.

1. Notify the school principal or counselor after the pregnancy is confirmed.
2. Provide the principal with a written statement from the physician. The statement should include the physician's recommendation concerning school attendance for the pregnant student and confirmation of the expected date of delivery.
3. Present a statement from her physician that she is able to physically resume school activities prior to returning to school.
4. Participate in a joint conference with the principal and the pregnant student's husband/parent or guardian, if the pregnant student is unmarried. The required conference shall be held for the purpose of determining the duration of the student's school attendance before the date of delivery, based upon the physician's recommendation.
5. Consult monthly with the school counselor.

PUBLIC USE OF STUDENT RECORDS

Students and parents or legal guardians shall be provided access to official records directly related to students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Personally, identifiable information shall not be released from student records without the written consent of the parent or legal guardian. Students and parents or legal guardians are hereby notified of the above policy through this presentation. Access to student records shall be handled in accordance with Title 45, Code of Federal Regulations (1974).

“A well-educated mind will always
have more questions than answers”.

Helen Keller

STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and responsibility to express school related concerns and grievances to the teachers and school administrators directly involved.

The Lowndes County Board of Education will use defined procedures for any grievance of any nature to include but not be limited to alleged discrimination based on the grounds of race, color, disability, sex, religion, creed, national origin or age.

SEXUAL HARASSMENT INVOLVING STUDENTS

It is the policy of the Lowndes County Public School that all individuals shall learn and work in environments that are free of all forms of discrimination, including sex discrimination. Sexual harassment perpetrated against students or by students is prohibited. It shall be a violation of this policy for any student to be subjected to harassment or to subject another person to harassment through conduct or communication of a sexual nature as defined by this policy.

The school system will act to investigate all complaints, whether formal or informal, verbal or written, of sexual harassment and to discipline an individual who, in the course of his/her education in or employment with the school system sexually harasses another person.

CORPORAL PUNISHMENT

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School District. If such punishment is required, it shall be administered with care, tact, and caution by the principal or his/her designee. (Refer to Policy Manual)

ANTI HARASSMENT

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate the Board-approved policy will be subject to disciplinary sanctions.

BULLYING

No student shall engage in nor should any student be subjected to bullying, violence, threats of violence or intimidation by any of the specific characteristics set forth in Board policy. Students who violate this policy will be subjected to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to investigating school administrator authority and decision.

DETENTION

Students may be detained for disciplinary purposes at the discretion of the local school principal and professional staff of individual schools. Provided a student is detained after regular school hours, the student and parent/guardian must be given notice of such detention in time to notify parents or guardians and arrange for necessary transportation. Students shall not be required to remain after school for more than one (1) hour daily for detention purposes. Transported students shall not be detained after school on an involuntary basis without reasonable prior notification of the parent or guardian.

DESTRUCTION/RESTITUTION OF PROPERTY

A parent/guardian or other person having care or control of a student (s) under 18 years with whom the student (s) is living and who has custody of the student (s) shall be liable for the actual damages sustained, or destruction of school property, real, personal or mixed by the intentional willful, or malicious act (s) of the student not exceeding \$1,000 plus court costs.

WEAPONS/GUN FREE SCHOOL

In an effort to provide a safe, disciplined and conducive environment for learning, the Lowndes County Board of Education promotes that all schools should be safe. 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.

The Board authorizes the Superintendent or designated official to automatically expel any student found in possession of a deadly weapon. In addition to firearms, "deadly" weapons include anything manifestly designated, 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 school hours. A student determined to have brought to school or have in their possession a firearm as defined in Section 921 Title 18 of the United States Code in a school building, on school grounds, on school buses or at other school-sponsored functions shall be expelled for a period of not less than one year. However, the board and the superintendent may modify the expulsion requirement on a case by case basis.

GUIDELINES FOR COMPUTER AND INTERNET SAFETY USAGE

The term computer as used in this document is intended to have a broad interpretation.

Computer as used

herein, means the computer itself along with all of the accessories and peripherals used in connection with the computer such as, but not limited to, the servers, backup drives, backup disk, network servers, communication servers, modems, Internet access software, CD ROMS, CD drives, printers, software, stored data, computer hardware, E-mail and any and all data and programs used on the computers.

LowndesNET is the network of computers for the School District, students, faculty, staff, as well as community persons. As such, it also places a responsibility on all users of the network. The purpose of this document is to spell out some of the ethical issues, and describe how the School District applies to LowndesNET users. Since we live in a community of computer users we have simple rules by which will make it easier for all of us to get along with each other in sharing our computers. The user shall agree to abide by these rules or the user shall not use the LowndesNET network.

Lowndes County Public Schools receives funding from **Universal Service Administrative Company (USAC)** for telecommunications, internet access, internal connections, etc. It is essential that the School District follows the **Child Internet Protection Act (CIPA)**. This act was signed into law December 21, 2000 and authorizes schools and libraries to enforce a policy on Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. **CIPA** requires that our Internet safety policy addresses the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access, including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors

Therefore, all users shall adhere to these acceptable use practices and any other acceptable use guidelines devised by the local school.

1. Users shall not use the LowndesNET or any school District's computer, mobile device, or accounts for any purpose other than legitimate learning purposes – i.e., support of education, research, or business applications consistent with the purposes of the Board.

2. Users shall not use the LowndesNET network or its computers for malicious reasons, i.e., sending or making accessible any obscene, abusive, or threatening messages.
3. Users shall not use the LowndesNET network or its computers for accessing Internet sites or to run programs that are offensive, illegal, or otherwise not suitable or proper for use in public schools.
4. All accounts, files and programs on the computer shall belong to LCPS. Computer accounts shall be used only by the authorized owner of the account for the authorized purpose. Users shall not erase, rename or make inaccessible others' files or programs.
5. Users shall not attempt to discover another user's password, either at the School District locally or via remote location.
6. Users shall not share their name, password or files with other users for any reason unless approved by a faculty or staff member. The user shall be responsible for all uses of his/her account.
7. The illegal installation or use of copyrighted software for the use on computers owned and operated by the Board shall be prohibited. Individual schools or the School District shall own or possess appropriate license(s) before copyrighted software may be installed or used.
8. Users shall be prohibited from intentionally writing, producing, generating, copying, propagating, or attempting to introduce any computer code or program designed to self-replicate, damage, or otherwise hinder the performance of any computer, file system or software. Such software or programs are commonly called computer viruses, bugs, worms or by similar names.
9. Users shall be prohibited from intentionally damaging the LowndesNET network.
10. Users shall be prohibited from tampering with computer systems, printers, other hardware or associated equipment except as directed by a teacher, or faculty member.
11. Users shall not copy, change, or transfer any software provided by the School District without authorized permission from the LowndesNET administrator.
12. Users shall not illegally copy the copyrighted software provided by the School District. The use of illegally copied software shall be considered a criminal offense and subject to criminal prosecution by the Software Publishers of America or law enforcement authorities.

Consequences

Penalties for students who violate this policy shall be commensurate with those outlined in the Student Code of Conduct. Board employees shall be subject to disciplinary action for violation of this policy as deemed appropriate by the principal/director/supervisor. The

Board shall not defend or aid any employee who breaches any law governing computer or software usage. In addition, misuse of the LowndesNET Network shall also result in a loss of network and/or computer privileges.

Board Rights

- The Board reserves the right to remove users' files without warning.
- The Board reserves the right to amend this policy.
- The Board reserves the right to deny users access to the LowndesNET network.

For more information, contact the Director of Technology and Computer Services at (334) 548-2131, extension 1600.

The Lowndes County Public Schools Technology department issues further specific guidelines detailing appropriate and legal use of copyright, email, technology resource purchasing and disposal, web page creation and maintenance, and the publication of student work. These guidelines are updated as best practices dictate and as case law emerges. These guidelines are considered appendices of the Lowndes County Public Schools Technology Usage Policy. Students and staff are expected to be aware of and follow the guidelines which are updated annually and posted on the District's web site's Technology page.

I. ACCESS:

A. The use of all Lowndes County Public Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation. Moreover, users of Lowndes County Public Schools' technology must be aware that Lowndes County Public Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

B. Users should not purchase or dispose of software, hardware, peripherals, or other technology-related devices without consulting the technology staff. Regardless of purchase date, location or funding source, all personnel should adhere to the Electronics Purchasing and Disposal Guidelines in regard to all purchases and disposals.

C. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.

D. Individuals identified as a real or suspected security risk will be denied access.

E. Any use of technology resources, regardless of ownership, that reduces the efficiency of use for others will be considered a violation of this policy.

F Individuals must not attempt to disrupt any technology services or data integrity by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excessive network and/or Internet activity, or modification of equipment or infrastructure.

G. Individuals must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering systems, either with or without malicious intent.

H. Personal technology-related devices such as, but not limited to laptops, cell phones, smart-phones, iTouch/iPods/iPads, cameras or other eDevices, etc. used on school grounds are subject to all items covered in board policy and other applicable published guidelines. Personal devices are not to be brought to school and the use of such devices will be at the discretion of the local school administration. The user should not access local area network or wide area network resources that require authentication without the explicit permission of the technology staff.

I. The district Technology Director, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

II. PRIVACY:

A. To maintain network integrity and to ensure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the Technology Director, superintendent, and/or other designated staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.

B. Users should not have any expectation that their use of technology resources, including files stored by them on the Lowndes' network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur.

C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.

D. Lowndes County Public Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.

E. Users are encouraged to avoid storing personal and/or private information on the district and/or school's technology resources

III. DATA SECURITY:

A. Students and staff are expected to follow all local, state and federal laws and system policy regarding the protection of student and staff confidential data.

B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but Lowndes County Public Schools cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.

C. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Lowndes County Public

Schools. Any such unauthorized usage shall be reported immediately to the principal and the district Technology Director.

D. All employees shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.

E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, specific software packages, or the Internet.

F. Reasonable steps and procedures will be taken to secure student records, media center collections, child nutrition, and accounting information, and such information shall be backed up in a routine manner, with such information being maintained in secure offsite storage.

G. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

IV. COPYRIGHT:

A. Illegal copies of software/media may not be created or used on school equipment.

B. Any questions about copyright provisions should be directed to the district Technology Director, school principal, or local school Media Specialist.

C. Legal and ethical practices of appropriate use of technology resources are reviewed with students and employees in the system (i.e. as part of the Technology Education Curriculum, during orientation sessions, faculty meetings, or through online methods, etc.). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school media specialist, and/or district Technology Director.

D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student's or employee's responsibility to secure proper usage permission.

E. Duplication of any copyrighted software/media is prohibited unless specifically allowed in the license agreement and, then, should occur only with the knowledge of the technology staff.

F. A backup copy of all purchased software programs may be made and, thus, become the working copy.

G. All original copies of software programs regardless funds used will be stored in a secure place.

L. The district technology staff or local media specialist is responsible for installation of all software in use on the wide area network, local area network and/or individual devices within and purchased by Lowndes County Public Schools.

V. EMAIL:

A. Lowndes County Public Schools provide access to email accounts for all employees, long-term substitutes, and, in our secure cloud (secure online applications and storage), for students. Email accounts may be granted for school related organizations or classes with designated employee sponsors.

B. Technical support is provided for Lowndes County Public Schools email accounts used to conduct educational and/or instructional business.

C. Personal use of email is permitted as long as it does not violate Lowndes County Public School's Policy and adversely affect others.

D. Use of Lowndes County Public Schools' email accounts for harassing or threatening is strictly prohibited.

F. Lowndes County Public Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.

G. When employing email, all users are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Users must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of the email should be acceptable to a general audience.

H. Lowndes County Public Schools' email accounts may not be used for attempting to send or sending anonymous messages.

I. Lowndes County Public Schools' email accounts may not be used for sending mass emails unless to parent lists or for other for educational purposes.

J. Lowndes County Public Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

K. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.

L. With the use of Google email accounts, there is no limit on storage for educational accounts.

M. Users, no longer employed with the school district, should print or forward any emails desired upon leaving the school district. After 30 days, all email accounts will be disabled or deleted.

N. The technology staff, Lowndes County Public Schools' administrative staff, or Lowndes County Board of Education do not technically support or maintain individual user-initiated email archives.

PARENTS' RIGHT-TO-KNOW

In addition to programs at the school level, the Board supports the development, implementation, and regular evaluation of a program to involve parents in the decisions and practices of the School District, using the degree possible, the components listed above. Engaging parents are essential to improve student achievement. The Board shall foster and support parent involvement.

The Board in compliance with Parent's-Right-To Know of the No Child Left Behind Act of 2001 Title I, Section 1111 (h) (6), will at the beginning of each school year, notify the parents of each student attending Title I schools that the parents may request, and the Board will provide information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification degree;
- whether the student is provided services by paraprofessionals and, if so, their qualifications;
- whether the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified;

If you would like to request information regarding the professional qualifications of your child/children's classroom teacher(s), please complete the form in the appendix in the back of this book.

This information will be disseminated from the Central Office Title I Services within the time frame designated by the Alabama State Department of Education.

INTRODUCTION

Every Student Succeeds Act of 2015 (ESSA) programs emphasize four pillars of reform.

- ◆ Accountability for results
- ◆ Doing what works based on scientific research
- ◆ Local control and flexibility
- ◆ Expanded parental options

The overarching goal of ESSA is for every child to meet state academic achievement standards. Title I provide the programs and resources for disadvantaged students to meet this goal. It also requires states and LEAs to close the achievement gap, to place a highly qualified teacher in every classroom and to improve the qualifications of paraprofessionals who work with disadvantaged students.

GOALS FOR ESSA PARENTAL INVOLVEMENT PROGRAM

Parental involvement has always been a centerpiece of Title I. The statute specifically defines parental involvement as the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities, including ensuring-

- That parents play an integral role in assisting their child's learning;
- That parents are encouraged to be actively involved 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; and
- That other activities are carried out, such as those described in Title I, Part A.

SECTION I

TITLES WITHIN EVERY STUDENT SUCCEEDS ACT OF 2015

Title I, Part A – Improving Basic Programs Operated by LEAs

Title I, Part A, provides supplementary instruction by public school teachers or through a third-party contractor to students who are educationally disadvantaged and failing or most at risk of failing to meet high academic standards. *(Eligibility to Title I support for children depends on the geographic location of their residences; referrals for services are determined by multiple criteria ranking). Elementary Secondary Education Act (ESEA) Section 1117*

Title I, Part C – Education of Migratory Student (If applicable)

The Migrant Education Program is designed to improve educational opportunities for migrant children to help them succeed in the regular school program, meet the challenging State academic content and student achievement standards that all children are expected to meet, and graduate from high school. Services are available for students that meet the statutory and regulatory definition of a migrant child. ESEA Section 1301

Title II, Supporting Effective Instruction.

Title II provides the funding for states and LEAs to increase student achievement consistent with the challenging State academic standards, improve the quality and effectiveness of teachers, principals, and other school leaders, increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools, and provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Title III, English Language Acquisition, Language Enhancement, & Academic Achievement

The language instruction for English Learners (EL) and Immigrant Students program provides services for helping EL students attain English proficiency and meet the same challenging state academic standards required of all students. ESEA Section 3001

Title IV, Part A, Student Support and Academic Enrichment

Part B – 21st Century Community Learning Centers

Lowndes County Public Schools submits a grant application annually to receive Title IV Student Support and Academic Enrichment funds. The purpose of these funds is to: 1) provide all students

with access to a well-rounded education, 2) improve school conditions for student learning, and 3) improve the use of technology in order to improve the academic achievement and digital literacy of all students. (ESSA section 4101)

Competitive Grant: The 21st Century Community Learning Centers (21st CCLC) program provides before-and after-school services to children and their families that include academic enrichment activities, particularly for students who attend low-performing schools, to help them meet state and local student performance standards in core academic subjects. Eligibility is based on coordination with grantees. ESEA Section 4201

Title V, Rural Education Achievement Program (REAP)

The Rural Education Achievement Program (REAP) is designed to assist rural school districts in using Federal resources more effectively to improve the quality of instruction and student academic achievement. It consists of two separate programs: The Small Rural School Achievement (SRSA) program and the Rural and Low-Income Schools (RLIS) program.

Title IX, McKinney-Vento Education for Homeless Children and Youth Program

The McKinney-Vento Program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment, States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

SECTION II SCHOOLWIDE TITLE I PROGRAMS

A schoolwide program permits a school to use funds under Part A of Title I and other federal education program funds and resources to upgrade the entire educational program of the school and to raise academic achievement for all students. Schoolwide programs do not have to identify children as eligible for services. This contrasts with a Title I targeted assistance program, a different approach through which Part A funds are used only for supplementary educational services for eligible children who are failing or at risk of failing to meet state academic achievement standards. Schoolwide programs have great latitude in determining how to spend their Title I, Part A and other programs funds as long as they engage in schoolwide reform strategies that increase the amount of quality learning time and help provide a high-quality curriculum for all children, according to a comprehensive plan to help children meet the state academic achievement standards.

Needs Assessment: Although all students are served by Title I in Schoolwide Programs, the needs of the children continue to be assessed. Therefore, a comprehensive needs assessment will be completed annually, which indicates the academic, behavioral, and environmental need/needs of each child. Each school will attempt, where practical, to meet these needs during the school year.

Copies of Schoolwide Plans are available for review by parents and the public in the school's office and at the Lowndes County Board of Education. Your suggestions and comments are welcome and should be addressed in writing to the school's principal.

The Local Education Agency, LEA reserves not less than 1% of its total Title I, Part A allocation to implement its Parent Involvement Policy and Plan. Not less than 95% of the funds reserved are distributed to Title I participating schools for the purpose of carrying out Parental Involvement Plans.

SECTION III LOWNDES COUNTY PARENTAL INVOLVEMENT POLICY

The Lowndes County Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the School District to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. This school District and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the Board supports the development, implementation and regular evaluation of a parent involvement program in each school, which will involve parents at all grade levels in a variety of roles. The parent involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components of successful parent involvement programs:

- ◆ Communication between home and school is regular, two-way and meaningful.
- ◆ Responsible parenting is promoted and supported.
- ◆ Parents play an integral role in assisting student learning.
- ◆ Parents are welcome in the schools, and their support and assistance are sought.
- ◆ Parents are full partners in the decisions that affect children and families.
- ◆ Community resources are made available to strengthen school programs, family practices and student learning.

The Board supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

In addition to programs at the school level, the Board supports the development, implementation, and regular evaluation of a program to involve parents in the decisions and practices of the School District, using to the degree possible, the components listed above.

Engaging parents is essential to improve student achievement. The Board shall foster and support parent involvement.

SECTION IV SCHOOL-PARENT COMPACTS

As a component of the parental involvement policy each school served by Title I shall develop, with parents, a School-Parent Compact. This meeting will be held annually.

Federal law requires completion of a School-Parent Compact for each student, each year. Ideally, the School-Parent compact is completed during a Parent/Teacher conference. If this is not possible, please complete the student's name, grade and teacher areas on the front of the form, the Parent/Guardian section and assist your child in completion of the Student section. When completed, the compact should be sent to your child's teacher.

SECTION V PARENT/TEACHER CONFERENCE

Parents of all students attending Lowndes County Public Schools are required to have a minimum of two Parent/Teacher Conferences during each academic year, during which the School/Parent compact shall be signed. If the compact has been completed prior to the conference, it will be discussed as it relates to the child's achievement.

SECTION VI LOWNDES COUNTY CURRICULUM AND INSTRUCTIONAL ALIGNMENT GUIDE

The Lowndes County Curriculum and Instructional Alignment Guide was revised. An unabridged copy of the Lowndes County Curriculum and Instructional Guide, which complies with the state mandated course of study, is available for parent review at the Lowndes County Board of Education and at each school.

**SECTION VII
GUIDELINES FOR PARENT NOTIFICATION**

Parents' Right-to-Know

ESSA, Section 1112 (c)(6)

(6) PARENTS RIGHT-TO-KNOW-

- (A) **QUALIFICATIONS-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—
- (i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
 - (ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
- (C) **FORMAT-** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Notice to Parents – A local educational agency shall promptly provide to parents (in an understandable and uniform format and, to the extent practicable, in a language the parents can understand) of each student enrolled in an elementary school or a secondary school identified for school improvement.

- A. an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency involved;
- B. the reasons for the identification;
- C. an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- D. an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem;
- E. an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement;
- F. an explanation of the parents' option to transfer their child to another public school, with transportation provided by the agency when required, or to obtain supplemental educational services for the child, in accordance to the NCLB Act of 2001.

Definition of priority – priority schools are those schools that are the lowest performing schools in the state. The following will be used to identify priority schools:

- All funded SIG Tier 1 and 2 schools.
- All schools with a Graduation Rate of less than 60%.
- The lowest ranking achievement scores until 5% of Title I schools are named.
 - The data sources are 2010, 2011, and 2012 AHSGE, ARMT, and AAA.
 - The 3-years of data are averaged together.

Definition of focus schools – focus schools are schools with large gaps between subgroups. The following will be used to identify focus schools:

- A gap index score that falls within the lowest 10% of the Title I schools.
- Any school with a within-school achievement gap that is among the largest gap between the highest and lowest performing subgroup index scores within a subject.
- Schools are selected from this list until at least 10% of Title I schools in the state have been identified.
 - The data sources are 2011, and 2012 ARMT, and AAA, and graduation rate.
 - A school cannot be both priority and focus priority schools will be excluded from the focus list.

TITLE III

Parents' Right-to-Know

(English Learners)

Title I Section 1112 (3)(A)

Language Instruction-

(A) NOTICE. —Each local educational agency using funds under this part or title III to provide a language instruction educational program as determined under title III shall, not later than 30

days after the beginning of the school year, inform parents of an English learner identified for participation or participating in such a program, of—

- (i) the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
- (ii) the child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement;
- (iii) the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- (iv) how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
- (v) how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- (vi) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;
- (vii) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in section 614(d) of the Individuals with Disabilities Education

Act (20 U.S.C. 1414(d)); and

- (viii) information pertaining to parental rights that includes written guidance—
 - (I) detailing the right that parents have to have their child immediately removed from such program upon their request;
 - (II) detailing the options that parents have to enroll their child in such program or to choose another program or method of instruction, if available; and
 - (III) assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.
- (B) SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR - For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the local educational agency shall notify the children’s parents during the first 2 weeks of the child being placed in a language instruction educational program consistent with subparagraph (A).

(C) PARENTAL PARTICIPATION. —

- (i) IN GENERAL. —Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (I) be involved in the education of their children; and
 - (II) be active participants in assisting their children to—
 - (aa) attain English proficiency;
 - (bb) achieve at high levels within a well-rounded education; and
 - (cc) meet the challenging State academic standards expected of all students.

(ii) REGULAR MEETINGS. —Implementing an effective means of outreach to parents under clause

(i) shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part or title III.

(D) BASIS FOR ADMISSION OR EXCLUSION. —A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

(4) NOTICE AND FORMAT. —The notice and information provided to parents under this subsection shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Parental Notification – Each eligible entity funds provided under this title to provide a language instruction educational program shall, not later than 30 days after the beginning of the school year, inform parents of limited English proficient children that their child identified for participation in, or participating in, such program of

1. the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
2. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
3. the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction goals, and use of English and a native language in instruction;
4. how the program in which their child is, or will be participating will meet the educational strengths and needs of the child;
5. how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
6. the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if funds under this title are used for children in secondary schools;
7. in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and

I. Detailing

- A. Parents have the right to have their child immediately removed from such program upon their request; and
- B. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.

Separate Notification – In addition to provide the information noted above, each eligible entity that is using funds provided under this title to provide a language instruction educational program, and that has failed to make a progress on the annual measurable achievement objectives for any fiscal year, shall separately inform a parent or the parents of a child identified for participation in such program, of such failure not later than 30 days after such failure occurs.

All notifications mentioned above shall be provided in an understandable and uniform format

and to the extent practicable, in a language the parent can understand.

If a child meets eligibility for a program funded under this title during the school year, parents of the child are to be notified within 2 weeks of his placement.

PARENTAL PARTICIPATION

1. An effective means of outreach to parents of limited English proficient children will be implemented to inform such parents of how they can be
 - A. involved in the education of their children; and
 - B. be active participants in assisting their children
 - a. to learn English;
 - b. to achieve at high levels in core academic subjects; and
 - c. to meet the same challenging State academic content and student academic achievement standards as all children are expected to meet.

2. The outreach mentioned above shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents.

BASIS FOR ADMISSION OR EXCLUSION - A child shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

TITLE I SCHOOLWIDE SCHOOLS

All public schools in Lowndes County are Title I School-Wide Schools.

ALABAMA PLAN 2020 MODEL

Every Child a Graduate – Every Graduate Prepared

Goal is to have every child graduate from high school with the skills to succeed in post-high education and the workforce without the need for remediation.

ABSOLUTES

1. Teach to the standards for each of the required subjects (CCRS ALCOS)
2. Through a clearly articulated and locally aligned K-12 curriculum
3. Supported by aligned resources, support, and professional development
4. Monitored regularly through formative, interim/benchmark assessments
5. With a goal that each student graduates from high school with the knowledge and skills to succeed in post-high school education and in the workforce from Day #1

SIX SHIFTS IN MATH COMMON CORE INSTRUCTION

- Shift 1: Focus: Significantly narrow and deepen the scope of how class time is used
Shift 2: Coherence: Connect learning within and across grades
Shift 3: Fluency: Help students become better, quicker and more accurate thinkers
Shift 4: Deep Understanding: Make “how to get the answer” the priority & not steps
Shift 5: Applications: Provide students with more opportunities to apply and explore
Shift 6: Dual Intensity: Create a combo (practice and understand) effect for learning

EIGHT MATH PRACTICES IN COMMON CORE INSTRUCTION

1. Make sense of problems and persevere in solving them
2. Reason abstractly and quantitatively
3. Construct viable arguments & critique the reasoning of others
4. Model with mathematics
5. Use appropriate tools strategically
6. Attend to precision
7. Look for and make use of structure
8. Look for and express regularity in repeated reasoning

SIX SHIFTS IN ELA COMMON CORE INSTRUCTION

- Shift 1: Grades PK-5: Balance Informational and Literacy Texts
Shift 2: Grades 6 – 12: Build Knowledge in the Disciplines – every content helps
Shift 3: Staircase of Complexity – Prepare and build each course/grade upon another
Shift 4: Text-based Answers – Create rich, rigorous conversation based on the text
Shift 5: Writing from Sources – Emphasize writing to inform and support arguments
Shift 6: Academic Vocabulary – Focus comprehension strategically on pivotal words

SEVEN ELA CAPACITIES IN COMMON CORE INSTRUCTION

1. Demonstrate independence
2. Build strong content knowledge
3. Respond to the varying demands of audience, task, purpose, and discipline
4. Comprehend as well as critique
5. Value evidence
6. Use technology and digital media strategically and capably
7. Come to understand other perspectives and cultures

WEBSITES FOR PARENTS AND STUDENTS

www.funbrain.com

www.crayola.com (fun, game activities, coloring sheets, etc.)

www.highlights.com (fun activities just like in the magazine)

www.nasa.gov (all kinds of info about space)

www.avl.lib.al.us/ (Alabama Virtual Library) you have to get card from the real library.

www.worldatlas.com (info about most countries, nations, states, cities, etc.)

www.bibliomania.com (summaries of novels, character profiles, metaphor analysis, theme analysis, etc.)

www.gradesaver.com (summaries of novels, etc.)

www.alex.state.al.us/ (course of study)

www.mheducation.com/prek-12#programs

www.instructure.com

www.scribd.com

www.quizlet.com

www.byjus.com

www.udemy.com

www.blackboard.com

www.duolingo.com

www.librus.com

www.toppr.com

www.grammarly.com

www.index-education.net

www.quizizz.com

www.schoology.com

www.brainly.co.id

www.clever.com

www.academia.edu

www.studocu.com

www.coursera.org

www.khanacademy.org

www.myflixer.to

www.education.gouv.fr

www.brainly.com.br

www.brainly.lat

www.gdz.ru

www.chegg.com

www.unam.mx

www.wordwall.net

www.dnevnik.ru

www.shiksha.com

www.brainly.in

www.pearson.com

www.collegeboard.org

www.careers360.com

www.vedantu.com

www.liveworksheets.com

www.coursehero.com

www.medu.ir

www.powerschool.com

www.uchi.ru

www.study.com

www.benesse.ne.jp

www.school.mosreg.ru

www.brasilecola.uol.com.br

www.todamateria.com.br

www.vietjack.com

www.ruangguru.com

www.kanoon.ir

www.sdamgia.com

www.brainly.com

www.jagranjosh.com

2023-2024

FORMS

Note: All forms should be submitted to your homeroom teacher at the time of registration, unless otherwise indicated on forms.

