

Lawrence County Schools Code of Conduct

Vision Statement

Partnering with community to empower all students to become self-learners by providing excellent instruction for every child in every classroom every day, developing responsible citizens who are college and career ready.

Mission Statement

“Excellent Instruction, Every Class, Every Day”

Belief Statements

- *All students can learn.**
- *A Safe and supportive learning environment promotes student achievement.**
- *Effective teaching requires planning, creativity, and implementation, with reflection and processing.**
- *The collaboration of teachers, administrators, parents, staff and community is essential to advancement of school system’s mission and goals.**
- *Each student is a valued individual with unique physical, emotional, and intellectual needs.**

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FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Annual Notice for Disclosure of School Directory Information

The *Family Educational Rights and Privacy ACT* (FERPA) is a federal law that requires the Lawrence County Schools, with certain exceptions, to obtain your written prior consent to the disclosure of personally identifiable information from your child’s educational records. However, the Lawrence County Schools may disclose appropriately designated “directory Information” without written consent, unless you have advised the School/district to the contrary in accordance with District procedures. The primary purpose of Directory Information is to allow schools to include this type of information from your child’s education record in certain school publications. Examples include, but not limited to:

- The Annual Yearbook
- A program showing your child’s participation in a production, performance, athletic event.
- Honor Roll, School Newspaper, or other published list for recognition at school or newspaper
- Graduation programs
- School or district website
- Sports activity sheets/programs showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the school district to provide military recruiters, upon request, with names, addresses, and telephone listings unless parents have advised the district that they do not want their student’s information disclosed without prior written consent.

If you do not want Lawrence County Schools to disclose directory information from you child’s educational records without your prior written consent, you must notify your child’s principal in writing within ten (10) days from receipt of this notice. Absent written documentation of receipt you will be deemed to have received this notice within 3 days after it is distributed to your child. Lawrence County Schools has designated the following information as directory information:

Student’s name	Participation in officially recognized activities and sports
Parent’s name	Weight and height of members of teams
Address	Degrees, honors, and awards received
Telephone listing	Grade level
Photograph	Date and place of birth
Date(s) of attendance	School Attended

Please complete the enclosed form and return to your child’s school within 10 days of receipt. If you fail to return the acknowledgement receipt you will have given consent due to failure to return.

NOTICE OF NONDISCRIMINATION

The Lawrence County Board of Education hereby notifies all applicants for employment, students, parents, employees, and the public at large, that the Lawrence County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in the admission or access, or employment, or treatment in its programs and activities, in accordance with the following federal laws:

Title VI of the Civil Rights of 1964 (Title VI) protects people from discrimination based on race, color, or national origin in education programs or activities that receive federal financial assistance.

Title VII of the Civil Rights Act of 1964 (Title VII) prohibits employment discrimination based on race, color, religion, sex and national origin.

Title IX of the Education Amendments of 1972 (Title IX) protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

The Equal Educational Opportunities Act of 1974 (EEOA) prohibits discrimination against faculty, staff, and students, including racial segregation of students, and requires school districts to take action to overcome barriers to students' equal participation.

The Individuals with Disabilities Education Act (IDEA) makes available a free and appropriate education to and ensures special education and related services to eligible children with disabilities.

Section 504 of the Rehabilitation Act of 1973 (Section 504) protects people from discrimination on the basis of disability in education programs or activities that receive federal financial assistance.

Any person having inquiries concerning the Lawrence County Board of Education's compliance with the regulations implementing the foregoing federal laws is directed to contact the appropriate person designated as the compliance officer below.

Name: Dr. Gina Baggett

Title: Federal Programs Supervisor

Telephone #: (256) 905-2400

Email: gbaggett@lawrenceal.org

Location: Lawrence County Board of Education

Name: Ms. Donna Flannagan

Title: Title IX Compliance Officer

Telephone #: (256) 905-2492

Location: Lawrence County Board of Education

Parents Right-to-Know

(Teacher Qualifications)

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.

ADOPTED BY ALABAMA STATE
BOARD OF EDUCATION AT ITS
MEETING ON 2/23/84 ACTION ITEM #F-36
REQUIRES LOCAL BOARDS OF EDUCATION TO ADOPT
CODE OF CONDUCT AND DISCIPLINARY STANDARDS FOR STUDENTS

WHEREAS, student conduct weighs heavily on classroom learning and the overall learning environment of the buildings and grounds of a school; and

WHEREAS, no student has the right to infringe on another student's right to learn; and

WHEREAS, clear behavior and disciplinary standards provide comfort and security to the individual and collective student body; and

NOW, THEREFORE, BE IT RESOLVED that each local board of education working with teachers, administrators, and parents or guardians shall develop fair and reasonable codes of student conduct and establish appropriate disciplinary standards for students; and

BE IT FURTHER RESOLVED that each local board of education shall file its adopted student code of conduct and disciplinary standards for students with the State Superintendent of Education on or before August 10, 1984.

**There are new sections in the 2024-2025 Code of Conduct.
These changes are intended to ensure that students receive fair
treatment under the Code of Conduct.**

LAWRENCE COUNTY SCHOOL SYSTEM
CODE OF CONDUCT

Philosophy

The Lawrence County Board of Education believes that instruction must occur in an environment conducive to learning. Productive instruction requires good order and discipline which may be described as the absence of distractions, frictions, and disturbances that interfere with the effective functioning of the student, class, and school. Acknowledging and protecting every child's right to a quality education, the Lawrence County Board of Education also contends that no student has the right to interfere with another student's right to learn. The intent of Lawrence County Schools' Code of Conduct, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly, and business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. As students progress in Lawrence County Schools, a reasonable assumption is that an increase in age and maturity will result in the students assuming greater responsibility for their actions.

Discipline, under this policy, means convincing students that it is to their benefit to follow rules. Self-discipline means the ability to make a plan and carry it out. Responsibility means the ability to look at one's behavior, evaluate it, make a plan to do better, and restore or repair harm to the school community. Allowing individuals to live with the natural and/or reasonable consequences of their actions is, in the opinion of the School Board, the essence of an effective discipline system. Therefore, if disciplinary measures are taken, they will be non-discriminatory, fair, age-appropriate, and proportionate to the severity of the student's behavior.

It is the expressed policy of the Lawrence County Board of Education to prioritize alternatives to suspensions and expulsions, and to seek to use suspensions and expulsions as the last step in progressive discipline, based on the nature of the infraction. Principals and school staff will strive to address student behavior with a focus on evidence-based interventions and supports. For behavior that is not criminal, dangerous, or violent, schools will prioritize classroom and school-based interventions in lieu of alternative site disciplinary removals to address student misconduct and minimize the loss of academic instructional time. To ensure success, School Wide-Positive Behavior Incentive Supports (PBIS) will be implemented in all Lawrence County Public Schools. PBIS is an evidence based, three-tiered framework to improve and integrate all of the data, systems and practices affecting student outcomes every day. PBIS utilizes collaborative, assessment-based approaches to develop effective interventions for problem behavior. **Tier 1 PBIS** practices and supports are provided universally school-wide to all students. This practice and systems establish a foundation of regular, proactive support while preventing undesired behaviors. **PBIS Tier 2** practices and systems support students who are at risk for developing a serious behavior problem before those behaviors begin. Tier 2 focuses on supports that will help students develop the skills they need to benefit from core programs at school. The third **Tier (Tier 3)** provides intensive, individualized support to improve student's behavioral and academic outcomes. A student's need is determined by formal assessments. Implementation of PBIS encourages a positive climate promoting student success school wide, in all locations and for all students. The implementation of these

strategies will be monitored utilizing the Tiered Fidelity Inventory to ensure that all schools implement PBIS with fidelity.

To assist parents, administrators, faculty, and students in maintaining an appropriate teaching and learning environment, the Code of Conduct will:

1. Describe the roles of stakeholders - students, parents, teachers/staff, and administrators.
2. Describe student rights and responsibilities.
3. Define and identify student disciplinary actions.
4. Identify classifications of violations and describe procedures for disciplinary actions.
5. Standardize procedures for administering formal disciplinary actions.
6. List Alabama laws relating to parents and students.

I. ROLES OF STAKEHOLDERS IN TITLE I/CONTINUOUS IMPROVEMENT PLANS(CIP) AND STUDENT-PARENT COMPACTS

The compact is part of the school's written parental involvement plan developed by the school and parents under section 1118(b) of the No Child left Behind Act of 2001.

Continuous Improvement Plans (CIP) are available for review in all schools and the central office. In order for effective instruction to occur, there must be a cooperative relationship between students, parents, and educators. Parents/Stakeholders should have and are encouraged to have the opportunity to make comments, statements and offer changes to school CIP's and compacts. The relationship of stakeholders may best be achieved when:

A. Students

1. Attend all classes daily and are punctual in attendance.
2. Come to class with appropriate working materials.
3. Are respectful of all individuals and property.
4. Refrain from using profane and inflammatory statements.
5. Conduct themselves in a safe and responsible manner.
6. Are neat and clean.
7. Are responsible for their own work.
8. Abide by the rules and regulations of the school and those of each classroom teacher.
9. Seek changes in an orderly and organized fashion.

B. Parents

1. Have regular communication with school authorities concerning their child's progress and conduct.
2. Ensure their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
3. Provide their child with the resources needed to complete class work.
4. Assist their child in being healthy, neat, and clean.
5. Bring to the attention of school authorities any problems or conditions which affect their child or other children in the school system.
6. Discuss report cards and homework assignments with their child.
7. Maintain up-to-date home, work, and emergency telephone numbers at the school including doctor and hospital preferences, and an emergency health care form.
8. Attend scheduled parent-teacher conferences.
9. Participate actively in parent-teacher organizations.
10. Volunteer whenever possible to assist in daily routines at school.

11. Work with school officials to determine appropriate disciplinary procedures for their child/children.

C. Teachers/Staff

1. Are regular in attendance and on time.
2. Are prepared to perform their duties with appropriate materials.
3. Are respectful of all individuals and property.
4. Refrain from profane and/or inflammatory statements.
5. Conduct themselves in a safe and responsible manner.
6. Are neat and clean.
7. Abide by policies, rules, and regulations set forth by the Board and the individual school.
8. Seek changes in an orderly and organized fashion.
9. Strive to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal action including but not limited to:
 - a. Referral to an appropriate agency for general assistance;
 - b. Conference and/or contracts among administrators, parents or guardians, teachers, and students;
 - c. Referral to appropriate agencies for specific problems;
 - d. Referral to special education programs;
 - e. Continual improvement of professional knowledge and skills;
 - f. Demonstration of a positive, cooperative attitude toward parents, students, co-workers, and the total school program; and,
 - g. Availability to students, parents, administrators, and co-workers.

D. Administrators

1. Encourage the use of good grievance procedures.
2. Maintain an atmosphere conducive to good behavior.
3. Exhibit an attitude of respect for students.
4. Plan a flexible curriculum to meet the needs of all students.
5. Promote effective training of students regarding discipline based upon fair and impartial treatment of all students.
6. Develop a good working relationship among staff and with students.
7. Encourage the school staff, parents or guardians, and students to use community services and county agencies.
8. Encourage parents to keep in regular communication with the school.
9. Encourage appropriate parent participation in affairs of the school.
10. Welcome appropriate parent participation in the school.
11. Seek to involve students in the development of policies, rules, and regulations of the school.
12. Endeavor to involve the entire community in order to improve the quality of life.

II. STUDENT RIGHTS AND RESPONSIBILITIES

A. Due Process for Students

It is the policy of the Lawrence County Board of Education to afford all students procedural due process relative to disciplinary circumstances and instances (See page 32). The principal will be responsible for familiarizing his/her staff with the due process procedures and for providing each staff member with a copy of this handbook. This Code of Conduct has been published with the following concepts in mind:

- School rules must be clearly stated and related to the educational purposes of the school.
- School rules must be fair and specific so students know what they may or may not do.
- Students, parents, guardians, and school staff must be informed of the rules affecting behavior and discipline.
- When disciplinary action is involved, school personnel and students must comply with required procedures.

- Each student or parent will be required to sign a receipt when issued the handbook. The signed receipt will be placed on file and kept in the student's cumulative record throughout his/her attendance with the Lawrence County School System. (In K-3, the parent/guardian will sign for the student.)
- The student's or parent refusal to sign or return in 10 days the receipt will be noted and a written report will be filed in his/her cumulative record.

B. Student Jurisdiction By The School Board

Lawrence County students are subject to the policies of the Lawrence County Board of Education and the rules and regulations of individual schools during the school day; during regular school activities; while being transported to and from school or related activities; and at such time and places including, but not limited to, school-sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdictional control over any student.

C. Admission to Lawrence County Schools: (Board Policy 6.1)

6.1.1 Compulsory Attendance and Entrance Age – All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.[Reference: Ala. Code §16-28-3 (1975)]

6.1.2 Admission to Schools

a. Resident Students – School-aged children who reside within Lawrence County, Alabama, and not within the limits of a city operating an independent school system, may be admitted to Lawrence County Schools. For purposes of this policy, the residence of the student will be the residence of the custodial parent or legal guardian. If custody of the child is shared, alternating, or unclear, or if the child does not reside with a custodial parent or legal guardian, the domicile or actual physical residence of the child will control, except when there is evidence that the claimed residence of the child is not his actual residence, or that the claimed residence is fraudulently given as a means of avoiding or violating admission, enrollment, attendance, and residency standards and requirements.

b. Non-resident Students – The Board may permit students who do not reside within the Lawrence County School District to attend schools within the school system in accordance with any applicable order or plan adopted to comply with desegregation requirements. The Board may establish criteria for admission of non-resident students, and may require the payment of tuition as a prerequisite to enrollment. The Board will not provide transportation to and from school or homebound instruction outside of the county limits of Lawrence County.

c. Admission Policy for Homeless, Migratory, Immigrant, Foster Care and English Learners. All homeless, migrant, and immigrant students, children in foster care, and English learners will have equal access to the same free Appropriate public education, including public preschool education, provided to other children and youth and will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, and immigrant students, children in foster care and English learners, and youth shall not be denied or delayed due to any barriers that are

specifically prohibited by applicable law, which may include lack of birth certificate, lack of school records or transcripts, lack of immunization or health records, lack of proof of residency, lack of transportation, guardianship or custody requirements or lack of social security card.

Name: Dr. Gina Baggett

Title: McKinney Vento Homeless Assistance Act Liaison

Telephone: 256-905-2400

Email: gbaggett@lawrenceal.org

Location: Lawrence County Board of Education

Name: Ms. Tara Helms

Title: English Language Learner Coordinator

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Location: Lawrence County Board of Education

d. Homeless Students –

(i) Enrollment. Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law. Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

(ii) Dispute Resolution. When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision. The principal of the school will notify the Board's Homeless Liaison of the dispute.

(iii) The Homeless Liaison will expeditiously carry out the system's dispute resolution procedures as detailed in the Board's homeless student plan.

e. Students Expelled or Suspended from Other School Systems – Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board, which may include temporary attendance at the alternative school.

f. Enrollment Documentation – Students entering the school system for the first time, regardless of grade level, are not required to submit a birth certificate, but may be requested to submit a birth certificate or another form of acceptable documentation to verify the student's age. A social security number may also be requested, but such request is voluntary and is not a requirement of enrollment.

In addition, students may also be required to submit other registration materials as school officials may reasonably require including, but not limited to, a certificate of immunization or an exemption as prescribed by the Department of Public Health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, limited English proficient or homeless students.

g. Placement of Students – The Board will determine the placement of newly enrolled students in accordance with state law.

D. Attendance (6.1)

1. Student attendance

Regular school attendance is a most important part of the educational process. The Alabama attendance law states that every child between the ages of six and seventeen years shall be required to attend a school or be instructed by a competent tutor for the entire length of the school term in every scholastic year. Acknowledging the importance of regular school attendance and in compliance with daily attendance requirements of the Alabama State Board of Education, the Lawrence County Board of Education has established the following policies concerning attendance.

2. Attendance Requirements for Grades K-12

Parents or legal guardians are required by law to explain the cause of any absence from school for children under their control or charge. Therefore, parents shall be required to provide a written excuse not later than the third day following the students return to school. The excuse must be signed by a parent or guardian and state the reason or cause for the absence(s). 16-28-15, Code of Alabama. Within the 3 days following an excused absence, students have the responsibility of arranging for make-up work to be completed to the satisfaction and reasonable timeline of the teacher. Teachers will not provide make-up work for students following an unexcused absence.

* Students who are absent from school over one-half day on the day of an extracurricular event will not be allowed to participate in the particular event including but not limited to cheerleading, competitive sports, band, or practice for same.

** All trips with parents must have prior approval of the principal or designee.

Excused Absences

Excused absences fall into two major categories: state approved absences and parental notes.

1. State approved absences

- Doctor's note stating reason for absence, time of appointment, time left office, and whether or not student could return back to school.
- Death in immediate family (parent, sibling, grandparent, guardian)
- Inclement weather determined by principal or superintendent
- Legal requirements as indicated by court system
- Pre-approved arranged absence by principal.
- Nurse excuse for 24 hour rule. (see pg. 49 Return to School)

Note: All state approved absences need to completely explain reason for absence, times for being out, and whether or not a student could return to school. The school principal has the authority to designate any excuse not completely stating the above as unexcused.

2. Parental excuses explaining illness, family issues, or other reasons for absences

Attendance in Grades 1-6 (7 & 8 if included with grades 1-6 as local school option)

When the number of parent notes/explanations has exceeded 10 per year, only state approved absences will be accepted. All other absences will be unexcused. Students must submit written excuses within 3 days of returning to school, or the absence(s) will be counted as unexcused. Students with unexcused absences cannot make up work and will receive zeros for grades and tests. Students in grades 1-6 with more than 10 unexcused absences in one school year will not be promoted.

Attendance in Grades 7-12 (7 & 8 if included with grades 9-12 as local school option)

When the number of parent notes/explanations has exceeded 5 per semester, only state approved absences will be accepted. All other absences will be unexcused.

Students must submit excuses within 3 days of returning to school, or the absence(s) will be counted as unexcused. Students with unexcused absences cannot make up work and will receive zeros for grades and tests.

Students in grades 7-12 with more than 5 unexcused absences in one school semester will not receive credit for passing that semester class. The class average will be recorded on the student transcript, but no credit will be awarded. The transcript will be marked as "Failure due to Absences."

Notification of retention or loss of credit due to absences will be given to the parent/guardian by the principal or his/her designee no later than the last day of the semester or school year. An appeal to the school attendance committee must be made in writing within seven (7) calendar days after the end of the semester or school year.

E. Truancy Prevention Program

The Lawrence County Truancy Prevention Program will provide for the early identification of potential truants and clearly set forth the responsibilities of the schools, the courts, and other agencies. These programs should address the handling of truants at all school levels, especially in the elementary grades, and should provide for the expeditious referral of truants and their parents or guardians, where appropriate, to the juvenile court.

1. Compulsory School Attendance Requirements

a. School Attendance/Responsibility of Parents

Alabama law requires that every child between the ages of six and seventeen years attend a public school, private school, denominational school, parochial school, or be instructed by a competent private tutor for the entire length of the term in every scholastic year (§16-28-3, Code of Alabama, 1975). State statutes further provide that a parent, guardian, or other person having control or charge of any school- age child is responsible for that child's **regular attendance and proper conduct** (§16-28-1, Code of Alabama, 1975).

b. Responsibility for Explanation of Absences

In all absences, which occur without prior permission of the principal, the parent or guardian is responsible for providing an explanation in writing as soon as practical. "As soon as practical" has been interpreted by the Alabama State Department of Education as a period of three days (§16-28-15, Code of Alabama, 1975). Failure of the parent or guardian or other persons having charge or control of a child to furnish a satisfactory explanation in writing shall result in the child being considered a truant with the

knowledge of the parent, guardian, or person in control of the child (§16-28-15, S16-8-7, Code of Alabama, 1975).

c. Excused/Unexcused Absences

The Alabama State Department of Education recognizes absences for the following reasons as being excused: (a) illness; (b) death in the immediate family; (c) inclement weather which would be dangerous to the life and health of the student as determined by the principal and/or superintendent; and, (d) prior permission of the principal with the consent of the parent or legal guardian. Any absences not falling in one of the above listed categories shall be recorded as an unexcused absence in the teacher's register. Such unexcused absences shall result in the student being considered a truant.

2. Reporting Truancies (6.1.5)

The following procedures for handling truancies shall be uniformly administered throughout the schools of Lawrence County and the State of Alabama. These procedures are as follows:

a. First Truancy/Unexcused Absence (Warning)

1. The parent, guardian, or person having control of said child shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
2. Parent/Guardian shall also be provided with a copy of Alabama's compulsory attendance laws and advised of penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

b. Second Unexcused Absence- Letter or phone contact with parent/guardian
(School Option with documentation in PowerSchool)

c. Third/Fourth Unexcused Absence Truancy

1. The parent, guardian, or person having control of the child shall attend a conference/phone conference with the attendance officer.
2. Attendance at this conference/phone conference shall be mandatory except where prior arrangements have been made or an emergency.
3. Receive letter/phone call from Truancy Officer stating the on the 5th Unexcused absence student and parent will attend Early Warning with the Lawrence County Judicial System.
(Documented in PowerSchool)

d. Fifth Unexcused Absence/Truancy

1. Attend Early Warning with Lawrence County Judicial System.
2. Failure to appear at the early warning program shall result in the filing of a complaint/petition against the parent under *Code of Alabama (1975), 16-28-12(c)* (failure to cooperate), or a truancy against the child, whichever is appropriate.

e. Seventh Unexcused Absence, but Within Ten (10) School Days (Court)
File complaint/petition against the child and/or parent/guardian, if appropriate.

f. Child under Probation

- 1 The juvenile probation officer should notify the school attendance officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute.

2. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

g. Unexcused Tardies or check-outs

1. Students with 10 or more Unexcused Tardies (late to school) or unexcused check-outs from school will be referred by the individual school administration to truancy officer for referral to Early Warning in the Lawrence County Judicial system, except in extraordinary circumstances.

3. Early Warning or Intervention Programs

Juvenile judges are encouraged to establish early warning or other intervention programs. Under such programs, local school systems may require truant students and their parents to attend a juvenile court program where the judge and/or juvenile probation officer informs them of the law and the consequences of failing to comply with the attendance laws. The court should hold “early warning” sessions routinely during the school year as set by the Lawrence County Judicial System.

4. Coordination with Law Enforcement

City and county law enforcement officials play a critical role in the enforcement of school attendance laws. It is recommended that the juvenile courts and city and county school officials meet with law enforcement representatives to establish priorities and procedures for the handling of truants. Law enforcement officers are encouraged to take truants in custody and take them to their parents, the juvenile intake office, or the nearest age-appropriate school as ordered by the juvenile court judge.

F. Student Drug Testing Program

According to the Lawrence County Board of Education policy 6.23-24 students participating in extracurricular physical activities (ECPA) and students with parking privileges driving to school are subject to random and reasonable suspicion drug testing at any time during the school year. No notification of testing will be made; however, no search conducted will be done in violation of the Fourth Amendment. In the event of a positive test, the student will be removed from participation in ECPA/Parking Privileges for six (6) weeks from the date of the confirmed positive test from the Lab. In the event of a second positive result confirmation from the Lab, the student will be suspended from ECPA/Parking Privileges for one calendar year from the date of the confirmed second positive test from the Lab. For a third positive result confirmation from the Lab, the student will be referred by the Principal/Drug Testing Coordinator to the Discipline Committee of the Lawrence County Board of Education for determination of consequences. For complete details and appeal procedure, refer to the Student Drug Testing Program Procedures or ask administration.

G. Dress Code

It shall be the policy of the Lawrence County Board of Education that good grooming and personal appearance are essential, if not critical, elements in the teaching/learning process; therefore, it is expected that students dress in a manner that ensures the health and safety of themselves and other students. Dress and personal appearance shall not be disruptive or interfere with the legitimate interest and welfare of students attending the schools. The Lawrence County School System has established the following guidelines:

1. All students shall be expected to dress and groom themselves in a manner which reflects good taste. Dress and appearance of the student shall be a basic responsibility of the parent or guardian and the student.

2. However, any article of dress or any manner of basic style or make-up that is determined by school officials to be disruptive of the educational process or to present a safety problem or to damage school property shall not be permitted.
3. Students, who for religious reason, cannot dress in prescribed physical education attire shall be given an opportunity to choose, in cooperation with physical education instructor, an alternative attire appropriate for the objectives of the physical education program and the religious beliefs of the individual.
4. Principals may establish different rules for dress and grooming for participation in specific activities.
5. Shoes or sandals will be worn at all times. No cleated shoes will be worn at school.
6. No halter-tops, tank tops, form-fitting pants/shorts, mesh or see-through jerseys, and midriff blouses will be worn at school. Shirts should cover the abdomen. (See 13 for clothing fitting over above and/or form fitting pants and shorts.)
7. No sunglasses will be worn at school except on a doctor's orders.
8. Neither suggestive clothing such as, but not limited to, those which advertise alcohol businesses which operate primarily for the purpose of selling alcoholic beverages, tobacco, or drugs, or those which use improper language or gang related symbols/paraphernalia will be worn nor will any other apparel that is considered by the principal and or teacher to be dangerous, suggestive or disruptive to the learning environment.
9. Clothing or accessories shall not contain slogans, logos, symbols, mottoes, acronyms, words or language that are associated with hate groups; are obscene, slanderous, or libelous; are associated with intimidation, violence or violent groups; or which advocate racial, ethnic or religious prejudice; or which advocate, promote or suggest illegal activity; or are reasonably expected to be demeaning, offensive to any person or group or disruptive to the learning environment.
10. In addition, students in grades 4-12 will adhere to the following guidelines:
 - a. All pants will be worn at the waist.
 - b. Shorts, skirts, or dresses will be no more than three inches above the knee.
 - c. No body piercing or tattoos (permanent or temporary), which pose a health or safety concern; disrupt the educational process; create a discipline problem; indecent or profane; or are gang related will be allowed.
11. No headwear will be worn in school building unless prior approval of principal or designee.
12. Garments with holes, rips, or tears must be properly repaired at all points above knee length.
13. Leggings, tights, and yoga-style pants may be worn as long as the student's frontside/bottom area is completely covered.
14. Any student violating the dress code may be suspended for the remainder of the school day and receive unexcused absences in the classes missed. Prior to being suspended, the student will be provided an opportunity to remedy the dress code violation. Subsequent offenses will be addressed as # 9 Defiance of Authority in State code/violations.

H. Textbooks (7.2)

Textbooks will be purchased and distributed in accordance with State Department of Education regulations. Only textbooks recommended by the local textbook committee will be approved by the Board, upon the recommendation of the Superintendent. The local textbook committee will be appointed by the Board and will consist of members, including parents, who will serve a term of one year. Students are loaned textbooks for the duration of the course that requires the textbook and are responsible for the care of the textbook. Students must reimburse the Board for the cost of any textbooks that are lost or damaged beyond reasonable wear and tear. [Reference: Ala. Code §16-36-62 (1975)]

I. Search and Seizure (6.16)

Although loaned or rented to the student for the student's convenience, lockers are school property. Authorized school personnel may conduct general housekeeping inspection, with or without notice,

of school property, and any prohibited material discovered therein can be used as evidence against the student in school disciplinary proceedings. Principals, including acting or assistant principals, or designee, may search or authorize a search of the property of any student, including vehicles, in their respective schools, but this search may be only upon facts supporting a reasonable suspicion to believe the student is concealing prohibited material. When a specific search is conducted, except pursuant to life, health, and property, the student shall be invited to be present during the search, which shall be witnessed by one other school official. Illegal items or other possessions reasonably determined to be a threat to health and safety or security may be seized and retained by the school. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession. No search or seizure conducted will be done in violation of the Fourth Amendment.

J. Vehicle Registration and Parking (6.23)

Parking regulations vary in different schools depending on the available space; however, at all schools, students are required to comply with the safety regulations of the school in order to use the parking facilities. The protection of all students is a major concern where vehicular movement occurs on or near a school campus. Students and parents are encouraged to exercise extreme caution when driving in such areas.

Those schools issuing parking permits require that the student present a valid driver's license, submit to random drug screening if selected, and proof of liability insurance to secure such permit, and all vehicles must be identified by the student permit. This permit constitutes consent for search as covered under the Search and Seizure section. Vehicles without permits or vehicles improperly parked are to be towed away at the expense of the owner or driver. Parking must be in the area assigned on the school grounds. Students may not park away from school assigned areas under any circumstances. Students may not remain in or around vehicles on school property or return to parking areas during school without permission from the principal or other designated official.

K. Sexual Harassment (6.11)

The policy of the Lawrence County Board of Education forbids sexual harassment of or by any of its students or employees. A violation of that policy occurs if a student or employee is found, more likely than not (i.e., by a preponderance of the evidence), to have engaged in any of the types of prohibited conduct defined below. This conduct is prohibited regardless of whether it is directed toward a student, employee, visitor, or other person.

1. Prohibited Conduct

a. Sexual Harassment

(1) Any instance of quid pro quo harassment by a school employee. Quid pro quo means & "this for that" and, in this context, refers to situations where a school employee offers favorable treatment in exchange for submission to unwanted sexual advances. This includes both explicit and implicit harassment;

Example: Offering an educational opportunity or benefit to a student, like a higher grade, harassment regardless of whether the student agrees to the request.

(2) Any unwelcome conduct that a reasonable person would find severe, pervasive, and objectively offensive such that it effectively denies equal educational access; or
(3) Any instance of sexual assault, dating violence, domestic violence, or stalking.

b. Sexual Assault

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or pertinent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females. Sexual assault may include, but is not limited to rape, fondling, incest,

and statutory rape.

c. Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

d. Domestic Violence

Violence committed by a current/former spouse of the victim; person with whom the victim shares a child in common; person who is cohabitating with or has cohabitated with the victim as spouse; or person similarly situated to a spouse of the victim.

e. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffer substantial emotional distress. Stalking may be conducted directly or indirectly and may include, but is not limited to, the following behaviors:

- Making unwanted phone calls, including hang-ups;
- Sending unsolicited or unwanted letters, emails, texts, or instant messages;
- Leaving unwanted items or presents;
- Following or spying on a person;
- Showing up or waiting at places where the victim will be without a legitimate reason;
- Posting information or spreading rumors about the victim on the internet in a public place, or by word of mouth.

f. Sex-Based Discrimination

Any conduct based on a person's sex, pregnancy, gender identity, or gender expression that adversely affects a term or condition of that person's employment, education, or participation in an educational program/activity.

*Note that sex-based discrimination includes harassment based on a student or employee's gender or failure to conform to gender stereotypes.

2. Sexual Harassment Prohibited

Sexual Harassment Prohibited – Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action. Prior to implementation of discipline, the Board will ensure that it complies with its Title IX policy and procedures set out in Policy 6.10.

3. Reporting

a. Any person (students, employees, parents/guardians, or other third parties) may report an instance of prohibited conduct, even if his or her knowledge of the incident is based on indirect information. Initial reports may be made in person, by mail, by telephone, by email, or by another means that results in actual receipt of the information by the Title IX Coordinator. Persons may also report potential prohibited conduct to any employee.

b. Employees, however, are mandatory reporters and are thus required to promptly report potential instances of prohibited conduct to the Title IX Coordinator. This requirement exists regardless of how the employee becomes aware of the potential violation or if the

person providing the information to the employee requests confidentiality. Where a person requests confidentiality, the employee should inform them of the employee's obligation to provide all known information to the Title IX Coordinator. Note that the mandatory reporting designation does not supersede an employee's legal obligation to maintain confidentiality — such as a health care provider's obligation to keep medical information private.

L. Prohibition on Fighting (Grades 7-12)

The Lawrence County Board of Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning; therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle will not be tolerated. A fight is defined as mutual participation in a fight involving physical violence where there are at least two participants, but no one main offender and no major injury. Fighting does not include verbal confrontations, tussles, or other minor confrontations. This conduct creates a substantial risk of serious physical injury to another person. Administrators need to consider age and developmentally appropriate behavior before using this category.

When students fight, the appropriate school principal will determine the best path forward. If it is age-appropriate and commensurate with the scope of the student's conduct, the school principal, in his/her discretion, may resolve the students' behavior entirely at school.

However, depending on the students' ages and the scope of the fight, the principal may, in his discretion, working cooperatively with the local police and/or sheriff, the district attorney, and juvenile court, enforce the Board's prohibition on fighting policy. When determined appropriate by the school principal, these procedures will be followed:

1. Fighting in a school building, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle shall be classified as #17 Fighting in State Codes located on page 30 in the Code of Student Conduct.
2. The principal or designee shall investigate the fight and take the appropriate action as identified in the Code of Student Conduct or the approved procedure policy.
3. The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
4. The principal or designee shall secure reliable witnesses for court appearances.
5. The principal or designee shall call the police/sheriff and file a complaint/petition with the juvenile court.
6. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.
7. Students may be placed at the Judy Jester Learning Center a minimum of three days in lieu of out-of-school suspension. Placement in Judy Jester Learning Center shall be documented as an in-school suspension.

M. Student Harassment

1. Harassment Policy, General (6.25)

Prohibition - No student shall engage in or be subject 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 this policy will be subject to disciplinary sanctions.

Harassment Rule: Harassing others because of race, national origin, gender, sexual orientation, religion, or disability is against the law and will not be tolerated. Any of the following behaviors aimed at people because of the above shall be grounds for discipline:

- Slurs, epithets, insults, jokes, or derogatory comments.

- Verbal or physical abuse of a person, intimidation (physical, verbal, or psychological), impeding or blocking movement of a person.
- Negative or insulting gestures.
- Unwanted sexual gestures, suggestive objects or pictures, or degrading words to describe an individual.
- Bullying
- Cyber-Bullying or harassment via electronic devices

Reporting Harassment: If you are the victim of harassment at school or school related activity, immediately report the harassment to an assistant principal or principal at your school. Reporting harassment helps everyone to have a better and safer school environment.

2. Harassment Covered by Title IX

The guidelines, procedures, and processes set out in Board Policy 6.10. will be followed when a student performs any of the following behaviors (as they are defined by Policy 6.10.4(A)-(F) and above):

- Sexual Harassment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Sex-Based Discrimination

When a student performs the above conduct, he or her conduct will be investigated in accordance with Policy 6.10., and, consistent with Policy 6.10., the Title IX Council will determine the student’s punishment.

N. Cell Phones: (6.21)

Grades K-4 or to be selected by individual school based on grade levels at schools. (Decided by school administration) See local procedure.

Students may have electronic devices in their possession at school as long as they remain off and are not visible during normal school hours and on school buses. The term “electronic devices includes, but is not limited to cameras, entertainment devices, pocket pagers, cellular phones, or other electronic communication devices including audio devices.

School administrators may make exceptions as to when and where cell phones may be used based on extenuating circumstances to serve a school purpose and need.

No students may at any time use electronic device in a manner that constitutes threatening, harassment, or bullying towards another student or school board employee. Consequences for violation of this code may include confiscation of the device, examination for evidence, as well as other consequences provided in the Code of Conduct.

No student may at any time use electronic device to video, record audio, or make a picture of another student or teacher while at school or school related event without prior approval of administration. Consequences for violation of this code may include confiscation and examination of the device and result in suspension or other consequences.

Punishment:

1st offense: Warning and take phone to be returned end of day with written discipline slip to parent.

2nd offense: Take phone to be returned to parent only after being held for three school days ; however, the principal may consider a parent’s request to have the phone returned to them earlier.

3rd offense: Take phone to be returned to parent only after being held for five school days; however, the principal may consider a parent's request to have the phone returned to them at an earlier date..

4th offense: Principal punish for Defiance of Authority.

Grades 5-12 or to be selected by individual school based on grade levels at schools. (Decided by administration) See local Procedures.

III. STUDENT DISCIPLINE

A. Formal Disciplinary Actions

1. In-School Suspension (ISS)

The principal (or his/her designee) has the authority to assign students to a designated area, including the Judy Jester Learning Center for a reasonable and specified period of time. A school board employee will supervise students.

2. Disciplinary Probation

Disciplinary probation is a period of time specified by the principal during which a student must correct his/her behavior while abiding by all other school regulations. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

3. Corporal Punishment

Corporal punishment is defined as paddling a student for misconduct. Before corporal punishment is administered as a disciplinary method, the student will be given the reason for the punishment and an opportunity to explain his/her actions. Corporal punishment may be administered by the principal or by a teacher in the presence of another certified employee. A written report for each incident will be prepared including the name of the witness.

4. Restraint

Any employee of the board of education (including bus drivers) has the authority to use reasonable physical force to restrain where students are in imminent danger to themselves or others, and are not responsive to other less intensive de-escalation techniques. The physical restraint must immediately terminate when a student is no longer an immediate danger to themselves or others, or if the student exhibits signs of severe distress or injury.

Any district employee implementing physical restraint must first undergo training on the use of physical restraint. The district must maintain written or electronic documentation on training provided and the list of participants in each training. Records of such training must be made available to the Alabama State Department of Education or any member of the public upon request.

Parent notification should occur in writing, and should include a copy of the incident report that is used to document the use of restraint. Monthly summary reports should be maintained to document the use of physical restraint. This monthly summary report should be signed by the school or program administrator and maintained on file in the school and Central Office.

Nothing in Alabama's restraint rules should be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents should be informed as soon as

possible when students are removed from the school or program setting by emergency medical or law enforcement personnel.

Physical restraint does not include chemical restraint, mechanical restraint, or prone physical restraint. Seclusion, by law, is absolutely prohibited.

B. Suspension

1. Out of School Suspension

Suspension is defined as temporary removal of a student from a school for violation of school rules or regulations. The principal/designee has the authority to suspend a student from school for up to 10 days. A “Long-Term Suspension” is defined as an exclusion of a student from his or her regular school environment for more than 10 and less than 90 school days per incident for disciplinary purposes. Long-term suspension (over 10 days) can only be imposed through the Formal Hearing Procedures located on page 30. During any suspension period, the suspended student cannot attend school functions or enter school property for any reason or at any time.

2. School Bus Suspension

The principal has the authority to deny a student the privilege of riding a school bus. The denial to ride the bus, based on the misconduct of the student, will be for a reasonable and specified period of time. The parent(s) will be notified prior to the suspension from the bus. A bus driver may not expel a student from the bus for misbehavior while in route to and from school, but may refuse to allow the student to enter the bus for immediate safety concerns unless directed by a supervisor.

3. After-School Suspension

The purpose of the Lawrence County School System’s after-school program is to provide for students who are in non-compliance with any school policy. Principals may use the after-school program in lieu of corporal punishment and/or suspension. A certified teacher will be provided by schools to supervise the assigned students. A reasonable attempt will be made to notify the parent(s) prior to the assignment of a student to after-school suspension. Transportation after detention is the responsibility of the parent(s).

4. Alternative School – Judy Jester Learning Center

The alternative school in Lawrence County is designed and implemented to benefit those students who have exhibited problems adjusting to traditional education settings. It offers an opportunity for placement of such students in a separate setting and provides an atmosphere conducive to changing patterns of inappropriate academic behavior and/or inadequate effort. The number one goal is to assist students in the development of self-esteem, self-control, improved socialization skills, a positive attitude toward learning, and increased academic achievement. Students are admitted according to “at-risk” criteria, upon referral by school personnel. Each school should have a committee of school officials and/or other professionals to make recommendations for admittance. Students in grades 9-12 will be admitted. Students not adhering to the rules and regulations of the alternative school will be referred to their parents and/or juvenile authorities.

A “Long-Term Alternative School Placement” is defined as the placement of a student in alternative school for more than 15 school days per incident for disciplinary purposes. Long-term alternative school placement (over 15 days) at the Judy Jester Center can only be imposed through the Formal Hearing Procedures located on page 30.

5. Expulsion

Expulsion is defined as the exclusion of a student from his or her regular school environment for more than 90 and less than 180 school days per incident for disciplinary purposes. Expulsion can only be imposed through the Formal Hearing Procedures located on page 30.

C. Positive Behavior Interventions & Supports (PBIS)

The Lawrence County Board of Education shall establish a district team to develop the PBIS framework. All district faculty shall be trained on implementation of the PBIS framework. School administrations and teachers may add school-specific interventions and strategies to the framework. Students and parents should become familiar with the framework and be notified as students move within the tiers.

Tier I is a universal strategy that addresses 100% of the student body. In Tier I, students are taught rules and routines for all the different areas of the school to include the classroom, hallway, cafeteria, gym, library, bathroom, and playground. “Research indicates that three to five behavioral expectations that are positively stated, easy to remember, and significant to the climate are best” (pbis.org, 2017). These expectations must be taught to the students, modeled by the teacher, practiced by the students, and observed by all adults in the school to ensure accountability. Students who are unsuccessful in demonstrating these expectations should be retaught before being referred for Tier II interventions.

- **Tier I PBIS:** A universal instructional strategy used for 100% of the student body to learn behavior expectations.
 - Step 1: Develop three to five positively stated expectations that are operationally defined, posted, taught, discussed throughout the year, reinforced and consistently applied with a consequence system.
 - Step 2: Monitor behavior and reteach students that do not demonstrate expected behavior.
 - Possible Interventions
 - Post daily schedule/agenda.
 - Use visual/verbal cues referring to posted expectations.
 - Use help signals (hand signals, desk colors, etc.).
 - Increase positive feedback.
 - Antecedent modification - remove stimulus before behavior occurs.
 - Use advisory time to address behavior concerns.
 - Step 3: Review student behavior and refer students who continue to have difficulty demonstrating expected behavior after several reteaching efforts have been made.

Tier II is targeted support for some students (15-20%) who continue to have behavioral and attendance concerns after redirection. The goal of Tier II interventions and supports is to reduce the frequency and intensity of behaviors. Tier II supports should be small groups or individualized intervention strategies that address specific behaviors. These interventions should meet the goals and standards of being specific, measurable, achievable, results focused and time-bound (SMART). School support teams should use the data from the intervention to determine if the student is making progress in the specifically targeted area of concern.

- **Tier II PBIS:** Multiple and varied evidence-based interventions for 15-20% of students who are unsuccessful with Tier I interventions.
 - Step 1: Review student referral and ask the following questions:
 - What is the problem?
 - Why is the problem happening?
 - How are we going to solve the problem?

Possible Interventions

 1. Check In/Check Out System
 2. Organization Tools
 3. Increased/Restricted Supervision
 4. Relaxation Techniques
 5. Class Breaks
 6. Counseling
 - Step 2: As a team develop an intervention plan that outlines strategies to try. Include the Antecedent Behavior Consequence (ABC) in the plan. Note: The ABC consequence is to redirect behavior, not punish.
 - Step 3: After an assigned period of time, review the intervention plan to answer the final question.
 - Did the intervention work?
 - If yes, continue to monitor for a period of time. If no, consider two options: (1) if behaviors stay the same, change the intervention and (2) if the behaviors increase or escalate, then refer for Tier III.

Tier III is intense support for a few students (5%) who even with Tier II interventions and support continue to have behavioral concerns at school due to personal, health, social, and family lifestyle issues outside of school. Tier III interventions and strategies should include referrals to wraparound services such as mental health and juvenile justice.

- **Tier III PBIS:** Intensive, individual interventions for 5% of students who are unsuccessful with Tier II interventions.
 - Assess the problem by asking the following questions:
 - What is the problem?
 - Why is the problem happening?
 - How are we going to solve the problem?

Possible Interventions

 1. Behavior Contract
 2. Functional Behavior Assessment (FBA)
 3. Mental Health Referral
 4. Special Education Referral
 5. Behavior Specialist
 6. Multi-Disciplinary Team Referral
 - Determine if additional services are necessary
 - Restorative Practices
 - Access to Counseling for Drug and Alcohol

IV. CLASSIFICATION AND ACTIONS FOR VIOLATIONS

Violations of the Code of Conduct are grouped into two classes: Local District Codes and State Codes. In the following classes of violation and disciplinary procedures, the principal or his/her designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action, by making personal calls to the parent or guardian when feasible, and by scheduling conferences with parents or guardians and other school staff. Only when action taken by the teacher is ineffective or if the student disruption is sufficiently severe should he/she be referred to the

principal or his/her designee. School personnel should notify a student's parent/guardian if a student is disruptive or violates codes.

A. Local District Codes - Violations/Offenses

1. Violations/Offenses

1.01 Excessive distraction of other students

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting; for example, talking excessively, interrupting class functions, chewing gum, moving without authorization, provoking other students, writing notes, and taking others' property etc.

1.02 Illegal organization

Any on-campus participation in fraternities, sororities, secret societies, or non-affiliated clubs is considered to be illegal.

1.03 Minor intimidation 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.

1.04 Participation in games of chance for money and/or for other things of value.

1.05 Excessive tardiness and repeatedly reporting late to school or class.

1.06 Use of profane or obscene language.

1.07 Nonconformity to dress code (see Dress Code).

1.08 Minor disruption on a school bus.

1.09 Inappropriate public display of affection including, but not limited to, embracing and kissing.

1.10 Theft or possessing stolen property less than \$100.00 value.

1.11 Unauthorized absence from class.

1.12 Continued refusal to complete class assignments.

1.13 Failure to follow instructions.

Examples: Failure to carry correspondence home, failure to obey direction in the hallways, etc.

1.14 Littering of school property.

1.15 Cheating

1.16 Intentionally providing false information to a school board employee including, but not limited to, student information data and the concealment of information directly related to school business.

1.17 Excessive Absences

1.18 Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances, if any exist. It is the responsibility of the teacher to handle LEA offenses. Repeated offenses may be considered as a State Code offense.

1.19 Cell Phone or Electronic device offense

1.20 Defiance of School Authority

2. Disciplinary Actions/Local District Codes

a. First Offense for Grades K-12

An in-school conference and parental contact will be made when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses. Administration discretion.

b. Subsequent Offenses for Grades K-12

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, detention (ISS), bus suspension, or other appropriate disciplinary actions may be used at discretion of the principal or designated person. Special circumstances may warrant a recommendation to the school board's hearing officer for an alternative educational program apart from the normal setting.

B. State Codes-Violations/Offenses (principals see glossary for definitions)

1. Alcohol, Possession
2. Alcohol, Sale
3. Alcohol, Use
4. Arson
5. Assault
6. Bomb Threat
7. Burglary
8. Criminal Mischief
9. Defiance Authority
10. Disobedience
11. Disorderly Conduct
12. Disruptive Demonstration
13. Drugs, Possession
14. Drugs, Sale
15. Drugs, Use
16. Electronic Pagers
17. Fighting
18. Fire Arms
19. Gambling
20. Harassment
21. Homicide
22. Inciting Others
23. Kidnapping
24. Larceny/Theft
25. Motor Vehicle Theft
26. Profanity or Vulgarity
27. Robbery
28. Sexual Battery

29. Sexual Harassment
30. Sexual Offenses
31. Threats/Intimidation
32. Tobacco, Possession
33. Tobacco, Sale
34. Tobacco, Use (including electronic cigarette or vaping mechanisms)
35. Trespassing
36. Truancy
37. Handgun, Possession
38. Handgun, Sale
39. Handgun, Use
40. Rifle, Possession
41. Rifle, Sale
42. Rifle, Use
43. Firearm, Possession
44. Firearm, Sale
45. Firearm, Use
46. Explosive, Possession
47. Explosive, Sale
48. Explosive, Use
49. Weapon, Possession
50. Weapon, Sale
51. Weapon, Use
52. Knife, Possession
53. Knife, Sale
54. Knife, Use
55. Other, Possession
56. Other, Sale
57. Other, Use
58. Other Incidents

Disciplinary Actions – State Code- Certain Violations/Offenses

To ensure equity in the implementation of the most significant consequences, the District has selected the identified the following subset of offenses to follow a specific progression of consequences. To use the steps below, the Superintendent and school principal will start with the “First Occurrence” consequence before moving to the “Second” and “Third” occurrences, if applicable. When determining whether it is the first, second, or third occurrence, only look to the student’s conduct for the immediately preceding and then-current school years. In other words, every two years, the student’s conduct will “reset” for purposes of the following progressive discipline. Additionally, prior to implementation of any of the following consequences, the student will be given the opportunity for due process.

C. Prohibited Substances and Devices

The Lawrence County Board of Education prohibits certain substances from being in school, on school premises, on school buses, or at school-related activities away from the school. The following is a list of those substances and the action taken against those who violate this policy. This list is not a complete listing of items prohibited in school, but contains the ones most dangerous and most notable in society that should not be in schools. Other items may be prohibited at the discretion of the principal and according to other stipulations in the Student Code of Conduct.

This policy is in addition to the Board’s Student Code of Conduct, and will be incorporated into the Board’s annual update to the Student Code of Conduct.

Tobacco

Students shall not bring, possess, use, or sell tobacco in any form in school buildings, on school grounds, on school buses, or at any other school-sponsored function. Students shall not bring, possess, use, or sell an electronic cigarette; e-Cigarette, personal vaporizer, or electronic nicotine delivery system on school grounds, school buses, or at any other school-sponsored function. Students in violation of this policy will be subject to consequences listed below.

Consequences of Tobacco/Nicotine Use and/or Possession

1st Offense of Use and/or Possession: 3 days of In School Suspension

2nd Offense of Use and/or Possession: 3 days of OSS

3rd Offense of Use and/or Possession: 5 days of JJLC Behavior Classroom

4th Offense of Use and/or Possession: Referral to LC Schools Discipline Committee; Minimum of 10 days JJLC Behavior Classroom

Drugs and Alcohol

Students are not to bring, possess, have in their personal belongings, in school buildings, on school grounds, on school buses, or at any school-sponsored activity, illegal drugs (for purposes of this policy any substance containing THC, CBD, or any Delta Version [i.e., 8, 9, 10, etc.] is classified as a prohibited drug and treated the same as an illegal drug), oils, derivatives, synthetic drugs, prescription medication, drug paraphernalia (including electronic cigarettes, e-Cigarettes, personal vaporizers, or electronic nicotine delivery systems being used by the student for the consumption of any illegal drugs, including any substance containing THC, CBD, or any Delta Version [i.e., 8, 9, 10, etc.]); drug seeds and /or residue, simulated drug substances, alcohol or products containing alcohol; nor shall students be under the influence of illegal drugs, simulated drug substances, medication not prescriptions for use by the student (See Medication Policy for rules concerning prescription drugs and medicine), over the counter medication, alcohol or products containing alcohol on school grounds, on school buses, or at any school-sponsored activity, or have consumed illegal drugs, oils, derivatives, synthetic drugs, prescription medication not prescribed for use by the student, over the counter medication, alcohol or products containing alcohol while in route to school or to any school-related activity.

Students who violate this policy will be suspended from attending regular classes and/or a disciplinary or expulsion hearing will be conducted to determine if additional action is necessary in accordance with the consequences listed below.

Consequences of Drugs/Alcohol Use and/or Possession

1st Offense of Use and/or Possession: 20 days of JJLC Behavior Classroom

2nd Offense of Use and/or Possession: 45 days of JJLC Behavior Classroom

3rd Offense of Use and/or Possession: 90 days of JJLC Behavior Classroom

4th Offense of Use and/or Possession: Referral to LC Schools Discipline Committee

Consequences of Drugs/Alcohol Distribution

1st Offense of Use and/or Possession: 30 days of JJLC Behavior Classroom

2nd Offense of Use and/or Possession: 60 days of JJLC Behavior Classroom

3rd Offense of Use and/or Possession: Referral to LC Schools Discipline Committee for expulsion

Discipline of students with disabilities who violate these policies shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Additionally, prior to implementation of any of the following consequences, the student will be given the opportunity for due process.

To ensure equity in the implementation of the most significant consequences, the District has selected the identified the following subset of offenses to follow a specific progression of consequences. To use the steps below, the Superintendent and school principal will start with the "First Occurrence" consequence before moving to the "Second" and "Third" occurrences, if

applicable. For tobacco/nicotine offenses, when determining whether it is the first, second, or third occurrence, only a student's conduct for the immediately preceding and then-current school years will be examined. For drug/alcohol use, possession and/or distribution offenses, when determining whether it is the first, second, or third occurrence, a student's conduct for their educational career will be examined.

Disciplinary Actions – State Code- Violations/Offenses

When a principal/designee determines that a State Code-Violations/Offense has occurred - other than the specific offenses identified in the immediately preceding section -, the following punishments are mandated by the State. The punishment will be administered in the manner which assists the student in understanding the severity his/her act, while maintaining an environment conducive for learning by all other students.

Dispositions: The following dispositions (disciplinary actions) are required by the State for the above violations:

- SIR1: Out of School Suspension
- SIR2: Alternative Placement
- SIR3: Expelled
- SIR4: Expelled, Services
- SIR5: Remove by Officer
- SIR6: Alternative Setting, Special Ed.
- SIR7: Corporal Punishment
- SIR8: Permanent Expulsion
- SIR9: Removed/Alt School
- SIR10: Removed/Spec. Ed
- SIR11: In School Suspension

V. PROCEDURES FOR DISCIPLINARY ACTIONS

Students shall be treated with fairness in all discipline matters and shall be given procedural due process when the discipline measures of corporal punishment, short and long-term suspension, assignment to the Judy Jester Center, or expulsion are applied. Before being punished for a violation as defined in the Student Code of Conduct, the local school principal or designee shall ensure that the students are given the following minimal due process.

Informal Due Process

1. The principal shall ascertain the facts and decide the appropriate punishment
2. The student shall be given oral or written notice of the charge(s) against him/her.
3. The evidence supporting the charge(s) shall be explained to the student.
4. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).
5. The principal or assistant principal may impose appropriate discipline measures immediately following these informal due process procedures.

Formal Hearing Procedures

When the proposed punishment is long-term out of school suspension (more than ten (10) school days), long-term alternative school placement (more than fifteen (15) school days), or expulsion, the following procedures will apply:.

1. The principal, or his or her designee, may consider all of the following factors before recommending or initiating a long-term suspension, long-term alternative school placement, or expulsion:
 - a. The age of the student.
 - a. The disciplinary history of the student.
 - c. The seriousness of the violation or behavior.

- d. Whether a lesser intervention would appropriately address the behavior of the student.
2. After considering the above and if the principal determines it appropriate, the principal will notify the Superintendent if he or she recommends that the student receive a long-term suspension, long-term alternative school placement, or expulsion.
3. The student and his or her parent/guardian will normally be provided written notice at least seven (7) days before a hearing that is delivered to them personally or by mail that contains:
 - a. A statement of the time, date, and place, and nature of the hearing;
 - b. A short and plain statement detailing the alleged conduct, the provision of the Code of Conduct allegedly violated, and any recommended discipline;
 - c. A statement of the rights of the student at the hearing, including the following: the right of the student to be represented at the hearing by legal counsel or another advocate of the student's choice at the student's expense; the right to review any audio or video recording of the incident; the right to review information or evidence that may be presented at the hearing consistent with federal and state student record laws and at least five (5) days before the hearing; the right to present a defense, question adverse witnesses who are present at the hearing (excluding students under 14 years of age), and offer evidence and oral testimony at the hearing (Note, the anonymity of witnesses will be protected, and witnesses may not be compelled to attend or testify in any disciplinary hearing); and
 - d. An optional waiver of the disciplinary hearing indicating the parent or guardian's assent to the alleged violation or violations and to the recommended discipline.
 - e. If the written notice is not responded to by a parent or guardian, the hearing will be waived and the student will receive the consequence recommended by the principal.
4. The student will be provided a disciplinary hearing before a panel of at least two (2) school or district-level administrators. If the notice was responded to by the parent or guardian of the student, the hearing panel will normally conduct a hearing within 10 school days after the initial suspension of the student from school pending a hearing. However, the hearing date may be extended for good cause as determined by the Superintendent or upon agreement of the parties. The purpose of the hearing is to determine whether the alleged Code of Conduct violation occurred.
5. If the student's parent chooses to have an attorney present and/or present the student's defense through evidence and examination of witnesses, the principal may also have an attorney present to serve in advisory role or present the case in support of disciplinary action. The student's parent must give the hearing panel notice, 48 hours prior to the hearing, of the decision to have an attorney; any attorney for the student will be at the parent or student's expense. Failure to do so may result in the rescheduling of the hearing.
6. At least five (5) days before the hearing, the student, parent or guardian, legal counsel, and/or advocate may review any audio or video recording of the incident, and, where consistent with the Family Educational Rights and Privacy Act ("FERPA"), the Individuals with Disabilities Education Act ("IDEA"), and other relevant state and federal laws, any records, documents, or other information that may be presented as evidence at the hearing including written statements made by witnesses related to the alleged incident led to the consequence.
7. At the hearing, the hearing panel shall give the student an opportunity to admit or deny the conduct and violation in question. If the student admits to the conduct in question, the hearing will not go forward and the student will receive the recommended consequence. If the student denies the reason(s), the principal or the principal's designee will offer

evidence at the hearing that the student violated the Code of Conduct. The case may be presented through evidence (documentary, audio, video) and by statements made by the witness(es). Additionally, student witnesses, including accusers, may provide evidence by written statement which may be redacted. The decision as to these issues shall rest in the discretion of the hearing panel.

8. Next, the student, parent or guardian, legal counsel, or advocate may present a defense on behalf of the student. The student, parent or guardian, legal counsel, or advocate may question adverse witnesses who are present at the hearing and offering testimony (excluding students under 14 years of age), and offer evidence, including oral testimony from witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. The student is permitted to present adult witnesses over 14 years old, but if a witness's testimony is redundant or not relevant, the hearing panel can decide not to hear that witness. Witnesses cannot be compelled to attend or testify in a disciplinary hearing. If witnesses elect to participate, their anonymity will be protected.
9. After following the above procedures, the hearing panel, on the basis of all facts and evidence presented, shall determine whether the student did or did not commit an offense, what offense, if any, was committed and whether the recommendation of the principal is accepted or overruled. The hearing panel shall prepare a written decision which will be provided to the student and parent or guardian within five (5) school days after the hearing. The written decision will include:
 - a. The basis for the decision, including a reference to the provision of the Code of Conduct or state law that the student is accused of violating;
 - b. A statement detailing the information that shall be included in the official record of the student; and
 - c. A statement detailing the right of the student to appeal the decision and notice of the procedures necessary to file an appeal.
10. The following persons shall be notified of the hearing decision:
 - a. The student's parent or guardian (by certified mail and verbal notification);
 - a. The Principal;
 - a. The Special Education Director (for students with disabilities); and
 - a. The Superintendent.
11. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing. The written record of the hearing shall be kept for two (2) years. Each party to the hearing, upon request, will receive an electronic or written record of the hearing from the local board of education.

Appeal of the Hearing Panel's Decision

If the student's parent or guardian is dissatisfied with the decision of the hearing panel, the parent or guardian may file an appeal by using the following procedures:

1. The student's parent must file a written request for an appeal that is addressed to the Superintendent and delivered to an email or physical address designated in the panel's decision, or if none is provided, then to the Superintendent at the physical address of the Central Office. The written request for an appeal must be postmarked or delivered on a date no more than ten (10) calendar days after:
 - a. the postmarked date of the written notification of the hearing panel's decision, or
 - a. date of hand delivery of the written notification of the hearing panel's decision, or
 - a. the date of documented verbal notification of the hearing panel's decision.
2. **If the written request for an appeal is not made on time, the hearing panel's decision will be final.**

3. The Superintendent, upon receipt of a timely filed written request for an appeal, will request the documented evidence of the case including the findings, conclusions, disposition, and recording.
4. The Superintendent shall review the case on the basis of the record before the hearing panel. No new evidence shall be admissible.
5. Within ten (10) working days after receipt of the appeal, the Superintendent will make a written decision to adopt, modify, or disapprove all or any part of the hearing panel's findings, conclusions, or disposition.
6. A copy of the Superintendent's decision shall be sent to the following persons:
 - a. The student's parent or guardian (by certified mail);
 - a. The Principal;
 - a. The Special Education Department (for students with disabilities); and
 - a. The Superintendent's Office.

Appeal of Superintendent's Decision for Expulsion

An appeal of a Superintendent's decision is only available for an expulsion of a student. An appeal to the Morgan County Board of Education is not available for any other consequence. If after the hearing before the hearing panel and an appeal to the Superintendent, a parent is dissatisfied with the Superintendent's decision to expel the student, the parent may file an appeal to the Morgan County Board of Education using the following procedure:

1. The student's parent must file a written request for an appeal and it must be addressed to and mailed or given to the Board of Education, with a copy to the Superintendent to an email or physical address designated in the panel's decision, or if none is provided, then to the Superintendent at the physical address of the Central Office.
2. The written request for an appeal must be postmarked or hand delivered on a date no more than ten (10) calendar days after the postmarked date or date of hand delivery of the written notification of the Superintendent's decision.
3. If the written request for an appeal is not made on time, the Superintendent's decision will be final.
4. Upon receipt of a timely filed written request for an appeal, the Board shall set a hearing date. In order to comply with applicable student privacy laws, the hearings will be closed to the public. The student and his or her parent/guardian will be provided written notice at least five (5) days before a hearing that is delivered to them personally or by mail.
5. At the hearing, the Board shall give the student an opportunity to admit or deny the conduct and violation in question. If the student admits to the conduct in question, the hearing will not go forward and the student will receive the recommended consequence. If the student denies the reason(s), the principal, Superintendent, legal counsel, or the Superintendent's designee will offer evidence at the hearing that the student violated the Code of Conduct. The case may be presented through evidence (documentary, audio, video) and by statements made by the witness(es). Additionally, student witnesses, including accusers, may provide evidence by written statement which may be redacted. The decision as to these issues shall rest in the discretion of the Board.
6. Next, the student, parent or guardian, legal counsel, or advocate may present a defense on behalf of the student. The student, parent or guardian, legal counsel, or advocate may question adverse witnesses who are present at the hearing and offering testimony (excluding students under 14 years of age), and offer evidence, including oral testimony from witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. The student is permitted to present adult witnesses over 14 years old, but if a witness's testimony is redundant or not relevant, the Board can decide

- not to hear that witness. Witnesses cannot be compelled to attend or testify in a disciplinary hearing. If witnesses elect to participate, their anonymity will be protected.
7. The student's parent must give the Board notice, 72 hours prior to the hearing, of the decision to have an attorney; any attorney for the student will be at the parent or student's expense. Failure to do so may result in the rescheduling of the hearing.
 8. After following the above procedures, the Board, on the basis of all facts and evidence presented, shall determine via a vote whether the recommendation of the Superintendent for expulsion is accepted or overruled. The Board may deliberate in executive session prior to voting on whether to uphold or overrule the recommendation for expulsion.
 9. The following persons shall be notified of the hearing decision:
 - a. The student's parent or guardian (by certified mail and verbal notification);
 - a. The Principal;
 - b. The Special Education Director (for students with disabilities); and
 - a. The Superintendent.
 10. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing. The written record of the hearing shall be kept for two (2) years. Each party to the hearing, upon request, will receive an electronic or written record of the hearing from the local board of education.

VI. EXIT CEREMONY

A student must be a candidate to receive a Diploma to participate in the exit ceremony as a member of that school year's graduation class.

VII. ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE LAWRENCE COUNTY SCHOOL DISTRICT

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of Lawrence County Schools to provide all students and employees with access to a variety of technology resources. All students and staff must acknowledge and adhere to this policy.

The creation of a large and varied technology environment demands that technology usage be conducted in legal and ethically appropriate ways, consistent with the Mission Statements and instructional goals of school systems. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available make this a constant challenge.

It is the intention of Lawrence County Schools that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state, and federal laws and guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees will use the provided technology resources so as not to waste them, abuse them, interfere with, or cause harm to other individuals, institutions, or companies.

- The administrators of each school will be responsible for establishing specific practices to enforce this policy at individual schools.
- Highlights of this policy will be prominently displayed in all computer labs and posted on the district technology webpages of school systems.

- All technology resources, regardless of purchase date, location, or fund, are subject to this policy.
- Some of these policies pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on any campus are subject to this policy and may be used only if such usage is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws.
- All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a school campus is subject to all school system policies and guidelines as well as local, state, and federal laws.
- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the District Technology Coordinator before proceeding.
- Students, Faculty, Staff, Student Teachers, volunteers, and any other individuals accessing technology resources are subject to the guidelines set forth in this acceptable use policy.
- Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees. Use of any and all technology resources is a privilege and not a right.

A. Access

1. The use of all technology resources is a privilege, not a right. Inappropriate or suspected inappropriate use may result in a cancellation of those privileges pending investigation. Users must be aware that the school systems cannot assume any liability arising out of the illegal or inappropriate use of technology resources.
2. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain the security of technology resources, but the school systems 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.
3. Users should not purchase or dispose of software, hardware, peripherals, or other technology-related devices without consulting the District Technology Staff.
4. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided to, or approved for him/her.
5. Individuals may not attempt to log in to the network using any network account and/or password other than the login(s) assigned to him/her or allow someone to use his/her network account and/or password to access the network, email, or the Internet.
6. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data; and any other unauthorized usage within and outside the school systems. Any such unauthorized usage shall be reported immediately to the Local School Principal and/or the District Technology Director.
7. Individuals identified as a security risk may be denied access.
8. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
9. Individuals must not attempt to disrupt any computer services or data by engaging in activities including, but not limited to: spreading viruses, spamming, excess network and/or Internet activity, or modification of equipment or infrastructure.
10. Individuals must not attempt to modify technology resources, utilities, and configurations, change the restrictions associated with his/her accounts, or attempt to breach any technology resources, security system, or filtering system, either with or without malicious intent.
11. Personal technology-related devices such as laptops, PDAs, smartphones, iPods, etc., used on school grounds are subject to all items covered in this policy and should not

access local area network or wide area network resources without the explicit permission of the District Technology Staff.

12. The District Technology Coordinator, and school system administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts pending an investigation.

B. Privacy

1. To maintain network integrity and to ensure that the network is being used responsibly, District Technology 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.
2. Users should not have any expectation that their use of technology resources, including files stored by them on the school systems' 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.
3. Because communications on the Internet are often public, all users should be careful to maintain appropriate and responsible communications.
4. The school systems cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.
5. Users are encouraged to avoid storing personal and/or private information on the district and/or school technology resources.
6. The District Technology Staff performs routine backups in an effort to ensure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. In particular, that information that existed prior to an outage or malfunction, or that existed prior to a deliberate or inadvertent deletion, can be recovered. Users are responsible, without limitation, for the maintenance and backup of critical files and/or data.
7. Reasonable steps and procedures will be taken to secure student records, media center collections, and accounting information. Such information shall be backed up in a routine manner, with some information being maintained in secure offsite storage.

C. Copyright

1. Illegal copies of software may not be created or used on school equipment.
2. Any questions about copyright provisions should be directed to the District Technology Coordinator or the Local School Media Specialist.
3. Aspects involving the legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e., as part of the Technology Education Curriculum, during lab orientation, network orientation, faculty meetings, etc.). There can be no assurance as to the extent and effectiveness of such training. Again, all questions regarding legal and ethical practices of appropriate use should be directed to the District Technology Coordinator.
4. Copyright is implied for all information (text, data, and graphics) published on the Internet. 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 user's responsibility to secure proper usage permission.
5. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then, should occur only under the supervision and direction of the District Technology Staff.
6. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.
7. For security and insurance purposes, the Local School Technology Assistants, and the district-level technology staff will be the only people with access to original software disks at a given school location with the exception of CDs required when accessing the program. System-wide software originals will be housed in a secure location.

8. In almost every case, a single copy of a given software package is purchased; it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers" (1987 Statement on Software Copyright) is NOT allowed.
9. Only the District Technology Coordinator or the Superintendent is authorized to sign license agreements for a school within the system.
10. The District Technology Staff is responsible for the installation of all software in use on the wide area network, local area network, and/or individual workstations/laptops within the school systems.

D. Email

1. Lawrence County Schools provide access to email for designated employees. They may also choose to offer student email accounts to a select portion of their student bodies. Student email accounts shall fall under the same guidelines as employee email accounts.
2. Technical support is provided for school email accounts used to conduct educational and/or instructional business.
3. Personal use of school email is discouraged and only permitted as long as it does not violate school policies and/or adversely affect others or the speed of the network.
4. When employing email, all users are responsible for maintaining professionalism at all times. Email communication sometimes lends itself to impulsive and informal communication. Users must be constantly mindful of the need to carefully review and reconsider email communications before responding to and/or sending emails. As a general rule, the content of an email should be acceptable to a general audience.
5. School email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
6. School email accounts may not be used for attempting to send or sending anonymous messages.
7. School email accounts may not be used for sending mass emails unless for educational purposes or to parent lists.
8. School email accounts may not be used for posting or forwarding other users' personal communication without the author's consent.
9. Because email is not necessarily securely transmitted, employees must use discretion 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.
10. Lawrence County Schools make a reasonable effort to maintain (backup) email for normal business operations.
11. Incoming and outgoing email is filtered by the District for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted despite filtering.

E. Internet Use

1. The intent of Lawrence County Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.
2. All school rules and guidelines for appropriate technology usage as well as local, state, and federal laws apply to the usage of the Internet.
3. Teachers should screen all Internet resources before projecting them in the classroom.
4. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
5. Students are allowed to conduct independent research on the Internet upon receipt of appropriate permission forms.
6. Permission is not transferable and therefore may not be shared. Existing permission forms are valid until new forms are received. Students are required to have new forms signed when changing schools.
7. Students who are allowed independent access to the Internet have the capability of accessing material that has not been screened.
8. Internet activity can and will be monitored, along with other aspects of technology usage.

9. Internet access for all users is filtered through one central point by URL (web address) and by IP address and may be filtered by keyword.
10. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the District Technology Staff.
11. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs.
12. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.

F. Web Publishing

1. The Lawrence County Schools' websites are limited to usage associated with activities of the respective schools. The websites cannot be used for profit or commercial purposes.
2. The District Technology Staff reserves the right to reject all or part of a proposed and/or posted web page.
3. Each school webpage should contain contact information for the person responsible for the content.
4. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
5. All web page authors are responsible for the maintenance of their own pages.
6. All links should be checked regularly to ensure they are current and working. Pages that are not updated in a timely fashion, contain inaccurate or inappropriate information, violate copyright laws, or contain non-functional links will be removed, and the author will be notified.
7. Unfinished pages should not be posted until they are fully functional.
8. A teacher's primary web page should be accessible through the local school website. These pages should adhere to all school policies as well as local, state, and federal laws.
9. Links from pages housed on the school systems' websites to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
10. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be listed, only first names. No written permission is required for in-school broadcasts (i.e., morning news, announcements, class profiles, etc.).
11. Student posting of personal information of any kind on the school system's website or linking to personal information from the school system's website is prohibited. Personal information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
12. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.).
13. Infringement of copyright laws, obscene, harassing, or threatening materials on websites are against the law and are subject to prosecution.

G. Parental Permissions

It is the responsibility of the staff posting information on the web, requesting videos, or designing publicity or public relations information to obtain written parental permission.

H. Children's Internet Protection Act (CIPA)

Lawrence County Schools comply with the Children's Internet Protection Act (CIPA) requirements, which includes:

- Implementing measures to block or filter Internet access to visual depictions that are obscene, child pornography, or harmful to minors.
- Monitoring the online activities of minors.

- Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I. Examples of Inappropriate Use of Resources

The following are examples of inappropriate activities when using any school network, email system, hardware, software, technology service, and/or Internet access:

- Using another user's password or attempting to find out another user's password.
- Sharing your own password.
- Trespassing in another user's files, folders, home directory, or work.
- Saving information on ANY network drive or directory other than your personal home directory OR a teacher-specified and approved location.
- Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive.
- Harassing, insulting, embarrassing, or attacking others via technology resources.
- Damaging technology resources including but not limited to printers, telephones, computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.).
- Intentionally wasting limited resources such as Internet bandwidth, disk space, and printing capacity.
- Accessing inappropriate material from off-site storage locations and/or removable storage devices.
- Accessing inappropriate material from websites or attempting to bypass the Internet filter to access websites that have been blocked.
- Sending, displaying, or downloading offensive messages or pictures.
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate pictures or embarrassing without the subject's knowledge and/or consent. Editing/modifying digital pictures without the consent of the subject, especially with the intent to embarrass, harass, or bully.
- Participating in online chat rooms without the permission/supervision of an adult staff member.
- Posting any false or damaging information about other people, the school system, or other organizations.
- Excluding information that is available to or being reported to the public, posting any personal information about another person without his/her written consent.
- Broadcasting network messages and/or participating in sending/perpetuating chain letters.
- Violating copyright laws.
- Plagiarism of materials that are found on the Internet.
- Use of technology resources to create illegal materials (i.e., counterfeit money, fake identification, etc.).
- Use of any school technology resource for personal gain, commercial, or political purposes.
- Accessing any website or other resources by falsifying information.

This list is not all-inclusive but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

J. Consequences of Violations

The consequences below relate to the use of technology hardware, software, and resources within Lawrence County Schools. Violations of the policy may result in additional disciplinary or legal action in accordance with the school system's code of conduct.

- Suspension of information network access.
- Revocation of information network access.
- Suspension of network privileges.
- Revocation of network privileges.
- Suspension of computer access.

VIII. ARTIFICIAL INTELLIGENCE ACCEPTABLE USE POLICY FOR STUDENTS AND TEACHERS

A. Introduction

The primary purpose of this policy is to define the acceptable use of artificial intelligence (AI) tools and applications within Lawrence Co Schools. This policy aims to maximize the benefits of AI while ensuring its use is safe, ethical, and responsible.

Lawrence Co Schools recognizes that technology is constantly evolving and has a significant impact on our global society, local community, and educational environments. AI, including generative AI, is increasingly becoming an integral part of everyday life. It is our duty to educate and guide students in the ethical and educational use of AI. Therefore, Lawrence Co Schools does not prohibit the use of AI by students or teachers but requires adherence to specific guidelines and awareness of its limitations.

B. Guidelines for Teachers

1. Curriculum Use:

- Teachers may allow the use of AI for educational purposes, such as assisting students with understanding information, explaining concepts, and generating ideas or writing prompts.
- Access to specific AI websites will be granted on an as-needed basis, adhering to data and privacy guidelines regarding age restrictions and usage.
- AP and Dual Enrollment classes may have additional restrictions and limitations regarding the use of AI.

2. Responsibilities and Awareness:

- AI is not a substitute for human creativity, judgment, and creation.
- Supervisors must be notified when AI is used to complete a task.
- AI usage may implicate Intellectual Property rights, Privacy rights, and other District policies.
- AI-generated work products should be peer-reviewed for accuracy, appropriateness, and bias.
- Do not enter passwords, confidential, proprietary, or sensitive District data into AI.
- Do not enter employee or student records, names, addresses, etc., into AI.
- Do not integrate AI tools with District software.

- Do not use AI for employment decisions about applicants or employees.
- Do not use AI tools specifically prohibited by the District, the Alabama Department of Education, the State of Alabama, or the United States Department of Education.

C. Guidelines for Students

1. Data Privacy:

- Lawrence Co Schools student email accounts and Chromebook access to specific open AI software, such as ChatGPT, are blocked due to data and security concerns.
- Students who use AI software with personal devices and/or personal credentials should do so at their own risk, acknowledging that each platform collects various forms of data.
- Students must be aware that any information entered into AI may be retained or reused by the AI without the ability to retract or control such information.
- Students are prohibited from entering any District information, documents, or personally identifiable information of students or District staff into AI on District-owned or operated computers, devices, software, and hardware, including through Internet access provided by the District.

2. Critical Evaluation:

- AI can have implicit bias and present incorrect information. Students should understand that AI is not always factually accurate or credible.
- Students must think critically and fact-check using primary sources.

3. Academic Integrity:

- The use of AI for essays or other papers must be disclosed. Students must indicate the extent of AI-generated information used in their school work. Improper use of AI could result in disciplinary actions.
- Students are not permitted to use AI to avoid doing their own work.
- Students may not use AI when explicitly forbidden by their teacher.

4. Access and Restrictions:

- Student access to certain AI websites may be granted, considering privacy guidelines and age restrictions.

D. Prohibited Actions

Any misuse of AI, such as hacking or altering data, on District-owned or operated computers, devices, software, and hardware, including District-provided Internet access, is strictly prohibited.

E. Implementation and Enforcement

Teachers and students must adhere to this policy to ensure the ethical and responsible use of AI. Any violation of this policy will be subject to disciplinary action as per District guidelines and policies.

IX. ALABAMA LAWS

A. Compulsory Attendance and Behavior Law

§71 (ACT 94-782) SIGNED INTO LAW MAY 6, 1994

Amending Section 16-28-12, Code of Alabama 1975, requiring each local board of education to adopt and distribute to parents, guardian, and others a written policy of its school behavior standards;

requiring parents, guardians, and others to document receipt of the plan; and specifying partial application to non-public schools.

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

Section 1. Section 16-28-12, Code of Alabama 1975, is amended to read as follows: A§16-28-12.

“(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, 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 public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.”

“(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy. Failure to return Acknowledgement within 10 days of receipt will give consent.

“(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require that child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the superintendent of education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.”

B. Laws of Alabama Relating to Parents and Students

Effective in May 1994. The following are synopses of the laws as they pertain to public schools grades K-12. Copies of the laws will be on file at all Lawrence County Schools and the Central Office.

1. Suspension of Driver’s Licenses

Alabama Act 94-820 makes provision for the suspension of driver’s licenses for persons under the age of 19 who are convicted of the possession of a pistol on school premises.

2. Mandated Behavior Policies

Alabama Act 94-782 requires local boards of education to develop and distribute school behavior policies to parents.

3. Possession of Weapons

Alabama Act 94-817 provides for a Class C felony charge against certain persons in possession of a weapon while on the premises of a public school.

4. Parental Liability

Alabama Act 94-819 makes parents liable for damages to school property caused by children under 18 years of age. Parents shall be liable for actual damages or destruction of school-owned property by intentional, willful, or malicious acts of the minor up to \$1000.00 plus court costs.

5. Controlled Substance

Alabama Act 94-783 subjects a person who unlawfully sells, furnishes, or gives a controlled substance to a minor to certain civil liability.

6. Mandated Disciplinary Programs

Alabama Act 94-787 requires local boards of education to establish disciplinary school programs for disruptive students.

7. School Discipline

Alabama Act 94-784 amends Section 16-1-24.1, Code of Alabama 1975, to provide further for discipline in the schools and the establishment of school discipline plans.

8. Mandated Rules Concerning Behavior/Discipline

Alabama Act 94-793 amends Section 16-1-14, Code of Alabama 1975, to require local boards of education to promulgate rules and regulations concerning behavior and discipline.

9. Assault Upon School Board Employee

Alabama Act 94-794 amends Section 13A-6-21, Code of Alabama 1975, to make it a felony to assault teachers or employees of public education institutions or peace officers.

10. Driver's License/Attendance

Alabama Act 93-368 amended Title 16 of the Code of Alabama 1975 and provided that any student under the age of 19 who is applying for, renewing, or requesting reinstatement of a driver's license must obtain a Form DL 1/93 Part I: Enrolling Status from his/her school. This form documents his/her school attendance. Any student who is absent ten (10) consecutive days of unexcused absence or a total of fifteen (15) days of unexcused absence per semester will be reported to the Department of Public Safety for possible license revocation.

11. Defacing/Destroying Public Property

Alabama Act 96-425 makes it unlawful to destroy or deface public property. A person who inflicts damage of:

- (a) more than \$1000 is guilty of a Class C felony.
- (b) \$250 up to \$1000 is guilty of a Class A misdemeanor.
- (c) less than \$250 is guilty of a Class B misdemeanor.

Parents or guardians of a minor who caused the damage shall be liable for actual damages plus court costs. The minor who is convicted of violating the Act "shall be ordered by the court to correct or clean up any destruction or defacement . . ."

12. Gun Free Schools

Alabama Act 95-756 “. . . requires the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.” These students “. . . shall not be allowed to attend regular school classes in any public school in the state during the expulsion period.” The Act also requires that “the school principal shall notify the appropriate law enforcement authority . . .” and “the school principal shall notify the parents of students who violate the firearm-free school environment provided for in this act.”

X. MEDICATION AT SCHOOL

A. Medication at School

1. Over-The-Counter (OTC) Medications:

- All OTC Medications require a healthcare provider signature on the School Medication Parent/Provider Authorization form (PPA) 2024. This is the same form required for prescription medications.
- All OTC Medications follow the same requirements as prescription medications.
- Parent/Guardian must supply the OTC medication in the original, unopened, sealed container.

2. Prescription Medications:

- A current School Medication Parent/Provider Authorization (PPA) 2024 must be completed in full and signed by the healthcare provider and parent/guardian for all prescription medications. Medication orders are accepted for one calendar year.
- Healthcare provider orders/instructions on the PPA must match the pharmacy label. PPA/pharmacy label must include instructions to change the form of a medication such as: crushing or sprinkling.
- All prescription medications must have a pharmacy label, including inhalers and insulin pens.

3. Self-Administer/On-Person/Emergency Medications:

- Self-administration/on-person medications for chronic conditions is permissible with completed medication orders.
- PPA must be completed and signed by the healthcare provider and parent/guardian for self-administration and/or on person.
- Medication Self-Administration Documentation and/or Medication Authorized to Keep On Person Documentation form must be completed, signed/approved by parent/guardian, student, and school nurse.
- Student responsibility:
 - Contact School Nurse when needed.
 - Keep medication “on person” at all times at school, on school bus, and school activities including field trips and during crisis situations such as fire, weather emergencies, and other evacuations.
 - Knowledge of time, dosage, route, and skill to administer own medication.
 - Ability to safely bring and keep medication “on person” at school every day.
 - Do not share medication.

- Demonstrate knowledge and skill to school nurse.

4. All Medications:

- Parent/Guardian/Designated Adult must deliver all medications to school and sign-in/count the medication with the school nurse. The student cannot deliver the medication.
- Parent/Guardian must notify the school nurse of medication changes including discontinued orders. The school nurse cannot implement changes in a medication order from the parent or guardian. A new PPA form must be signed if medication orders change during the school year.
- The school nurse will notify the parent/guardian when the student is out of medication or the medication has expired. All expired medications will be properly disposed of. It is the parent/guardian's responsibility to bring additional medication to school. If the medication is not brought in a timely manner, the prescribing doctor will be notified.
- Parent/guardian must pick up any unused medication at the end of the school year. All medication not picked up will be disposed of by the school nurse.

B. Communicable Diseases:

Recommended guidelines for students with communicable diseases in order to return to school: Return to school determination is made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

1. School Return Requirements:

- Students will remain out of school until they are no longer contagious.
- The School Nurse has the authority to request a physician note for the student to return to school.
- Students with a medical diagnosis of a communicable disease from their physician will follow the directions of their physician and a written note from the student's physician is required for the student to return to school. Students with an illness not requiring a physician must follow the School Nurse's recommendation for returning to school.

2. General Guidelines for School Return:

Return to school determination is made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

- Fever free for the last 24 hours, without the aid of medication
- No vomiting for the last 24 hours, resulting from a communicable disease
- No diarrhea for the last 24 hours, resulting from a communicable disease

3. Absences due to communicable diseases:

Excused absences are made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

- The day the student is sent home from school by the School Nurse is an excused check-out.
- The School Nurse has the authority to excuse the following day if needed to accommodate a fever or other illnesses if indicated.
- For additional consecutive absences to follow the student must bring a doctor note or parent note.

C. Head Lice

Recommended guidelines for students with head lice in order to return to school: Return to school determination is made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

1. Reassessment and Readmission Guidelines:

- Parent/Guardian must bring the student to school for reassessment
- Student must have been treated with a lice killing product
- Student must be lice free. Students who still have live head lice will be sent back home.
- Students with nits only (no live head lice detected) can remain at school. It is the responsibility of the parent/guardian to remove all nits to prevent a re-infestation and to continue to monitor.

2. Absences due to head lice:

- The day the student is sent home with head lice is an excused check-out.
- All additional consecutive absences to follow will require a parent note or doctor note.

D. Immunizations

Immunization Requirement: At the time of registration all students entering or re-entering school are required to present a current original ADPH Certificate of Immunization (Blue Slip) or a Certificate of Medical Exemption, or a Certificate of Religious Exemption **prior** to enrollment. All students must have a certificate to begin school on their first day of school every school year. An exception to the immunization requirements involved the McKinney-Vento Homeless Assistance Act. This requires schools to enroll homeless students immediately and refer to the Lawrence County Health Department for assistance.

XI. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*-
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or at sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
 1. Protected information surveys of student;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Lawrence County Board of Education will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Board of Education will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Board of Education will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above. Parents/eligible students who believe their rights have been violated may file a complaint with;

Family Policy compliance office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Lawrence County School System to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure of use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

XII. GIFTED STUDENTS

Lawrence County Schools complies with Alabama Act 106 that mandates school systems identify and serve gifted students. Lawrence County Schools follow the guidelines set forth in the “gifted” section of the Alabama State Department of Education-Administrative Code-Chapter 290-8-9-12 for: Referral, Consent, Evaluation, eligibility Determination, Placement and Service Delivery Options, Gifted Education Plans, Administration, Caseload, and Procedural Safeguards.

Definition of Gifted

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program.

Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents, or guardians, peers, self, or any other individual with knowledge of the student's ability may refer a student. 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 areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make referral, contact the counselor at the child's school.

XIII. SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Act of 1973 states that no otherwise qualified individual with a handicap shall be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. For further information, contact the school system's 504 Officer at 256-905-2407.

XV. SAFETY COMMITMENT OF LAWRENCE COUNTY SCHOOLS

Safety and health in our school district must be a part of every operation. Without question, it is every employee's responsibility at all levels. We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of department heads, principals, supervisors and employees. It also requires cooperation in all safety and health matters, not only between management and employees, but also between employees and their co-workers. Only through such a cooperative effort can an effective safety and health program be established and preserved. The safety and health of every employee is a high priority. Management accepts responsibility for providing a safe working environment and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions in this school system. Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regular used mode of communication.

XVI. CHILD NUTRITION FOR CODE OF CONDUCT

A. Meal Tray Requirements

School breakfast and lunch is available to ALL students at a minimal price or is provided free or reduced to eligible students. Meal patterns are established and required by the US Department of Agriculture. This federal agency has established minimum and maximum number of servings and portion sizes, calorie, sodium and saturated fat ranges for various age groups for each component. Food group components will include Whole Grain, Fruit, Vegetable, Meat or meat alternative, and Milk.

- **Breakfast Meal Pattern:** Students must choose a minimum of three of the four components offered, one of which must be a serving of fruit or fruit juice.
- **Lunch Meal Pattern:** Students must choose a minimum of three of the five components offered, one of which must be a serving of fruit or vegetable.

B. Nutrition Education Promotion

To promote lifelong positive eating behaviors, students, staff and visitors are not allowed to bring bottled or canned carbonated drinks or commercial or fast food into the lunchroom during lunch or breakfast unless these items are contained in a thermos bottle and/or plain wrapper/container. If the food service manager observes such, he/she must report it to the school principal who will correct the situation.

C. Charged Meals

Charged meals are not considered an allowable expense for the Child Nutrition Program by state law. Principals may allow staff and students to charge meals in the lunchroom but all uncollected charges will be the responsibility of the school where the charge was made. A la Carte (extras) may not be charged. Any unpaid charges must be collected by the end of the school year or made up by the local school principal from a non-public source. [Reference: Ala. Admin. Code 290-080-030-.01, et seq.]

D. Lunchroom Behavior

Lunchroom behavior is monitored by teachers responsible for bringing classes to the lunchroom. Every student is responsible for his/her own tray and must not leave it on the table, nor leave accompanying food or paper on the table.