# PARENT/STUDENT HANDBOOK 2026-2027

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# Parent/Student HANDBOOK

## INTRODUCTION

Welcome to the Lauderdale County School System. Thank you for entrusting us with your child. Working together, we can educate and develop your child to be the best they can be.

This Parent/Student Handbook is designed to be a guide in assisting you in understanding the policies, rules and procedures of the Lauderdale County School System. Copies of Board Policies and Local School Policies are available at each school, the board office, and online at www.lcschools.org. The general purpose of the handbook is to inform students and parent\guardians of their basic rights and responsibilities. These rights and responsibilities in no way diminish the legal authority of school officials and the Board of Education. The Board reserves the right to amend any and all policies at their discretion.

Please remember that no student has the right to interfere with the education of another student. Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to rules and regulations. Accepting responsibility is expected and is inherent in the exercise of every right.

## LAUDERDALE COUNTY BOARD OF EDUCATION

Mr. Jerry Hill, Superintendent
Mr. Ronnie Owens, President
Mr. Daniel Patterson, Vice-President
Mr. Randy Burns
Mr. B.J.Tully
Mrs. Charlotte Hill

## EQUAL EDUCATION OPPORTUNITY/NON-DISCRIMINATION STATEMENT

It is the policy of the Lauderdale County Board of Education that no one will be excluded from participation, be denied benefits, or be discriminated against in any school program or activity based on sex, race, religion, belief, national origin, ethnic group, color, age or disability. The Lauderdale County System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mr. John Mansell, Assistant Superintendent, 355 County Road 61, Florence, Alabama 35634, 256-760-1300. For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## SAFE SCHOOLS HOTLINE – 1-888-SAV-KIDS

This is an anonymous number for students, parents, or other individuals to use to report any suspicious or dangerous behavior in our schools.

**Website**: www.lcschools.org

**Lauderdale County Schools, Alabama**

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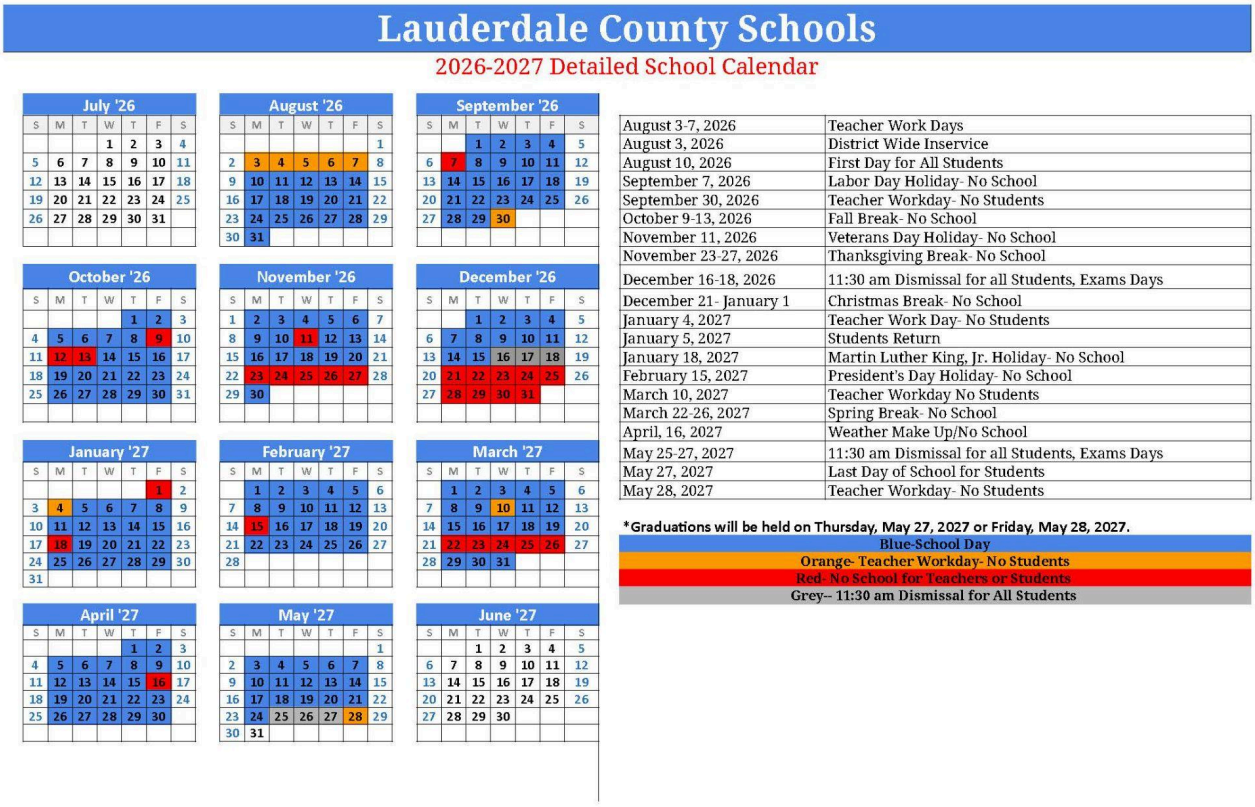
# 1.0 GENERAL INFORMATION

## 1.1 LAUDERDALE COUNTY SCHOOLS CALENDAR




**Emergency dismissals and/or closures may be designated as virtual or blended learning days.**

| Grading Periods | |
|---|---|
| **1st Nine Week** | **August 10, 2026 - October 8, 2026** |
| **2nd Nine Weeks** | **October 14, 2026 - December 18, 2026** |
| **1st Semester** | **August 10, 2026 - December 18, 2026** |
| **3rd Nine Weeks** | **January 5, 2027 - March 5, 2027** |
| **4th Nine Weeks** | **March 8, 2027 - May 27, 2027** |
| **2nd Semester** | **January 5, 2027 - May 27, 2027** |

## 1.2 SCHOOLS

| | |
|---|---|
| **Central Office**<br>P.O. Box 278<br>355 County Road 61<br>Florence, Alabama 35631-0278<br>256-760-1300 | |
| | |
| **Allen Thornton Career Technical Center**<br>7275 Highway 72<br>Killen, Alabama 35645<br>256-757-2101 | **Lexington Elementary and High School**<br>101 School Street<br>Lexington, Alabama 35648<br>256-229-6622 |
| | |
| **Brooks Primary and Elementary School**<br>100 School Lane<br>Killen, Alabama 35645<br>256-757-2171 | **Rogers Elementary and High School**<br>300 Rogers Lane<br>Florence, Alabama 35634<br>256-757-3106 |
| | |
| **Brooks High School**<br>4300 Highway 72<br>Killen, Alabama 35645<br>256-757-2115 | **Underwood Elementary School**<br>4725 Highway 157<br>Florence, Alabama 35633<br>256-764-8939 |
| | |
| **Central Primary, Elementary, and High School**<br>3000 County Road 200<br>Florence, Alabama 35633<br>256-764-2903 | **Waterloo High School**<br>311 School House Lane<br>Waterloo, Alabama 35677<br>256-766-3100 |
| | |
| **Lauderdale County Primary, Elementary and High School**<br>201 Cedar ,Street<br>Rogersville, Alabama 35652<br>256-247-3414 | **Wilson Elementary and High School**<br>7601 Highway 17<br>Florence, Alabama 35634<br>256-764-8470 |

## 1.3 VISION STATEMENT

**"Community Schools Empowering Students for Success"**

## 1.4 SCHOOL HOURS

a. School hours at all of the Lauderdale County school facilities are from 7:55 A.M. to 3:00 P.M.
b. Each school is open one-half hour before the first bell. **In the afternoon, schools may allow elementary age students that are "car riders" to be dismissed no earlier than 2:50 P.M.**

## 1.5 SCHOOL CLOSING/DELAYED OPENING/EARLY RELEASE

a. The Superintendent may close schools, delay the opening of, or release students early when conditions warrant such action.
b. An announcement will be made through local news media and through the automated calling system.
c. A notice will also be placed on the school system website, Facebook page, and Twitter account.
d. (Please verify that all contact phone numbers are correct in the system at the school.)
e. It is the responsibility of parents to be aware of schedule changes that involve school closings and delays and to make appropriate arrangements for the care of students.
f. The Board of Education will determine make-up days for inclement weather.
g. School events will be canceled on days the Lauderdale County Schools are not in session due to inclement weather conditions, unless otherwise approved by the Superintendent or unless required for state deadlines.
h. All school websites may be accessed by logging on to www.lcschools.org and clicking the schools tab.

## 1.6 STUDENT RECORDS

a. All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the Family Education Rights and Privacy Act of 1974 (FERPA).
b. For more information on FERPA go to https://studentprivacy.ed.gov/ferpa. The Lauderdale County Board of Education shall require adherence to the provisions of the said Act.
c. Protecting our students' and staffs' privacy is an important priority and the Lauderdale County Board of Education is committed to maintaining strong and meaningful privacy and security protections.
d. The privacy and security of this information is a significant responsibility and we value the trust of our students, parents, and staff.
e. The Lauderdale County Board of Education Data Governance document includes information regarding the Data Governance Committee, the actual Lauderdale County Board of Education Data and Information Governance and Use Procedures, applicable Appendices, and Supplemental Resources. For more information go to the Technology Department page of the www.lcschools.org website.
f. The parent/guardian of a student age 18 or younger who is or has been in attendance in the Lauderdale County School System shall be permitted to review education records pertaining to the student and may challenge information contained in the student's permanent record.
g. Non-custodial parents have the right to see their child's school records unless a court order states otherwise.
h. The school will comply with the request for such review within a reasonable amount of time. The challenge must be in writing and follow the guidelines in the complaint procedure.
i. The Board's policy dictates the proper procedures to follow if parent/guardian or student challenges information contained in the student's folder.
j. The parent/guardian must sign that they have reviewed the record.

**General Directory Information** is defined as follows:

- Student first and last name
- Student gender
- Student home address
- Student home telephone number
- Student school-assigned monitored and filtered email address
- Student photograph
- Student place and date of birth
- Student dates of attendance (years)

- Student grade level
- Student diplomas, honors, awards received
- Student participation in school activities or school sports
- Student weight and height for members of school athletic teams
- Student most recent institution/school attended
- Student ID number

k. Directory information will be made available for armed service representatives for students in grades 11 and 12.
l. This information will include; Full name and date of birth, Address and phone number, Grade, and Date of attendance.
m. Note: A parent may submit in writing to the principal disallowing any access to directory information.

## 1.7 COMPLAINT PROCEDURE

- The Board recognizes that situations may arise in the operation of the schools which are of concern to students, parents or to the public. The Board strongly believes that all concerns should be resolved at the point of origin by the individuals involved. Concerns are best dealt with in open communication by the individuals involved. Therefore, the purpose of these complaint procedures is to resolve, at the point of origin, and as expeditiously as possible, complaints of any person regarding any school matter.

**Procedure:**

1. Any student, parent or community member with a complaint or concern regarding a school matter is encouraged to first talk with the teacher, school official or employee involved as soon as possible. All efforts to solve an issue should first be handled through a conference or by a phone conversation. However, if the matter involves a support personnel employee such as a teacher aide, secretary, bus driver, or custodian, the person should start the process with the employee's immediate supervisor or principal. Complaints by students will first try to be resolved by an administrator or counselor meeting with the student to discuss the matter.
2. If, after a conference, the matter is not resolved, the complainant shall file a written complaint with the school official or employee involved within five working days. The employee shall indicate the disposition of the complaint in writing within five working days, or shall indicate that additional time is necessary to dispose of the complaint. However, if the matter involves a support personnel employee, the written complaint should be filed with the employee's immediate supervisor or principal.
3. If the complainant feels that the matter is not resolved, the complainant may file the complaint and the prior written disposition with the employee's immediate supervisor or principal within five working days. The supervisor, principal, or an assistant principal will first contact the complainant to try to resolve the issue or shall meet with the complainant within five working days of receipt of the complaint and shall indicate the disposition in writing within five working days of the meeting, or shall indicate that additional time is necessary to dispose of the complaint.
4. If the complainant feels that the matter is not resolved, the complainant may file a written complaint and any prior dispositions with the Superintendent’s office. The Superintendent or his/her designee shall contact the complainant within five working days to set up a meeting to discuss the matter. The Superintendent and his/her designee shall indicate the disposition in writing within five working days of the meeting, or shall indicate that additional time is necessary to dispose of the complaint.
5. The complainant may request in writing for a hearing before the Board to discuss the matter.

## 1.8 PARENT INVOLVEMENT

a. The Lauderdale County School Board recognizes that parental involvement must be a priority of the Board for children to learn and achieve academic success.
b. Parents and families should provide the primary educational environment for children.
c. It is important for parents to partner with the Board of Education employees throughout their children’s school careers.
d. The concept of parent involvement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

e. It shall be the policy of the School Board and each public school receiving Title I funds in Lauderdale County, in collaboration with parents, teachers, students, administrators and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers.

## 1.9 UNANNOUNCED VISITS OF LAW ENFORCEMENT OFFICERS

a. The Lauderdale County Board of Education shall allow members of the law enforcement community to make periodic and unannounced visits to any school in Lauderdale County for the purpose of detecting the presence of illegal drugs, weapons, or any other items dangerous to the students.
b. Any officer visiting the campus of the Lauderdale County schools shall go by the principal's office and let his/her presence be known.
c. The officers have the Lauderdale County Board of Education's approval to use canine units in the school building as they deem necessary or upon the request of the principal.
d. The search and seizure rules of the Lauderdale County Board of Education and the parent/guardian notification rules will be observed by the principal or his designee.

## 1.10 EMERGENCY DRILLS

a. Each school has developed a plan in case of emergencies such as fire, tornado, lockdown, or bomb threats.
b. The alarm signal and procedure for these emergencies shall be explained to all faculty, staff members, and students.
c. Drills will be held on a routine basis in order to provide sufficient practice in the event of an actual emergency.

## 1.11 VISITORS

a. Visitors with a legitimate reason for being on school property may enter and remain on school campuses and Board facilities in accordance with limitations and requirements that are designed to preserve security and maintain an orderly educational environment.
b. Visitors are required to observe appropriate decorum at all times and to respect administrative requirements and restrictions regarding their activities and interaction with faculty, staff, and students while on Board property.
c. School officials with approval from the Superintendent, are authorized to revoke permission and/or trespass noncompliant visitors from school property; to limit, condition, or prohibit their future access to school property as deemed necessary to ensure safety and order; and to enlist the assistance of law enforcement agencies if and as necessary to accomplish these objectives.
d. ALL VISITORS DURING REGULAR SCHOOL HOURS MUST SIGN IN AT THE SCHOOL OFFICE AND SUBMIT TO BACKGROUND SCREENING.
e. **Visits are not allowed during a teacher's instruction time**.
f. Guests are not allowed to attend school, sit in on classes, or ride school buses.
g. Lunch visits require approval prior to the day requested by school administration.

## 1.12 SEX OFFENDERS TRESPASSED

- In response to Alabama Legislative Act #2014-421 (Sexual Offender Law), the Lauderdale County Board of Education sets forth the following:

  "Any adult, after having been convicted of a sex offense in any state, territory, military branch, or other sovereign state is trespassed from setting foot on any Lauderdale County School campus, building, property, bus or any other property owned, leased, operated or otherwise under the control of the Lauderdale County Board of Education. If an adult sex offender has a legitimate need to conduct business on any property of Lauderdale County Board of Education, he or she must first seek permission in writing from the Superintendent of Education and must thereafter, at his or her own expense, employ a law enforcement official (sheriff's deputy or municipal police officer) to accompany him or her while conducting said business. Should an adult sex offender set foot on any Lauderdale County School campus, building, property, bus or any other property owned, leased, operated or otherwise under the control of the Lauderdale County Board of Education without first having sought such written permission will be prosecuted for criminal trespass and any other appropriate charges as defined in the Code of Alabama."

## 1.13 SURVEILLANCE EQUIPMENT

a. To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Lauderdale County Board of Education **uses surveillance equipment on properties** owned and/or maintained by the school system.
b. Properties include buildings and grounds as well as vehicles owned and/or operated by the system.
c. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

## 1.14 TOBACCO USE (VISITORS ON SCHOOL PROPERTY)

a. The Lauderdale County Board of Education, in compliance with a State Board of Education regulation as amended on May 11, 1995, and in order to protect the health and welfare of students, parents, and visitors on school property, adopts this policy to **PROHIBIT THE USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY AT ANY TIME.**
b. This also includes items such as E-cigarettes and Vaping.
c. If the violation continues, then the visitor will be asked to leave.

## 1.15 ASBESTOS MANAGEMENT PLAN

a. The Lauderdale County Board of Education has an established plan for asbestos in compliance with Title II, Section 206 of the Toxic Substance Control Act of the United States.
b. All common asbestos materials are marked as required by this act. A copy of the Asbestos Management Plan is available for review at each school.
c. District officials conduct periodic surveillance every 6 months and it is inspected by an accredited inspector every 3 years.

## 1.16 FUND RAISING

a. Personal business items or items to benefit individuals, businesses, or organizations may not be sold at any time on school grounds unless approved by the principal.
b. All sales or fund-raising activities must include appropriate and complete forms and be approved by the principal.

## 1.17 CHECK ACCEPTANCE POLICY

a. Your check is welcome at all schools in the Lauderdale County School System.
b. The Lauderdale County School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank.
c. In order to recover these funds in a private and professional manner, the Lauderdale County School System has contracted with CHECKredi of Alabama, a company based in Huntsville, AL. for collection of returned checks.
d. Each person writing a check to a school or the school system should write the check on a commercially printed check with your name, address and one phone number.
e. Counter or starter checks will not be accepted.
f. When a person writes a check to a school or the school system, the person writing the check agrees that, if the check is returned, that it may be represented electronically on the same account, and that the fee established by law, may be debited from the same account.
g. If the check and fee are not collected electronically, then CHECKredi will contact you by mail and by telephone in order for you to make arrangements to pay.
h. Payments may be made to CHECKredi by mailing to 4925 Sparkman Drive or to P.O. Box 3829, Huntsville, AL 35810.
i. Payments of the check and fee may be made electronically at www.checkredi.com by using a credit card, debit card, or electronic check without additional fee.
j. For a convenience fee, payments may be made over the telephone by credit or debit card or electronic check by calling toll free (877) 524-7334.

## 1.18 WEATHER MAKE-UP

- When/If necessary: breaks/school holidays may be used for make-up days.
- Days may be added to the end of each semester if necessary.
- Time may be added on to the regular school day.

## 1.19 ALABAMA STUDENT RELIGIOUS LIBERTIES ACT OF 2015

The Alabama Student Religious Liberties Act of 2015 prohibits local boards of education from discriminating against a student or parent on the basis of a religious viewpoint or religious expression. Voluntary religious viewpoints and expression is allowed in class assignments, coursework, and artwork. Students also have the freedom to organize religious groups and activities.

A student's voluntary expression of a religious viewpoint, if any, will be treated the same as on an otherwise permissible subject or other secular viewpoint and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns.

Students may not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoint to be expressed in coursework, artwork, or other written or oral assignments, schools may not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the coursework or assignment.

Students may pray or engage in religious activities or religious expression before, during, and after the school day in the same manner and to the same extent that students may engage in non-religious activities or expression. Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other non-curricular student activities and groups. Religious groups shall be given the same access to school facilities for assembling as is given to other non-curricular groups without discrimination based on the religious content of the students' expression. If student groups that meet for non-religious activities are permitted to advertise or announce meetings of the groups, the school may not discriminate against groups that meet for prayer or other religious speech. The board of education may disclaim school sponsorship of non- curricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.

In order to ensure that a board of education does not discriminate against a student's publicly stated voluntary expression of a religious viewpoint, if any, and to eliminate any actual or perceived affirmative school sponsorship or attribution to the board of education of a student's expression of a religious viewpoint, if any, this act shall not be construed to authorize this state or any of its political subdivisions to do either of the following:

(1) Require any person to participate in prayer or in any other religious activity.
(2) Violate the constitutional rights of any person.

This act shall not be construed to limit the authority of any public school to do any of the following: (1) Maintain order and discipline on the campus of the public school in a content and viewpoint neutral manner. (2) Protect the safety of students, employees, and visitors of the public school. (3) Adopt and enforce policies and procedures regarding student speech at school provided that the policies and procedures do not violate the rights of students as guaranteed by the United States and Alabama constitutions and laws. This act shall apply to all religions. It shall not be construed as establishing a particular religion nor as prohibiting the free exercise of a particular religion.

## 1.20 SUICIDE PREVENTION

Suicide is the tenth leading cause of death in the United States according to the Centers for Disease Control and Prevention. For youth between the ages of 10 and 24, the cause of death rankings are 2nd and 3rd in the nation, and these rankings are higher for youth in the same age brackets in the state of Alabama. The Jason Flatt Act was passed in order to equip education institutions and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected. (State of Alabama SB11, Youth Suicide Awareness & Prevention, enacted May 5, 2016)

*The Jason Flatt Act*, which amends the 16-28B-8 of the Code of Alabama 1975, includes several elements listed below (in italics) which should be interpreted as Policy. "To the extent that the legislature shall appropriate funds, or to the extent that any local board may provide funds from other sources, each school system shall implement the following standards and policies for programs in an effort to prevent student suicide":

**Section 1. Prevention of Suicide**

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

**Section 2.** The *Jason Flatt Act* includes several elements which should be interpreted as Policy. School systems will:

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

**Section 3. Description of Behavior Expected of Students**

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

**Section 4. Responsibility of Reporting**

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

**Section 5. Promulgation of Policy and Related Procedures, Rules and Forms**
This policy and any procedures and rules developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the (local board's) Website.

## 1.21 edTPA

We are fortunate to have student teachers from various universities in our classrooms each year training to become certified teachers. The quality of the student teacher's instructional skills in the classroom will be partly evaluated through the use of an assessment tool known as the edTPA. To test the usefulness of the edTPA assessment in the Alabama schools, the The Alabama Department of Education is requiring its use across all of the teacher education programs in the state. To fulfill these obligations, the student teacher will need to videotape some of his/her lessons for the purpose of analyzing them.

This project includes submission of short video recordings of his/her teaching abilities in your child's class. Although the video recordings involve both the student teacher and various students, the primary focus is upon the student teacher's instruction not on the students within the class. In the course of taping, your child may appear on the video recordings. The videotaped lessons will be used for the student teacher to reflect on his/her teaching practice as part of the edTPA and will be loaded in a secure, password-protected electronic course management system. Also, the student teacher may submit samples of student work as evidence of his/her teaching practice, and that work may include some of your child's work.

No student's names will appear on any materials that are submitted.

Faculty, cooperating teachers, and/or teacher candidates associated with Alabama Teacher Education Programs and faculty associated with edTPA may see the video and student work samples. These materials will be viewed under secure, password-protected conditions, never posted on publicly accessible websites, and will never reveal the identities of children, schools, or Districts.

If you do not want Lauderdale County Schools to disclose the information stated in edTPA above without your prior written consent, you must complete a form which is available in the Office of any Lauderdale County School.

## 1.22 PARENTS RIGHT-TO-KNOW

- Under ESSA, Sec. 1112(c)(6), each local educational agency (LEA) supported with Title I funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

(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.

**This optional form is provided for you if you would like to know about the qualifications of your child's teacher. (*YOU ARE NOT REQUIRED TO RETURN THIS FORM.)***

## Lauderdale County School System

**Parents Right-To-Know ● Request Teacher Qualifications**

Title I, Part A, Section 1112(c)(6), *Every Student Succeeds Act,*, Public Law 114-95

I am requesting the professional qualifications of _____

who teaches my child,_____at _____

Child's Name (Please Print) School (Please Print)

My mailing address is _____.

Street (Please Print) City Zip

My telephone number is_____

My name is _____

Name (Please Print)

_____ _____

Signature Date

**This Section to be Completed by School/Central Office**

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

- **Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches?** _____ Yes _____ No

- **Is the teacher teaching under emergency or other provisional status?**
  _____ Yes _____ No

Undergraduate Degree _____ (University/College)
Major Discipline _____

Graduate Degree _____(University/College)
Major Discipline _____

- **Does a paraprofessional provide instructional services to the student?**
  _____ Yes _____ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)

Undergraduate Degree _____ (University/College)
Major/Discipline _____

College/University Credit _____ (Hours)
Major/Discipline _____

_____ _____
Signature of Person Completing Form Date Returned to Parent

# 2.0 ENROLLMENT AND REGISTRATION

## 2.1 REGISTRATION

a. To enter a Lauderdale County school, one must complete online registration at https://www.lcschools.org/ and provide required documentation (Section 2.1e) through encrypted uploads via PowerSchool enrollment.
b. Parents/guardians of currently enrolled students will receive online registration information via email or letter during the month of May.
c. The child must live with the custodial parent(s) or court appointed guardian.
d. Students must be five years old on or before September 2 to enter kindergarten; students must be six years old on or before December 31 to enter first grade.
e. Requires a child enrolling in first grade without first completing kindergarten to demonstrate developmental readiness for first grade for placement.
f. However, pupils who are six years old after December 31, who have completed kindergarten in another state and who have been certified to attend first grade in that state, may be accepted in first grade.
g. The following documents are needed for initial enrollment in the Lauderdale County School System:
   1. For age verification, one of the following documents is needed. (No child will be denied enrollment if he/she possesses a document indicating a foreign place of birth).
      - Certified birth certificate (recommended)
      - Religious, hospital, or physician's document showing date of birth
      - Baptismal certificate

- Entry in a family Bible
- Adoption record
- Affidavit from a parent
- Previously verified school record, etc…

2. An Alabama Certificate of Immunization or Certificate of Exemption against the following diseases: Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles (Rubella, Rubeola), Mumps, Varicella and Pneumococcal **is required**. Students may enroll, but are **not allowed to attend** without the Alabama Certificate of Immunization or Certificate of Exemption.
3. An Alabama Certificate of Immunization may be obtained from the medical provider or the Lauderdale County Health Department by appointment only. A medical exemption certificate may only be issued by the medical provider. A religious exemption certificate may only be issued by the Lauderdale County Health Department by appointment only. The Lauderdale County Health Department phone number is 256-764-7453.
4. Children entering Pre-K programs are required to be a resident of the state of Alabama and have an Alabama Certificate of Immunization or Certificate of Exemption for enrollment. Pre-K students will be placed in the school that matches their zone of attendance for the drawing. If a waiting list is created students may request to attend an out of zone school with approval from the local administrator.
5. The enrollment of homeless, migrant, immigrant and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers: Lack of birth certificate; Lack of school records or transcripts; Lack of immunization or health records; Lack of proof of residency; Lack of transportation; and Unaccompanied, no guardian.

## 2.2 ADMISSION POLICY

### (HOMELESS, MIGRANTS, IMMIGRANTS, EL STUDENTS, AND STUDENTS IN FOSTER CARE)

a. Pursuant to the requirements of the *Elementary and Secondary Education Act* as amended by the *No Child Left Behind Act of 2001* and the McKinney-Vento Homeless Assistance Act, all homeless children, migrants, immigrants, English learners, and students in foster care must have equal access to the same free appropriate public education, including public preschool education, provided other children and youth. This shall be the policy of the Lauderdale County School System.

Such children 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, immigrant, limited English proficient children and youth, and students in foster care shall not be denied or delayed due to any of the following barriers:

**Lack of birth certificate; Lack of school records or transcripts; Lack of immunization or health records; Lack of proof of residency; Lack of transportation; and Unaccompanied, no guardian.**

b. Parents or guardians of homeless children and youth who are dissatisfied with the decision regarding school assignment are entitled to appeal the decision with the Lauderdale County Board of Education. In the case that a dispute cannot be resolved, the parties involved will immediately notify the State Department of Education, Office of Homeless Children and Youths, wherein the dispute will be resolved through its federal programs complaint procedure.

c. An SEA must collaborate with the State agency responsible for administering State plans under arts B & E of Title IV of the Social Security Act (the State or tribal child welfare agency)17 to ensure the educational stability of children in foster care. (ESEA section 1111 (g)(1)(E)).18 Thus, in coordination with State and tribal child welfare agencies, an SEA must ensure that its LEAs implement the Title I educational stability requirements for children in foster care, including ensuring that:

- A child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment, and
- That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records. (ESEA section 1111 (g)(1)(E)(i)-(iii)).

## 2.3 JURISDICTION OF THE SCHOOL BOARD

a. Students enrolled in the Lauderdale County School System are subject to the policies of the Lauderdale County Board of Education and to the rules and regulations of the schools.

b. All school regulations and prohibitions pertain to motorized vehicles driven or parked on school property.
c. In addition, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school.
d. This authority applies to all school-sponsored activities including but not necessarily limited to:
    - regular school activities
    - transportation on school buses
    - off campus trips
    - athletic functions
    - activities during which appropriate school personnel have supervisory responsibility for students.

**2.4 SCHOOL ZONES**

a. School zone lines have been set by the Lauderdale County Board of Education.
b. Maps outlining each school zone are available at the central office and at each school.
c. If there are questions concerning school zones, contact the transportation supervisor or school administrators.
d. **Resident In-Zone Students**: School age children who reside within the limits of the Lauderdale County School District may be admitted to Lauderdale County Schools. For the purposes of this policy, the residence of the student will be the residence of the parent(s) or legal custodian(s). If custody of the child is shared between parents, the address of the student shall be determined as that of the parent who has physical custody of the student. In the case of a legal custodian, an appropriate document issued by the Circuit Court must be presented. An Alabama driver's license is not required for proof of residency, but may be used. Other forms such as a utility bill or residency lease will be accepted.
e. **Out-of-Zone Students**: An out-of-zone student is defined as any student that resides in the LCSS district that does not attend the school that serves the address at which the student resides. School zone lines have been set by the LCSS with maps outlining each school's transportation zone and are available at each school. Out-of-Zone students wishing to attend another school in the LCSS must be approved by the principal. Approval for re enrollment must be done on a yearly basis at the discretion of each principal. Principals may dismiss an out of zone student at the end of the academic school year. The guardian must provide proof of residence and guardianship upon request. The parent/guardian will be responsible for getting the student to and from school or to a designated bus stop.
f. **Out of District Students:** Students who do not reside within the limits of the Lauderdale County School District may apply for enrollment in Lauderdale County Schools. There is no tuition charge.

All out-of-district applicants who are permitted to attend a Lauderdale County School shall complete school registration forms. In situations in which space is limited, priority will be given to a student who:

1. Was enrolled in the requested school the previous year;
2. Has a sibling enrolled at the requested school; or
3. Has a parent or legal guardian employed by Lauderdale County Schools.

Factors which may cause out-of-district enrollment to be denied or revoked include:

1. A school, grade, or program(s) has a lack of available space, staff or support services, taking in-district enrollment projections into consideration;
2. The school requested does not offer appropriate programs, is not structured or equipped with the necessary facilities to meet the needs of the student, or does not offer a particular program requested;
3. The student does not meet the established eligibility criteria for participation in a particular program including age requirements, course prerequisites, and required level of academic performance;
4. The student has been suspended or expelled from school, or is in the process of being expelled;
5. The student has withdrawn from a school to avoid possible suspension or expulsion;
6. The student has a history of documented disciplinary infractions;
7. The student has been adjudicated or convicted of a crime;
8. The student has a record of excessive absences/truancy from school; or
9. Information on the enrollment application was misrepresented or incomplete.

The out-of-district consideration for approval process is as follows:

New Student:

1. The parent or guardian must submit a completed application and provide all requested supplemental information to district personnel or the principal.
2. The principal may make a recommendation to the Superintendent to approve the enrollment application. If the principal does not make a recommendation, then the application process halts.
3. The Superintendent/Board may approve or deny the request. Parent/Guardian will be notified if the request has been denied.

Returning Student:

1. Complete the standard enrollment process in the spring of each year.
2. Principals make recommendations to the Superintendent to approve or disapprove for re-enrollment.
3. The Superintendent/Board may approve or deny the request. Parent/Guardian will be notified if the request has been denied.

Consideration for all re enrollment students will be on a yearly basis.The Lauderdale County School System reserves the right to revoke the enrollment status of an out-of-district student at any time with the recommendation of the Principal and approval of the Superintendent. There is no appeal process; the decision of the Superintendent is final.

**2.5 TRANSFERS IN SYSTEM**

a. Transfers may be made from school to school within the system during the school year in the case of a bona fide move.
b. Transfers for other reasons can be made **only** with the permission of the **principal of the enrolling school**.
c. Transfers for grades 7-12 should be postponed, if at all possible, until the end of the semester.
d. Every effort will be made to accommodate a high school student's schedule. But, due to different offerings and schedules, a transferred student may not be able to take the same classes he/she had at his/her previous school. This may result in a loss of credit.

**2.6 HOMELESS STUDENTS**

a. In compliance with the McKinney-Vento Homeless Assistance Act of 1987 (Parents or guardians of homeless children and youth who are dissatisfied with the decision regarding school assignment are entitled to appeal the decision with the Lauderdale County Board of Education. In the case that a dispute cannot be resolved, the parties involved will immediately notify the State Department of Education, Office of Homeless Children and Youths, wherein the dispute will be resolved through its federal programs complaint procedure).
b. Lauderdale County Schools will enroll homeless students and shall insure that each child of a homeless individual and each homeless youth shall have access to a free, appropriate public education which would be provided to the children of a resident of the State of Alabama and Lauderdale County and is consistent with the state school attendance law. Lauderdale County social workers and other school employees will expedite the enrollment process by involving themselves in the situation as needed.
c. **(Please fill out the Student Residency Questionnaire located at the end of the handbook and return to the school.)**

**2.7 CHANGE OF ADDRESS**

- It is the responsibility of the parent/guardian of the student who relocates his/her place of residence during the school year (without transferring to another school) to inform the school office of his/her new address.

**2.8 TRANSFERS FROM NON-ACCREDITED SCHOOLS/SCHOOL SETTINGS (INCLUDING CHURCH SCHOOL WITH A HOME STUDY CURRICULUM)**

- Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit. Core courses shall be defined as English, mathematics, science, and social studies.
- The transfer of credits and/or appropriate placement (grades 9-12) shall be as follows:

    1. Credit for elective courses shall be transferred without validation.
    2. Non-contested credit for core courses shall be transferred as follows:
        a. Using all official records and nationally standardized tests, the principal or his/her designee shall determine placement and notify the student and parent(s)/guardian(s).
        b. If the parent(s)/guardian(s) agree with the placement decision, the student shall be placed.
        c. Following placement, for any initial core course successfully completed, transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation.
    3. Contested credit for core courses shall be transferred as follows:
        a. If the parent(s)/guardian(s) disagree with the placement decision, the principal or his/her designee shall supervise the administration of the school system's placement test to determine if credit should be given for core subjects previously taken in a non-accredited school including church school with a home study curriculum. For each test the student passes as determined by the school system's grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.
        b. For any test failed, placement shall be made as originally recommended by school officials and no credit shall be transferred for the prerequisite course(s) in that subject.

- In the event of controversial records/transcripts or the absence of records, the student shall take the school system's placement tests. To determine grade placement for students enrolling from a non-accredited schools/school setting, including home school in grades 2-8, the following guidelines shall be followed.

    1. If the school principal or his/her designee agree with the suggested grade placement based on records such as a nationally standardized test and transcript records, the student shall be placed.
    2. In the event there are no records or if the records are inconclusive, then the principal or his/her designee shall administer the school system's grade placement test.
    3. The type/level of grade placement test will be based on the child's age and grade level in question. Students may not take this placement test for the purpose of skipping a grade.
    4. In the event the child does not pass the school system test, then he/she will be placed in the preceding grade. (For example, a child who takes a test for fourth grade placement and does not pass, he/she shall then be enrolled in the third grade).

## 2.9 WITHDRAWING TO ENROLL IN ANOTHER SCHOOL

a. The custodial parent or legal guardian must request a withdrawal form on the day the student plans to withdraw.
b. **A student attempting to enroll in another school should clear any and all outstanding debt, and return books, Chromebooks, uniforms, equipment, etc., to the school from which they are withdrawing.**

## 2.10 CUSTODY DISPUTES

a. Every school year there are parents/guardians who become involved in a custody dispute over their children.
b. School staff, including teachers, principals, counselors, nurses, and others are asked by one parent to keep the other parent from coming to the school to see the child, from picking up the child after school, or from obtaining the child's school records.
c. Under Alabama laws, both parents have equal rights and access to their children and to participate in their child's education, **unless there is a court order requiring something otherwise on file located at the school**.
d. It is the policy of the Lauderdale County School System that both parents are entitled to come to their child's school, to participate in their child's education and to exercise all rights which parents have with their children.
e. The Lauderdale County School System and staff will not honor any request by one parent to keep the other parent from the child unless they are provided with a copy of a court order.

f. The court order must clearly establish that the other parent is not allowed to have access to the child or is restricted or limited in some way in exercising parental rights over the child.

### 2.11 ADMISSION OF SUSPENDED, EXPELLED, OR ALTERNATIVE SCHOOL STUDENTS

a. Any out of Lauderdale County School System student must have completed his/her expulsion or suspension and then apply in writing to the Lauderdale County School System Superintendent and appear before the Lauderdale County System Board of Education for acceptance or rejection into the Lauderdale County System. (Approved by the Lauderdale County Board of Education on February 6, 1997).
b. If accepted, students serving time in Alternative School in another system will automatically go to a Lauderdale County Alternative School setting to serve remaining time. Students suspended from another school system will not be enrolled until the suspension is completed.

### 2.12 INTERSTATE COMPACT ON EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

Interstate Compact on Educational Opportunity for Military Children is designed to make the transition smooth. The Defense Department, in collaboration with the National Center for Interstate Compacts and the Council of State Governments, developed the compact to address the educational transitions for military families. All 50 states and the District of Columbia, along with the Department of Defense Education Activity, have committed to helping children whose parents/guardians are in the military enroll in school, register for the classes they need and graduate on time.

The following information highlights how the Interstate Compact can help your family with school transitions during a military move.
Enrollment: The compact makes it much simpler to get started at a new school.

- School records: You can obtain a copy of your child's school records from the old school to bring to the new one. Use these until the official records arrive.
- Immunizations: You have 30 days from the time of enrollment to give your child any new required immunizations.
- Kindergarten and first grade: Children can continue in their current class year, even if the new school has a different age requirement.

Placement: Your child's progress in the previous school will be recognized.

- Course and program placement: If your child is already in a program, such as advanced placement, the new school must honor that if they have an equivalent.
- Placement flexibility: Your child won't have to repeat basic coursework if your student has taken something similar already.
- Attendance: The compact enables a student to miss school for military-related reasons.
- Absence related to deployment: Students may request excused absences before, during and after the related deployment period.

Eligibility for activities: Your child's eligibility for attending school and extracurricular activities won't be affected.

- Enrollment: Children can continue to attend their same school if they're living with a relative, friend or noncustodial parent during the deployment. The guardian will, however, need a power of attorney to enroll or give permission to participate in school activities.
- Extracurricular activities: Even if tryouts or application deadlines have passed, the school will help make it possible for the child to participate.

Graduation: With the compact, graduation for high school students won't be affected.
Course waivers: If your child has already completed similar coursework, your child can waive courses required for graduation at a new school.

- Senior-year transfers: If your student changes school during senior year, the LCSS will work together to get a diploma from the former school to ensure on-time graduation.

# 3.0 ACADEMICS

### 3.1 GRADUATION REQUIREMENTS

- In order for any student (including a student with disabilities) to earn credit that can be applied toward obtaining

the Alabama High School Diploma, the content that is prescribed in the applicable Alabama Course of Study must be taught.

### 3.2 DIPLOMA OPTIONS

- The Alabama High School diploma will be the diploma that all students will receive regardless of their educational plan. There are two pathways designed by the Alabama Department of Education: Traditional (Option A) and Workforce Development Pathway (Option B). See section 3.3 for details regarding each pathway.
- An Honors Endorsement in the form of a seal may be added to the diploma if students follow a specific path of courses. See section 3.3 for the listing of courses that will count toward Honors Endorsement. A student must be on the Honors Endorsement to qualify for the distinction of Valedictorian or Salutatorian.

**CLICK BELOW**:
ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

### 3.3 ALABAMA HIGH SCHOOL DIPLOMA(AHSD)

# Lauderdale County Schools High School Diploma Pathways

## Traditional and Workforce Development Pathway

The **HONORS ENDORSEMENT** requirements are below each section in italics if the requirements are different from AHSD. **Only students with the Honors Endorsement will be eligible for Valedictorian and Salutatorian.**

| COURSE REQUIREMENTS | | Traditional Pathway | Workforce Development Pathway |
|---|---|---|---|
| **English Language Arts** | **Four credits to include:** | **Credits** | |
| | English 9 | **1** | **1** |
| | English 10 | **1** | **1** |
| | English 11 | **1** | **1** |
| | English 12 | **1** | **1** |

| | | | |
|---|---|---|---|
| | ***Honors Endorsement – At least 3 of the 4 English courses must be Honors/AP/DC.* Only Honors/AP/DC courses may be equivalents. Summer reading is required. Students must meet the criteria.*** | | |
| | **English Language Arts Total Credits** | **4** | |
| **Mathematics** | **Credits to Include** | **Credits** | |
| | Geometry w/Data Analysis | **1** | **1** |
| | Algebra I w/Probability | **1** | **1** |
| | Algebra II w/Statistics | **1** | |
| | **ONE CREDIT FROM:** Any additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Course of Study Mathematics or CTE/AP/IB equivalent courses.<br><br>***Honors Endorsement – At least 3 of the 4 mathematics courses must be Honors/AP/DC.**** | **1** | |
| | **Mathematics Total Credits** | **4** | **2** |
| **Science** | **Credits to Include** | **Credits** | |
| | Biology | **1** | **1** |
| | A Physical Science (Chemistry, Physics, Physical Science) | **1** | **1** |
| | **TWO CREDITS FROM:**<br><br>*Alabama Course of Study: Science or* science credit-eligible courses from Career and Technical Education, Dual Enrollment | **2** | |
| | ***Honors Endorsement – At least 3 of the 4 science courses must come from the following list: AP Chemistry, AP Computer Science Principles, Chemistry, any Dual Credit sciences, Honors Earth & Space Science, Honors Environmental Science, Human Anatomy & Physiology, Physics, Forensic Science, Zoology*** | | |
| | **Science Total Credits** | **4** | **2** |
| **Social Studies** | **Four credits to include:** | **Credits** | |
| | World History | **1** | **1** |
| | United States History I | **1** | **1** |
| | United States History II | **1** | **1** |
| | United States Government | **0.5** | **0.5** |
| | Economics | **0.5** | **0.5** |
| | Social Studies-credit eligible options may include Dual Enrollment/Post-Secondary/ ALSDE Approved | | |
| **Civics Exam Requirement** | Students are required to earn a passing score on the *Civics Exam.* | | |
| | **Social Studies Total Credits** | **4** | |
| **Physical Education** | Beginning Kinesiology or Approved Athletics or Marching Band | **1** | **1** |
| **Career Preparedness** | Will include a Financial Literacy Exam Requirement beginning with the Class of 2028 | **1** | **1** |
| **Health Education** | | **0.5** | **0.5** |
| **Arts Education**<br>**Career and Technical Education**<br>**World Languages** | Students who choose the **Workforce Development Pathway** must earn 3 CTE credits in the same CTE program earning a score of 70 or higher to become a CTE completer. CTE complete status is a requirement for graduation on this pathway. | **3** | **3** |
| **Electives** | ***Honors Endorsement - 1 credit of a Foreign Language.*** | **2.5** | **6.5** |

| | |
|---|---|
| Total Credits | 24 |

- For students who choose the Workforce Development Pathway, a seal shall be issued by the school when a minimum of four credits have been earned by a student in an approved Career and Technical Education program of study. NOTE: CTE = Career and Technical Education
- A Seal of Biliteracy shall be issued to students who demonstrate proficiency in two or more languages as defined by ALSDE. This seal is available on either diploma pathway.
- Students must complete and submit either a Free Application for Federal Student Aid (FAFSA) or a non-participation waiver as a requirement for graduation.
- Students must earn one or more of the College and Career Readiness Indicators established by the ALSDE as a requirement for graduation.
- Beginning with the class of 2031, all students will have to have completed the Social Media training required by the FOCUS Act.
- Beginning with the class of 2032 all students will have to complete a high school Computer Science course to be eligible for graduation.

**ALABAMA HIGH SCHOOL DIPLOMA SUBSTITUTE COURSES FOR STUDENTS WITH DISABILITIES**
**Beginning with Cohort Class of 2026**

| AREAS OF STUDY | REQUIREMENTS | CREDITS |
|---|---|---|
| **English Language Arts** | English 9, 10, 11, and 12 or any AP/IB or the postsecondary equivalent option of these courses or *English Essentials 9, 10, 11, and 12 or **AAS English 9, 10, 11, and 12. | 4 |
| **Mathematics** | Algebra I, Geometry, and Algebra II with Trig or Algebra II or their equivalent. To complete the four credits in mathematics, additional course (s) must be chosen from the Alabama Course of Study Mathematics or CTE/AP/IB equivalent courses. or *Algebraic Essentials A & B and Geometry Essentials A & B (students taking Algebraic Concepts in Grade 9 are not required to take Geometry B). or **AAS Mathematics 9, 10, 11, and 12. | 4 |
| **Science** | Biology and physical science. The third and fourth science credits may be used to meet both the science and CTE requirements and must be chosen from the Alabama Course of Study: Science or CTE/AP/IB equivalent courses. or *Life Skills Science I, II, III, and IV. or **AAS Science 9, 10, 11, and 12. | 4 |
| **Social Studies** | World History, U.S. History x 2, and Government/Economics or AP/IB/Dual Enrollment equivalent courses. or *World History for Living, U.S. History for Living 10, U.S. History for Living 11, and Economics for Living/U.S. Government for Living. or **AAS Social Studies 9, 10, 11, and 12. | 4 |
| **Physical Education** | Introduction to Kinesiology (Personal Fitness): One JROTC credit or Adapted Physical Education may be used to meet this requirement. | 1 |
| **Health Education** | Alabama Course of Study: Health Education. or **AAS Pre-Vocational, AAS Vocational, AAS Community-Based Instruction, and/or AAS Elective Course. | .5 |
| **Career Preparedness** | Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy) or **AAS Life Skills | 1 |
| **CTE and/or Foreign Language and/or Arts Education** | Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence. or *two CTE courses and Workforce Essentials (or Transition Services II in school systems that do not offer Workforce Essentials). or **AAS Life Skills. | 3 |

| | | |
|---|---|---|
| **Electives** | *Students earning core credit through the Essentials/Life Skills courses must take Cooperative Education Seminar/Work-Based Experience (or LS Occupational Preparation in school systems that do not have a Cooperative Education Program).<br>**AAS Pre-Vocational, AAS Vocational, AAS Community-Based Instruction, and/or AAS Elective Course. | 2.5 |
| **Total** | | 24 |

### 3.4 GRADUATION EXERCISES

- Requirements for participation in graduation exercises:
  - All fees cleared.
  - Students that have earned credits and met all requirements for the selected Alabama High School Diploma pathway.
  - Students that complete the graduation requirements the following school year can participate in the graduation ceremonies and receive a diploma the following school year (walk across the stage).
  - Participate in the cap, gown and diploma program utilized by the school.
  - Students who finish requirements under the Early Graduation option may participate in the spring graduation ceremony.
  -

### 3.5 EARLY GRADUATION

a. Lauderdale County Schools will allow qualifying students to graduate early after the first semester of their senior year. Students would be required to meet all requirements as described in the Alabama Administrative Code 290-030-010-.6 (11) and all requirements of the local board of education.
b. Students, who graduate early, but after December, will be allowed to participate in the graduation exercise at the end of the year but will not be allowed to participate in any other school activities as a student.

### 3.6 ACCELERATED CREDIT RECOVERY FOR SENIORS

a. Seniors who failed a course or courses during the regular school year with a baseline score of 40 or above on a 100 point scale in the course in which they wish to enroll may qualify to complete remediation to make up the lost credit through a method called Credit Recovery.
b. Students will complete individualized learning plans that are standards-based, utilize instructional software, and concentrate on student deficiencies. Rather than repeat the whole course, students in credit recovery complete skill-specific diagnostic tests to determine skill-specific goals.
c. Students focus on objectives not previously mastered as indicated on these pretests.
d. Accelerated credit recovery will be offered at all high schools.
e. Seniors may begin Accelerated Credit Recovery immediately following senior exams scheduled for **Thursday and Friday, May 13 & 14, 2027.**
f. There is no cost for Accelerated Credit Recovery for seniors.
g. All coursework must be completed on or before Wednesday, May 26, 2026, for participation in graduation ceremonies.

### 3.7 PROMOTION/RETENTION

Students are promoted from grade to grade on the basis of academic credit earned during the school year or in such other academic programs as may be approved or recognized by the Board. The determination of whether to promote or retain will be made by school officials from Kindergarten through 12th grade.

Related to student attendance requirements noted below, school officials may call a meeting of the "Problem Solving Team" committee to consider promotion.

Promotion guidelines per State Department

**Kindergarten:** To be promoted to grade 1, a kindergarten student should meet at least 2 of the 3 following criteria:

- Demonstrate mastery of literacy and numeracy standards/skills as delineated in the Alabama English language arts and Mathematics Courses of Study for Kindergarten students as documented on the student's nine-weeks report card
- Attain grade level or sufficient growth status as established by the universal screening instruments for foundational literacy and numeracy skills.
- Attain an attendance record in which a student does not exceed more than 10 unexcused absences for the academic year.

**Grade 1:** To be promoted to the next grade level, a student should meet at least 2 out of the 3 following criteria:

- Demonstrate mastery of literacy and numeracy standards/skills as delineated in the Alabama Courses of Study for the student's assigned grade level by maintaining a 70 and above average in each of the following subject areas: Reading, Math, and English Language Arts.
- Attain grade level or sufficient growth status as established by the universal screening instruments for foundational literacy and numeracy skills.
- Attain an attendance record in which a student does not exceed more than 10 unexcused absences for the academic year.

**Grade 2:** To be promoted to the next grade level, a student should meet at least 2 out of the 3 following criteria:

- Demonstrate mastery of literacy and numeracy standards/skills as delineated in the Alabama Courses of Study for the student's assigned grade level by maintaining a 70 and above average in each of the following subject areas: Reading, Math, and English Language Arts.
- Attain grade level or sufficient growth status as established by the universal screening instruments for foundational literacy and numeracy skills.
- Attain sufficient growth status in the area of literacy as established by the Alabama Literacy Act according to the Reading Subtest that is administered through the state mandated assessment, which at this time is the ACAP.
- Attain an attendance record in which a student does not exceed more than 10 unexcused absences for the academic year.

**Grade 3:** To be promoted to the next grade level, a student will have to meet the following criteria:

State of Alabama Literacy Requirements:

- All third-grade students will have to attain grade level or sufficient growth status in the area of literacy as established by Alabama Literacy Act according to the Reading Subtest that is administered through the state mandated assessment, which at this time is the ACAP.
- If a student does not meet the state approved cut score, they obtain another pathway to promotion designated by the State of Alabama Department of Education. These approved pathways are as follows:
    - obtain a passing score on the end-of-year grade level portfolio OR
    - possess a Good Cause Exemption as determined by the State Department of Education in relation to the Alabama Literacy Act.

In addition to the state of Alabama promotion requirements a third-grade student, the following system criteria will also be taken into consideration for promotion:

- Demonstrate mastery of literacy and numeracy standards/skills as delineated in the Alabama Courses of Study for the student's assigned grade level by maintaining a 60 and above average in each of the following subject areas: reading, math and English Language Arts.
- Attain an attendance record in which a student does not exceed more than 10 unexcused absences for the academic year.

**Reading and Language Arts are defined as two separate grades in the area of Kindergarten-third grade elementary.**

**<u>Grades 4-6:</u>** To be promoted to the next grade level, a student should meet at least 2 out of the 3 following criteria.

● Demonstrate mastery of literacy, numeracy, science, and social studies standards/skills as delineated in the Alabama Courses of Study for the student's assigned grade level by maintaining a 60 and above average in each of the following subject areas: reading/English language arts, math, science, and social studies.

● Attain grade level or sufficient growth status as established by the universal screening instruments for foundational literacy and numeracy skills.

● Attain an attendance record in which a student does not exceed more than 10 unexcused absences for the academic year.

- **Grading Scale for Grades 1st-6th**

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

- **Middle School - Grades 7 and 8:** Middle school students will pass/fail based upon the yearly average of both semesters in each class (with the exception of Civics and Geography). Per the respective courses of studies, Civics and Geography will be treated as semester classes. A student who fails one or two core subjects must attend summer school and receive a passing grade in that subject in order to be promoted to the next grade. A student who fails three core subjects will be retained. Students will take the subject that was failed in summer school based upon the following:

  One subject failed – one session of summer school (approximately 2 weeks)
  Two subjects failed – two sessions of summer school (approximately 4 weeks)

  A student that fails three core subjects may attend summer school for remediation only at his/her expense. If a student has spent two years in the same grade, his/her parents may request summer school for the student. A committee composed of the principal and counselor will recommend the summer school program for the student.

- **High School - Grades 9-12**: Students begin earning credits in grades 9-12 except for 8$^{th}$ graders who are allowed to earn one credit in Spanish and .5 credit (1/2 credit) in Career Preparedness A.

  Grade 10 – 5 credits
  Grade 11 – 10 credits
  Grade 12 – 17 credits

- Students may be promoted from a 9$^{th}$, 10$^{th}$, or 11$^{th}$ grade homeroom to a 10$^{th}$, 11$^{th}$, or 12$^{th}$ grade homeroom at the end of the first semester if the student has enough credits.

## 3.8 PARENT/GUARDIAN CONFERENCES

- Parent/Guardian conferences with teachers and staff members are encouraged at all Lauderdale County schools.
- Conferences with classroom teachers may be scheduled through the school office; however, they may not be scheduled during the time that the teacher has a teaching assignment.

## 3.9 NON-TRADITIONAL ONLINE, WEB-BASED EDUCATION COURSES

- Edgenuity and ACCESS, online learning systems, may be used in the following circumstances: LIFE Academy, Care Academy, Homebound students, Credit Recovery, Summer School, Lauderdale County Virtual Academy (LCVA) and for transfer students.

## 3.10 DUAL ENROLLMENT/DUAL CREDIT

"Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school." Alabama State Board of Education Policy 801.03

**Eligibility for Participation in Dual Enrollment for Dual Credit**

1. Successful completion of 9th grade.
2. Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
3. Satisfactory attendance.
4. For classes that are taken during the summer and/or outside the student's normal school schedule, written permission from the counselor must be obtained.
    a. Fill out the Google Form for your school at least one week prior to the start date of the class.
        i. Brooks High
        ii. Central High
        iii. Lauderdale County High
        iv. Lexington High
        v. Rogers High
        vi. Waterloo High
        vii. Wilson High
    b. Look for an email approving the request from your counselor within 24 hours.
    c. If the request is denied, it is the responsibility of the student to either withdraw from the class or understand that the class will not be included in the high school transcript.
5. The understanding is that if a scheduling conflict arises, the high school schedule will take priority.
6. Students registering for English or math courses must meet the placement requirements set forth by the college.

**Continuous Eligibility for Dual Enrollment for Dual Credit**

1. Students who meet the criteria for initial admission to dual enrollment for dual credit as specified above, will maintain continuous eligibility so long as they earn a grade of C (unweighted) or better in all attempted college courses. Alabama State Board Policy 801.03.

**Important Information to Consider BEFORE Taking Dual Credit**

1. These classes begin the student's college transcript. This transcript will follow them throughout their professional career or when seeking a higher degree later in life.
2. These classes also begin the student's college GPA which could impact scholarship eligibility once enrolled in college.
3. When applying for college, the student must request the college transcript be sent directly to the institution in which they are applying. The high school can only send the high school transcript which shows high school credit.

4. It is the student's responsibility to request to drop a college course through the high school counselor if they are on track to make a grade they do not want to be included on their college transcript.
5. Courses taken on a high school campus will have a grade entered each 9 weeks in PowerSchool. The final semester grade will be recorded on the high school transcript.

**High School Transcripts**

1. All college courses (3-hour and 4-hour) will count as ½ credit toward the high school diploma.
2. Courses that are only 1 hour of college credit will not count on the high school transcript.
3. All college courses will be weighted 10 points toward the weighted GPAs. Grades that appear on the high school transcript will not visually show the weight added. The weight is calculated in PowerSchool when calculating the weighted standard and weighted numeric GPAs.
4. Only courses approved by the high school counselor will be placed on the high school transcript.

**Payment of Tuition, Fees and Additional Associated Costs**

1. Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, materials, and supplies as required in the syllabus of each course and institutional policy unless covered by the Dual Enrollment Scholarship. Alabama State Board of Education Policy 801.03
2. Students must adhere to institutional financial policies and deadlines to avoid being automatically dropped from course rolls. Alabama State Board of Education Policy 801.03

**Dual Enrollment for Dual Credit Agreements**

1. Lauderdale County Schools have a Dual Enrollment agreement with NWSCC, UNA, Calhoun CC, Auburn University and the University of Alabama.
2. Dual credit earned at other institutions will not be placed on the high school transcript.

## 3.11 CAREER/TECHNICAL ARTICULATED CLASSES

a. Career/Technical Education has articulation agreements with colleges that allow students to receive college credit for many Career/Technical courses completed in high school.
b. This credit is awarded through a statewide agreement between postsecondary and secondary educational institutions.
c. The credit is course-specific and is placed on the student's official college transcript.
d. **Students must initiate when they register.**

## 3.12 ADVANCED PLACEMENT (AP) COURSES

a. AP Computer Science is offered at each high school either in person or online.
b. AP classes will be weighted as defined in the "Weighting of Advanced Placement and Dual Enrollment/Dual Credit Courses" policy.
c. Permission must be granted by parents or guardians to enroll. College credit may be received if a student scores high enough on the national AP exam which is given during the spring of each year.
d. A different test is given for each AP subject area. **Student(s) will be responsible for paying to take the AP test.**

## 3.13 WEIGHTING OF COURSES

a. AP, Dual Enrollment, and specified Honors and/ or Advanced courses will be weighted on the GPA.
b. Advanced Placement and Dual Enrollment courses offer students the opportunity to take a college-level course as a part of his/her high school curriculum. Honors and advanced courses offer a more rigorous curriculum.
c. The weighting of these courses is designed to encourage students to enroll in more advanced courses.
d. The weighted numeric GPAs will be used in determining class rankings including Valedictorian and Salutatorian.
e. Only passing grades are weighted. **The grades on the report card and transcript are the actual grades without weighting.**

f. The list of weighted courses may be obtained from the counselor.
g. Students who do not pay for the dual enrollment credit but take the class are still eligible for the weighted grade provided they fulfill ALL of the requirements of the class including the final exam.
h. The GPA for approved AP, Dual Enrollment, Honors and Advanced classes will be weighted as follows:

1. The GPA for a core AP or specified Dual Enrollment class will be weighted by 1 on the standard GPA or by 10 on the numeric GPA. For example, an A weighted by 1 counts as 5 quality points, a B counts 4, a C counts 3, and a D counts 2. Honors courses and some advanced courses will be weighted by .5 on the GPA. In this case an A weighted by .5 counts as a 4.5 quality points, a B counts 3.5, a C counts 2.5, and a D counts 1.5. The standard GPA with weighted classes may be above 4.00.

2. The weighted course is also used in calculating the numeric GPA. An Honors course and specified advanced classes have 5 points added to the grade used for calculating the numeric GPA. An AP core course or Dual Credit core course has 10 points added to the grade used for calculating the numeric GPA. The numeric GPA with weighted classes may be above 100.
3. Most colleges require the high school to report both the weighted and the unweighted cumulative GPA. The school will accommodate the colleges and universities by sending the GPA that fits their requirements, whether standard or numeric.
4. The weight is applied to the course at the end of the first semester for ranking purposes. The final transcript will reflect ranking for the end of the year.
5. When a student transfers into Lauderdale County Schools from another school system, weight shall be assigned to Honors, DC and AP core courses completed at the sending school unless the courses were already weighted at the sending school.

## 3.14 FEES

a. In classes not required for graduation, a fee may be charged for use of equipment or supplies.
b. Other fees may include graduation expenses, locker fees, or parking fees.
c. Fee amounts vary from year to year and each school will provide a list of fees at the beginning of the school year.
d. Grades may be withheld until fees are paid in full.
e. Schools will not charge a fee for workbooks that are provided free by the textbook publishers. However, schools may charge for lost/replaced workbooks.
f. Elementary teachers cannot require a classroom fee. However, they may request a donation with Principal approval.

**Fees**

| | |
|---|---|
| Career Tech Education Class (One Semester) | $25.00* |
| Career Tech Education Class (Two Semesters) | $40.00* |
| Driver Education | $30.00 |
| Lost Chromebook Charger | $35.00 |
| Graffiti/Sticker Bombing | $75.00 |
| Mobile Device Intentional Damage Fee | Full Replacement Cost of Device ($300.00) |
| Band, Clubs & Organizations | Set by Schools |
| AP Class | Current Test Rate |
| Summer School | $100 per ½ Credit Course, $200 per 1 Credit Course |

*Additional expenses may be necessary for some departments.

## 3.15 TEXTBOOKS/LIBRARY BOOKS

a. All students will be entitled to the use of textbooks/library books.
b. The student or parent/guardian assumes responsibility for returning these books at the end of the class term.
c. Payment for the loss or damage to textbooks will be required, and the student will not be issued a replacement book until textbook indebtedness is cleared.

d. Parents may purchase textbooks from the school system at cost plus handling charges.
e. Click here for the Library Media Policies and Procedures Handbook

## 3.16 SUMMER SCHOOL

a. Summer School is held for grades 7-11 at various locations throughout the county.
b. Depending on enrollment and finances, summer school may be offered at all high school campuses or only on a few campuses.
c. Instruction in summer school is delivered **primarily** through computer-based software, and time for mandatory attendance varies according to the grade from the failed course and amount of material to be completed.
d. For 9-11 students a maximum of 2 credits will be allowed to be recovered during summer school.
e. **Only enrolled Lauderdale County students will be allowed to attend summer school. Students from other systems may request approval from the superintendent to attend.**
f. **ALL RULES WHICH GOVERN REGULAR SCHOOL CLASSES ARE IN EFFECT DURING SUMMER SCHOOL.**

**Summer School Registration:** Deadline to register is set by each local school

**Session One:** June 14, 15, 16. 17, 21, 22, 23, 24, 28, 29, 2027

**Session Two:** June 30, July 1, 6, 7, 8, 9, 12, 13, 14, 15 2027

## 3.17 CREDIT/GRADE RECOVERY PROGRAM (TRACS)

a. Lauderdale County offers a credit/grade recovery program called TRACS (Tools for Recovering Academic Credit/Standards) for students in grades (7-12) who have failed a core class.
b. This program may be offered each semester to allow students with a 40-59 average to complete and pass the required standards they did not master earlier.
c. Instruction may be delivered before, after, or during school through instructional technology with the assistance of a facilitator who is a certified teacher or scheduled during the course of the school day.
d. Schools will prioritize acceptance to the program beginning with 12$^{th}$ grade and working down.
e. Students should see the high school counselor for more information. 7th and 8th grade students who fail the first semester of a full course may work on grade recovery by retaking failed standards to bring up their grade.

## 3.18 CREDIT ADVANCEMENT

a. Credit Advancement will allow students to advance in their credits in courses where they already have mastered the content.
b. This will allow students the opportunity to progress at a faster pace and will prevent students from spending a full year in courses where they already have mastered the content.
c. This program will be used with discretion and must be implemented only with the permission of the Superintendent or the Superintendent's designee on a student-by-student basis.
d. The program may either be tied to a specific school period or be set up for students to do the work at home/outside of school.
e. All tests are taken at school under the supervision of school personnel.
f. Lauderdale County's credit advancement program will be done through assessments generated from the ACCESS FRANCHISE MODEL battery of assessments.
g. The Superintendent's designee will be responsible for generating the assessments.
h. Credit advancement assessments will be administered at the Lauderdale County Board of Education's Professional Development Annex under the supervision of the Superintendent's designee.
i. Likewise, students may take Edgenuity and/or ACCESS Distance Learning courses during Summer School to advance credits.
j. The student will be responsible for all costs and materials for the course(s) taken during Summer School.
k. Cost of the course(s) will follow the Summer School fee schedule outlined in Section 3.13.
l. No more than two credits may be earned during Summer School.

### 3.19 LIFE ACADEMY

a. LIFE Academy is an education program for at-risk students.
b. The objective of the program is to prepare students who are having difficulty experiencing success in the traditional classroom to further their career and educational goals and earn a high school diploma.
c. This program is housed on the campus of Allen Thornton Career Technical Center.
d. Students are referred through their home school by an administrator or counselor.
e. Students will be approved by a District committee which includes the Superintendent, Assistant Superintendent, and Director of Secondary Programs.
f. The number of students being served will be limited to 25 for each session.
g. The number of hours students attend will be based on needs.
*h.* *Students who complete coursework prior to December may graduate in December. Diplomas may be held until May when other students will receive their diplomas.*
*i.* *Students who graduate from LIFE Academy will have a separate graduation ceremony in May and will not participate in the graduation ceremony of their home school.*

### 3.20 NUMERICAL GRADING SCALE

a. All K-12 teachers will use the *Powerschool* gradebook to prepare accurate progress reports and end-of-term report cards.
b. Grades should accurately reflect student achievement toward mastery of the prescribed content standards.
c. In order to do this, the use of bonus points and extra credit on assignments should be avoided unless these opportunities are equitably offered and connected to standard-related learning, and increased student achievement toward grade-level standards.
d. Teachers should strive to record a minimum of 9 assignments per grading period and should maintain student results as up-to-date as possible in the PowerSchool Parent Portal. Work assigned in a specific grading period, must be recorded/posted by the teacher in that grading period.

GPA

| | |
|---|---|
| **A**- 90-100 | 4.0 |
| **B**- 80- 89 | 3.0 |
| **C**- 70- 79 | 2.0 |
| **D**- 60- 69 | 1.0 |
| **F** - 59 and Below | |
| **F/A - Failure due to attendance** | |

### 3.21 SEMESTER AND FINAL GRADING POLICY (7-12)

1. Each semester will consist of two nine-week grading periods and a comprehensive exam at the end of the course (unless the student is exempt). Report cards will be issued at the end of each nine weeks.
2. Exams will constitute a maximum of one-fifth (20%) of the semester grade. Semester grades are to be calculated in the following manner:

| | |
|---|---|
| 1st nine weeks grade | x 2 (40%) |
| 2nd nine weeks grade | x 2 (40%) |
| Semester exam* | x 1 (20%) |

This total is divided by five to determine the final grade for the class.

Example: 1st nine weeks grade 90 x 2 = 180
2nd nine weeks grade 80 x 2 = 160
Semester exam* 70 x 1 = 70
410 divided by 5 = 82

3. Semester exams will be conducted on three days at the end of each semester.
4. The determination of the valedictorian, salutatorian, and class ranking will be at the end of the first semester of the students' senior year from those students on honors endorsement.
5. Each student's final grade will be an average of the two semester grades.

6. Semester exams for Dual Enrollments students may count more than 20% as mandated by the college or university.

***This grading policy is subject to change based on unforeseen state mandates.**

### 3.22 SEMESTER GRADE REPORT DATES

| | 1st Semester | 2nd Semester |
|---|---|---|
| Progress Report | September 11, 2027 | February 5, 2027 |
| End of 9 Weeks | October 8, 2026 | March 5, 2027 |
| Grade Verifications Due | October 15, 2026 | March 10, 2027 |
| Report Card Date | October 16, 2026 | March 12, 2027 |
| Progress Report | November 6, 2026 | April 9, 2027 |
| End of 9 Weeks | December 18, 2026 | May 27, 2027 |
| Grade Verifications Due | December 18, 2026 | May 27, 2027 |
| Report Card Due | January 8, 2027 | May 28, 2027 |

1st Grading Period - (August 10 - October 8, 2026)
2nd Grading Period - (October 14, 2026 - December 18, 2026)
3rd Grading Period - (January 5, 2027 - March 5, 2027)
4th Grading Period - (March 8, 2027 - May 27,2027)

### 3.23 POWERSCHOOL HOME PORTAL

a. Lauderdale County Schools utilizes the PowerSchool Home Portal to keep parents informed and updated on his/her child's progress.
b. PowerSchool Home Portal is designed to provide parents of Lauderdale County students the ability to view student information online such as grades, schedule, attendance, and assignments.
c. Parents/Guardians may get login information from the school office.

### 3.24 EXEMPTION FROM EXAMS

**Two Semester Classes:**

A. All students must take the exam for the first part of a two semester class.
B. The final semester of a yearlong class may be exempted if a student meets the following criteria:

| *Grade | Attendance |
|---|---|
| A | No Unexcused Absences |
| B | No more than 5 absences |

- Attendance is per class and for the 2nd semester only.
- All absences must be excused. Students are required to take the exam in each class there is an unexcused absence.
  *The grade is for the second semester of the class only.

**One Semester Class:**

C. One semester classes include select Career Technical courses, Government, Economics, Driver's Education.,

Health, and others as designated.

Students may exempt one semester classes if they meet the following criteria:

| Grade | Attendance |
|---|---|
| A | No Unexcused Absences |
| B | No more than 5 absences |

- All absences must be excused. Students are required to take the exam in each class there is an unexcused absence.

**Grades 7-8:**

**a. Mid Year Exams:**

i. All 7th and 8th-grade students will take the iReady Diagnostic Test on **December 11th and 14th**, with December 15th designated as the makeup day.

ii. To exempt exams in core classes a student must demonstrate good effort on the diagnostic test.

1. Good effort is demonstrated by meeting 2 of the 3 requirements.
    a. The student must not be flagged for rapid guessing or clicking through the assessment, as indicated in the iReady results.
    b. The student should spend at least 60 minutes on each part of the test.
    c. The student shows growth or scores at or above grade level.
2. Students who request to take the exam should be permitted to do so.
3. Good effort on the Math Diagnostic will exempt the student from math and science exams.
4. Good effort on the English Diagnostic will exempt the student from the English and Social Studies exams.
5. Exam days are regular school days, and all students may attend if they choose, regardless of exemption status.
6. No attendance will be taken on exam days.

**b. End of Year Exams**

i. All 7th and 8th-grade students will take the iReady Diagnostic Test on **May 19th and 20th,** with May 21st and 24th designated as makeup days.

1. All requirements to exempt mid year exams above will be followed with the addition of students having NO unexcused absences.

**Grades 7-12:**

a. Check-ins and check-outs are counted as absences for a class if more than one- half of the class is missed.
b. Approved school-activities do not count as absences for the participants.

## 3.25 SELECTION OF VALEDICTORIAN AND SALUTATORIAN

a. Only students who will be eligible to receive the Honors Endorsement on the Alabama High School diploma will be considered for valedictorian or salutatorian.
b. The weighted numeric GPAs will be used in determining class rankings including Valedictorian and Salutatorian.
c. In the event of a tie for Valedictorian, the top two weighted numeric GPAs will be considered Co-Valedictorians. In this scenario, there would not be a Salutatorian.
d. In the event of a tie for Salutatorian, the two weighted numeric GPAs will be considered Co-Salutatorians.
e. This will be determined at the end of the first semester of the senior year.
f. Candidates must have been enrolled at the local high school since the spring semester of their sophomore year.
g. The GPA used is based on credits earned to date.

## 3.26 CLASS RANKINGS

a. All high schools honor a select group of seniors who have maintained the highest overall numeric academic averages since the ninth grade.
b. After the first semester, the guidance counselor will report overall class rankings of students who were enrolled at the end of the first semester.
c. Students with an overall average of 89.5 or greater will be recognized at senior awards day or graduation as having an A average.
d. The GPA used is based on credits earned to date.

e. With the **class of 2029** we will **replace the top 10 recognition with the Distinguished Scholar Award**. Distinguished scholars will be determined based on 2 factors.
    - The student must be on the Honors Endorsement.
    - The student must obtain a weighted numeric cumulative GPA of 100 or above.

### 3.27 PROBLEM SOLVING TEAM (PST)

a. The PST is a direct result of the Response to Instruction (RtI) implementation and emphasizes evidence-based instruction and intervention.
b. The PST is a mandatory best-practice.
c. The Problem Solving Team implemented at the school level is to ensure the consistency and effectiveness of the school's implementation of the RtI framework.
d. The PST ensures that screening data is used to select specific, evidence-based interventions that are appropriate and measurable to meet an individual student's needs.
e. The team is composed of teachers, administrators, counselors, special education teachers or specialists, and other individuals as needed.
f. The team meets periodically to identify student intervention needs and monitor services. Intervention plans are implemented at the classroom and school level.
g. A referral under Section 504 may be needed before it is shown that Tier III interventions are not producing gains after implementation for 8-12 weeks.
h. Failure of the PST/RTI interventions and process is not always a prerequisite to a Section 504 or IDEA evaluation referral.

### 3.28 SPECIAL EDUCATION

a. Lauderdale County Schools offer special programs for exceptional children.
b. Some areas of exceptionalities are served in a centralized location within the county school system due to the low incidence figures of the exceptionality.
c. Each child's most appropriate educational setting or least restrictive environment is determined by his/her Individual Education Planning (IEP) Committee.
d. Definitions of the above areas are available from the Director of Special Education.
e. There are well-defined criteria for each area of service and it should be noted that not all learning problems or academic and behavioral problems are due to disabilities.
f. The local school pupil support teams are responsible for seeing that alternatives are tried and the students are carefully screened prior to referrals for testing, unless obvious and immediate needs for services exist.
g. A referral under Section 504 may be needed before it is shown that Tier III interventions are not producing gains after implementation for 8-12 weeks.
h. Failure of the PST/RTI interventions and process is not always a prerequisite to a Section 504 or IDEA evaluation referral.
i. ***(Child Find)*** Currently, the Lauderdale County School System provides special education and related services to all children and youth with disabilities through the age of twenty-one (21).
j. Referrals are accepted for preschoolers (three through five years of age).
k. Referrals are made through each school's pupil support team if the student is enrolled in school, directly to the Director of Special Education Services if the child is not in school, or is in obvious immediate need of services.
l. For more information about the details of the referral process, contact your school counselor or the Director of Special Education located at the Lauderdale County Board of Education.
m. The kinds of exceptionalities mandated as eligible for special education and related services are these:

Autism
Deaf-Blindness
Specific Learning Disabilities
Emotional Disability
Hearing Impairment
Intellectual Disability
Multiple Disabilities
Orthopedic Impairment
Other Health Impairment
Developmental Delay
Speech and Language Impairment
Traumatic Brain Injury
Visual Impairment

## 3.29 GIFTED/ENRICHMENT PROGRAM

a. 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.
b. These students require services not ordinarily provided by the regular school program.
c. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.
d. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student.
e. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.
f. For each student referred, information is gathered in the areas of Aptitude, Characteristics and Performance.
g. The information is entered on a matrix where points are assigned according to established criteria.
h. The total number of points earned determines if the student qualifies for gifted services.
i. To make a referral, contact the Gifted Specialist or Counselor at your child's school.
j. If you have any questions, please contact the Special Education department at the Lauderdale County Board of Education at 256-760-1300 or contact the Gifted Specialist or Counselor at your child's school.

## 3.30 504 SERVICES

a. Section 504 of the Rehabilitation Act of 1973 broadens the definition of a disabled individual.
b. The identification of students eligible for protection under Section 504 will be conducted at the school level.
c. The Section 504 Committee under the direction of the building administrator shall process referrals for students suspected of having a disability under this section.
d. The 504 Coordinator may be contacted for further details at the Central Office of the Lauderdale County Board of Education.

## 3.31 HOMEBOUND SERVICES

a. The Lauderdale County Board of Education will provide instruction to children unable to attend school because of long term illnesses or injuries, physical disabilities, or special health problems, through the Lauderdale County Virtual Academy.
b. Pregnancy generally does not qualify for homebound services. It is important to note that although it is called homebound services, rarely are the services actually provided in the home.
c. Services are generally provided at a school, the central office, online or at a site determined by the school board.
d. Medical documentation and a homebound recommendation may only be signed by an MD for a period of six (6) weeks or more. Students seeking homebound services for a mental or emotionally related diagnosis will only be approved if the homebound form is signed by a licensed psychiatrist or psychologist.
e. The Lauderdale County homebound referral form must be used. The homebound referral form may be picked up at the Lauderdale County Virtual Academy.

## 3.32 C.A.R.E. ACADEMY

a. C.A.R.E. Academy is a half-day special education program designed to provide students in grades 7-12 the needed support as they transition back to a traditional high school setting.
b. It is for students who have had a very restricted placement or alternative setting such as residential facilities, psychiatric hospitals, group homes, therapeutic foster care, Department of Youth Services placements, SPAN program, etc…

## 3.33 OFF CAMPUS TRIPS

a. Educational off campus trips may be taken in conjunction with the curriculum at the various grade levels.
b. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

c. Parents will receive notice of off campus trips well in advance of the scheduled trip date and will always be asked to sign off campus trip permission forms.
d. Parents MUST sign and return permission slips in a timely fashion in order for his/her child to participate. Failure to do so may exclude a child from attending.

## 3.34 JOB SHADOW AND COLLEGE VISIT POLICY

Lauderdale County Schools recognizes the value of career exploration and postsecondary planning opportunities that provide students with real-world learning experiences.

### Eligibility

- Juniors and seniors may participate in approved job shadow experiences and college visits during the school day.
- Students are limited to two (2) excused job shadow and two (2) college visit days per school year unless otherwise approved through a district program.
- Participation is subject to administrative approval based on attendance, academics, discipline, and compliance with school procedures.

### Approval Procedures

- Students must submit the district-approved Job Shadow/College Visit Permission Form at least two (2) school days prior to the requested absence.
- Required signatures include the student, parent/guardian, and principal/administrator.
- Failure to submit required documentation by the deadline may result in an unexcused absence.

### Attendance

- Approved job shadow experiences and college visits are considered excused school-related absences.
- Students approved for participation are excused for the full instructional day and are not required to return to school after the experience concludes.
- Students are responsible for completing all missed assignments in accordance with district policies.

### Transportation

- Transportation arrangements are the responsibility of the parent/guardian and student.
- Lauderdale County Schools does not provide, arrange, supervise, or assume liability for transportation associated with individual job shadow experiences or college visits unless designated as a school-sponsored activity.

### Student Expectations

Students participating in job shadow experiences and college visits are expected to demonstrate professional and respectful behavior; follow all workplace, college, safety, dress code, and district technology/cell phone policies; arrive on time and attend the full scheduled experience.

### Conduct

Failure to attend an approved experience, failure to comply with expectations, inappropriate dress, unprofessional behavior, or violation of district policies may result in disciplinary action, loss of future participation privileges, and/or the absence being classified as unexcused.

### Additional Information

Students and parents/guardians must complete all required district permission and liability forms prior to participation. Lauderdale County Schools reserves the right to deny or revoke approval for any experience that presents safety concerns or conflicts with district policies or expectations.

## 3.35 TECHNOLOGY AND INTERNET USE AND SAFETY POLICY

INTERNET AND TECHNOLOGY USE

The Children's Internet Protection Act (CIPA) requires schools who receive federal technology funds to have certain policies in place.

"Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors; access to materials harmful to them." – http://transition.fcc.gov/cgb/consumerfacts/cipa.html.

In compliance with CIPA requirements, Lauderdale County School System (LCSS) has adopted this Technology and Internet Use and Safety Policy. This policy is the rules and guidelines under which all members of LCSS (students, faculty, and staff) will be held accountable.

LCSS believes that the information available from electronic sources alters the educational environment by opening virtually unlimited resources. We strive to provide faculty, staff, and students with appropriate technological resources to support a rich educational experience. In order to provide these resources, LCSS will take precautions to ensure reliable communications and restrict access to inappropriate information or materials.
However, given the global nature of the Internet, it is impossible to control and limit all materials.
We believe the value of the information and interaction available via the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the system.

USAGE GUIDELINES

LCSS provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. LCSS uses content filtering technology in compliance with CIPA requirements on all system owned computers or networks with internet access to protect against unacceptable web content. However, no web filtering technology is 100% effective. LCSS realizes this fact and reserves the right to monitor online activity using any of a variety of tools.

Student and Staff Safety – Do not send or post any message or information that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, LCSS staff are not permitted to post this information to public domains (i.e. class web page or Internet). Student likenesses (either pictures or video) and/or work may be posted on district/school/classroom websites without identifying captions (such as full names). No likeness and/or work should be posted to public or private websites that are not owned or sanctioned by LCSS.

Extended Safety K-5 – Teachers of students in grades K-2 will have access to appropriate websites for their students. Students in grades 3-5 may not attempt to access any internet resource without the prior consent of the teacher.

Usernames and Password Protection – Internet, e-mail, and computer usernames and passwords may be provided, and are for each individual's personal use only and are, therefore, confidential. Never share your password, nor use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the technology director. As words and phrases are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of at least eight upper and lowercase letters, numbers, and symbols. LCSS will establish minimum requirements for strong passwords. The individual to whom a username is assigned is responsible for ALL technology use which is associated with that username. For that reason, a compromised account should be reported immediately.

Privacy – Email is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and internet access is provided as a tool for educational purposes only. District personnel have the right to monitor, inspect, copy, review, archive, and store at any time and without prior notice any and all usage of the computers, network, internet access, and other electronic communications including transmitted and received information.
All information files are the property of the District and no user shall have any expectation of privacy regarding such files. However, no user has the right to access another user's files with the exception of district technology staff or the superintendent's other assigned agent.

Online Etiquette – Follow the guidelines of accepted behaviors within the student handbook.
Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening, or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation. No user should use the system's access for any activity that produces personal gain.

Messaging – E-mail addresses may be provided to students, teachers, and staff. Teachers may incorporate email, blogs, podcasts, video conferencing, online collaborations, PDAs, instant messaging, texting, Virtual Learning Environments, or other forms of direct electronic communications (i.e., cell phones, PDAs, cameras.). Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

Blogging/Podcasting/Learning Management – The use of blogs, podcasts, or Learning Management Systems are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, and Learning Management Systems. Students using blogs, podcasts, and Learning Management Systems are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to websites from a blog without reading the entire article, including its advertisements, to make sure it is appropriate for a school setting.

Plagiarism/Copyright/Licensing – Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Proxies – The use of anonymous proxies or any other technology designed to circumvent content filtering is strictly prohibited and is a direct violation of this agreement.

Security and Filtering – The use of any technology or application in an attempt to circumvent filtering or security mechanisms is strictly prohibited and is a direct violation of this agreement. Examples include but are not limited to proxies and spoofing software. Also prohibited is using any device or software with the intention of bypassing filtering or security software.

Illegal Activities – Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy, (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) denial of service or other electronic attacks, (f) deletion of computer files belonging to someone other than oneself, (g) uploading or creating of computer viruses, (h) distribution of obscene or pornographic materials, and (i) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system.
Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

District Property – All school owned computer and network equipment is the property of Lauderdale County Schools and is subject to this agreement. Modification of district owned equipment is strictly prohibited without the consent of the district Technology Coordinator. Modification includes, but is not limited to, installation of software or operating systems, replacing or changing hardware, changing configurations, or attempting to circumvent any security devices. Modification or damage to such systems could be deemed an illegal activity and subject to the actions listed elsewhere in this agreement.

Personal Property – Any personally owned device (including but not limited to computers, cell phones, tablets, PDAs, etc.) that is used to access the LCSS computer network or circumvent its security measures may be subject to search and seizure for the purpose of investigating activity that is believed to be in violation of this agreement.

Wireless Network – Any personal owned device that connects to the LCSS Guest Wireless network is responsible for virus control, and LCSS is in no way responsible for any virus contracted via this network.

Operational Efficiency – It is the intent of the LCSS Technology Department to maintain an efficient and reliable computer network in order to provide learning opportunities to all LCSS students. Therefore, any activity that limits or adversely affects the operations of the computer systems or networks will not be permitted. LCSS may control, limit, or deny activities that are deemed to reduce efficiency, whether they are malicious or not.

Training – LCSS will have resources available for teachers, staff, administrators, students, parents, and guardians for the purpose of educating about the legal, ethical, and safety practices of software and hardware usage. These resources may be utilized as part of a formal training or may be available as a self service resource.

Removable Media and Network Storage – Media such as writable compact discs or USB drives are permitted as it pertains to an accepted educational purpose. Such media is subject to the personal property clause above and is subject to automatic search by district antivirus or other security software. Files containing malicious code may be cleaned or deleted without the user's permission. Access may be blocked to files deemed unacceptable by the Technology Department. Network storage may be made available to faculty, staff, and students for valid purposes. This storage space may be limited or controlled as required by the Technology Department to ensure equitable and efficient use of limited technology resources.

TERMS OF AGREEMENT

Lauderdale County Schools reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these guidelines. Users and/or his/her legal guardians may also be held financially responsible for damages associated with violations of this agreement. The District will advise appropriate law enforcement agencies of illegal activities conducted through the LCSS Internet connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal, School Technology Planning Committee, or Technology Department. Failure to do so could constitute a violation of this policy and is subject to the consequences listed above.

Please be advised that certain educational software, websites, or apps require student information to be registered in order for them to receive the full array of instruction associated with a program, such as Schoology, Google apps, Code.org, etc. In the course of using these online resources, individual student accounts with online service providers may be provisioned automatically, by a teacher, or manually by the student under teacher direction and guidance.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the System-Wide Technology Director.

## 3.36 LCSS - STUDENT/PARENT MOBILE DEVICE AGREEMENT

**Terms and Conditions of Use**

a. The student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions which will govern the student's possession and use of mobile device computer (laptop, tablet, Chromebook, iPad, etc.) issued to the student by the Lauderdale County School System (LCSS).
b. The student and the student's parent/guardian also certify that they will comply with these terms at all times while the mobile device is in their possession or under their control. Participation in this program is voluntary.
c. If the student or student's parent/guardian do not wish to be issued a mobile device or do not agree to the terms and conditions of use, the student will receive educational services that do not require use of a mobile device and will not be penalized in any way for the decision not to participate.

**General Terms & Conditions**

a. The mobile device is being made available to the student on the terms and conditions described in this document only for purposes of educational services provided by the LCSS.
b. The mobile device is and will remain at all times the property of the LCSS.
c. The LCSS may recall the mobile device or place additional restrictions on the student's use or possession of the mobile device, at any time and for any reason, with or without prior notice.
d. If instructed to do so for any reason by any Lauderdale County School teacher or administrator, the student or the student's parent/guardian will immediately surrender the mobile device to that teacher or administrator.
e. The LCSS reserves the right to change the terms or conditions of the student's possession or use of the mobile device or to impose new restrictions on use or possession of the mobile device, at any time.
f. The student's possession and use of the mobile device will be subject at all times, both on and off campus, to the terms and conditions described in this document, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by the LCSS.
g. The student's possession and use of the mobile device will be governed at all times, both on and off campus, by all applicable policies and procedures of the LCSS, including but not limited to the current Technology and Acceptable Use Policy.
h. By signing this agreement, the student and the student's parent/guardian certify that they have reviewed and understand Board Policy.
i. They further certify that they are aware that all Board policies are available on the school system's website and at each school and that it is their responsibility to inform themselves as to any Board policies that might apply to the student's use or possession of the mobile device and to comply with those policies at all times.
j. Under no circumstances will the student use the mobile device or permit the mobile device be used in furtherance of any of the following: crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activities of any kind.
k. Under no circumstances will the student use the mobile device, or permit the mobile device to be used, to access any networks, websites, or online resources that have not been approved by the LCSS.
l. The device will follow all current internet filtering policies.
m. Under no circumstances will the mobile device be used for instant messaging (IM) or visiting chat rooms or non-school social networking websites unless access has been specifically approved by the LCSS.
n. Parents or guardians will supervise and monitor students' internet use whenever possible.
o. By signing this document, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the mobile device to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations.
p. The student and student's parent/guardian will hold the LCSS and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus internet activities.
q. Should the student inadvertently gain access through the mobile device to any confidential information about other students or staff members of the LCSS, including but not limited to course work or grade information, the student will immediately report the incident to the school principal or the LCSS's Director of Technology and will not share the information with any other person. Because the mobile device is school property and is intended only for approved educational uses, the student's use of the mobile device will be governed by this document and the rules, policies, and guidelines described in this document at all times and in all locations, both on and off campus and both during and outside of instructional time.

r. If authorized by the LCSS and the student's parent/guardian, the student may transport the mobile device to and from home, public libraries, and meetings of school study groups.
s. The student will not share the mobile device with any other person unless expressly authorized to do so by a Lauderdale County Schools' teacher or administrator.
t. The student will not lend the mobile device to any other person, including another LCSS student, without prior written authorization from the principal.
u. Any violation of the terms or conditions set forth or referenced in this document may result in possession or use of the mobile device being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of the LCSS.
v. The student's possession and use of the mobile device is a privilege, not a right.
w. By signing this document, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the mobile device and that neither this document nor any conversation, correspondence or understanding between themselves and any representative of the LCSS gives them any ownership or contractual rights of any kind whatsoever in the mobile device.

**Orientation Quiz**

a. As a condition of being issued a mobile device, all participants must take and pass a quiz on Mobile Device/Chromebook care and use.

**Issuance & Return of Mobile device**

The mobile device will be issued to the student only after the student has attended the mandatory orientation meeting, the quiz has been passed, and the signed AUP has been returned.

a. All devices will be returned at the end of the academic school year.
b. Any device needed during the summer will be checked out through your local school campus and the technology department.

**Care, Maintenance & Inspections**

a. By signing this document, the student and the student's parent/guardian acknowledge that they have received a copy of the LCSS Mobile Device Care and Use Guidelines and that they will comply at all times with the specifications in that document, as well as an additional rules or guidelines regarding care and maintenance of the mobile device.
b. Under no circumstances will the student install or permit to be installed on the mobile device any hardware, software, drivers, or other programs or devices without the advance written approval of the principal.
c. Under no circumstances will the student delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the mobile device by the LCSS.
d. The mobile device may be inspected at any time by LCSS officials, with or without prior notice, either in person or remotely via the internet or network connections, for purposes of maintenance and/or to monitor the student's use of the mobile device (including any email communications and internet activities) to determine whether the student is complying with the terms and conditions set forth or described in this document.
e. By signing this document, the student and parent/guardian acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the mobile device, which shall at all times remain the property of the LCSS and which is intended to be used only for school purposes.
f. The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Code of Student Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.

**Loss, Theft, & Damage**

a. The mobile device is a valuable piece of property that is being made available to the student by the LCSS for purposes of advancing the student's education.
b. The student is responsible for ensuring that the mobile device is kept safe and secure at all times while it is in the student's possession or under the student's control.
c. Under no circumstances will the student leave the mobile device unattended at any location, either on or off campus, unless it is safely secured at the student's home or locked in the student's school locker.
d. Under no circumstances will the student leave the mobile device in the care or custody of any person other than the student's parent or guardian or a LCSS teacher or administrator.
e. If the mobile device is lost, stolen, damaged or malfunctioning in any way, the student will immediately report the problem to the teacher or principal.

f. If the student believes the mobile device has been stolen, the student and the student's parent/guardian will immediately file a report with law enforcement and request a copy of the written incident report filed by the law enforcement officer.
g. As soon as possible after reporting the mobile device stolen, the student will provide a copy of the police report to the principal, along with details about the incident and the name and telephone number of the investigating officer.
h. The LCSS will investigate all incidents of mobile devices reported as lost and may refer any such incidents to law enforcement.
i. Lauderdale County Schools' mobile devices can be easily identified and traced. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a LCSS owned mobile device will be vigorously prosecuted to the fullest extent of the law.
j. The LCSS reserves the right to decline to issue a replacement mobile device if it determines, in its sole discretion, that the risk of loss or damage to the replacement mobile device is unacceptable.
k. The decision not to issue a replacement mobile device shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued LCSS mobile devices,, given that those fees are intended to help offset the actual cost to the LCSS of repair or replacement of LCSS property

**Fees and Charges:**

- $35 lost charger
- $75 "Graffiti/Sticker Bombing" -If the graffiti causes damage to the chromebook that requires repair, it will be shifted to intentional damage.
- Intentional Damage - actual cost of repair or $300 for replacement, whichever is lower. (if replaced, the student will be given the broken chromebook if they want it.)

*Intentional damage is assessed by our maintenance company. The cost for repairs will be relayed after the assessment.

**Fee Waivers**

a. The fees described in this document will be waived only for demonstrated economic hardship in accordance with the LCSS.

## 3.37 VIRTUAL SCHOOL OPTION

**Scope and Delivery of Services**

a. The Lauderdale County Board of Education provides a virtual school option for grades 7 – 12 that includes, but is not limited to, all courses that are needed to obtain a high school diploma.
b. Such courses will be delivered through the Alabama State Department of Education's ACCESS Virtual Learning program, Edgenuity, locally-developed virtual courses, and/or other online instructional programs approved by the Lauderdale County Board of Education.

**Student Eligibility Criteria**

a. See LCVA enrollment criteria https://www.lcschools.org/lcva

Extracurricular Activities

Students must meet the same extracurricular activity eligibility requirements as students enrolled in traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association ("AHSAA") requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

Additional Procedures Authorized

The Superintendent or his designee is authorized to develop such procedures as he deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the virtual program's requirements and rules, and a process for making determinations regarding a student's continued eligibility.

Reference: Ala. Code § 16-46A-1, et seq.]

# 4.0 ATTENDANCE

## 4.1 COMPULSORY ATTENDANCE

a. Alabama law requires that each child between the ages of 6 and 17 attend school.
b. The higher standards set at the state level for graduation make daily attendance in every class in every grade very important.
c. It is the responsibility of the parent/guardian to enroll his/her child and see that they attend school and obey all the rules and guidelines adopted by the Board.
d. School is in session for 178 days.
e. Parents\guardians are required to ensure that students under their care or custody attend school regularly.
**f. Students who do not meet the minimum number of days of attendance due to unexcused absences will receive an F/A (failure due to non-attendance).**
g. Students failing because of attendance may appeal the decision in writing to an attendance review committee that will make the final decision on the appeal.
h. Students in grades K–8 are subject to being retained if they have accumulated 10 or more unexcused absences during the school year. Students in grades 9-12 may be denied credit if the number of unexcused absences in any given class exceeds 10.
i. State law requires that students under the compulsory age (4-5) or (17 & up) and are enrolled in the school system must abide by all attendance laws. Failure to do so can result in possible dismissal or criminal charges against parents and or student.
j. Parents will be notified before charges are filed on non compulsory age students, and may have an opportunity to withdraw the student.
k. Students 17 and over may be dismissed and lose their driver's license at any point above 10 consecutive unexcused absences or 15 cumulative days of unexcused absences. (AL Code 16-28-40)
l. Married students under the age of seventeen (17) are still subject to the compulsory school attendance law.
m. Pregnant Students:
    - Pregnant students may attend school as long as her physician allows.
    - Students in this category should notify a teacher, principal, or counselor to provide a doctor's note verifying the pregnancy.
    - Absence due to childbirth shall be treated the same way as any other absence due to illness.
    - With a written statement of approval from the physician, the student may return to school after birth of the child

## 4.2 PARENT/GUARDIAN RESPONSIBILITY (ENROLLMENT AND ATTENDANCE)

a. Parents and guardians are responsible for enrolling their children in school and for assuring that their children attend school and obey behavior rules and guidelines as set by school policy.
b. Parents/Guardians failing to enroll students and ensuring their attendance and proper behavior are subject to attending an Early Warning Program (through the Lauderdale County Judicial System), fines and/or imprisonment under state law.
c. State law also requires the Superintendent to report all truancy-related suspensions to the District Attorney. (Alabama 16-28-16, 16-28-3, 12-15-13, Act #94-782

## 4.3 ABSENCES AND EXCUSES

a. Upon returning from an absence a student must bring a written note from his/her parent/guardian to the school explaining his/her absence within three days for school officials to determine if the absence is excused. A doctor or a parent note is required if the school nurse sent them home.

b. School officials will decide if the absence is excused by following state and local board guidelines.
c. A student shall be excused for absences from school for: (1) illness, (2) legal quarantine, (3) emergency conditions as determined by the principal, (4) inclement weather which would be dangerous as determined by the superintendent, (5) death in the immediate family, (6) Court subpoena, and (7) prior permission of the principal and consent of the parent or legal guardian.
d. An excused absence permits a student to make up missed work.
e. However, excused absences based on parent- written notes may not exceed a total of five (5) days per semester.
f. Students in grades K-6 who have unexcused absences will be allowed to make up missed assignments. However, students in K-12 will receive zeros for missed assignments due to an out of school suspension.
g. All other policies are in effect, limited to but not excluding, truancy charges and retention due to excessive unexcused absences.
h. Any additional absences must be doctor or court verified for school officials to determine if the absence(s) should be excused. Doctors'/Court Officials' excuses must have original signatures from appropriate medical/legal personnel.
i. Stamped, scanned, Xeroxed, etc. signatures from doctors' offices and/or court offices may not be accepted for the purpose of excusing an absence.
j. Notes from doctors' offices and/or court officials may be verified at the Principal's discretion if the number of these notes appears excessive or if the legitimacy of the note(s) is/are in question.
k. The student must actually be seen at the doctor's office to be considered a "Doctors" excuse.
l. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

- A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school if the absence is to be excused.
- A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.
- Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.
- The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. **FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)**
   a. Parents/guardians shall be notified by the automated calling system or school officials that the student was truant and the date of the truancy.
   b. Parents/guardians shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. **NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)**
   a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
   b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
   c. Failure to appear at the school conference and/or 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.
3. **NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)**
   a. File a complaint/petition against the child and/or parent/guardian, if appropriate.
4. **CHILD UNDER PROBATION**
   a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama* (1975), §12-15-100 and 105.

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

## 4.4 CHECK-INS/CHECK-OUTS

a. Any student that is late to school or needs to leave school early must be checked "in" or "out" through the office.
b. The parent/guardian must notify the school office if he/she wishes to check his/her child in or out of school.
c. Permission requesting that the student leave early should be granted from the office before classes begin that day.
d. The nature of the check-in/check-out will determine whether the absence from class is excused.
e. Remember that you are considered absent from class if you miss a class because of a check-in or check-out.
f. The same reasons listed for absences are used to determine if the reason for leaving campus or arriving late is excused or unexcused.
g. Refer to your local school rules for detailed procedures. (Location of checkout)
h. Students cannot check-out during lunch period for the purpose of eating off campus.
i. Anyone checking a student out must come in the office to do so. The checkout note must have the parent/guardian signature and phone number.
j. Any student checking out that is of legal driving age must have a parent/guardian signature and phone number on the note. Students will not be allowed to leave until the checkout has been verified with the parent/guardian.
k. A photo ID may be required with any checkout.
l. Emergencies will be handled by the administrator.
m. All check ins/check-outs are subject to the approval of the principal/administrator.

**Note: The automated attendance system used in our schools will count a student absent that is not at school by 11:30 or checks out before this time (K-6). For students in grades 7-12, attendance is counted by class period.**

## 4.5 SCHOOL PARTICIPATION ABSENCES

a. Students who are away from school due to participation in school-sponsored activities shall be marked PRESENT and permitted to make up schoolwork missed.
b. The same rule for making up work applies here as to those who have been absent (excused).
c. In order to be eligible to participate in any athletic/extracurricular event (game), the student must be present in school for at least one half of the school day. Any student not at school for one half of the school day will be excluded from participation on that day. (Any exception to this requirement would be approved by the school principal.)

## 4.6 STUDENT TRAVEL RELEASE TIME

a. The Principal will consider a request from the parent/guardian for release time for educational purposes.
b. Requests should be made at least three days prior to the release date and must not exceed more than five days per semester.
c. If approved, the student is responsible for any missed school work.
d. The absences will be excused.
e. Any request(s) exceeding five days in a semester, or if the dates are during semester exams or state mandated assessments, then Superintendent approval IS required. A time release form requiring the Superintendent's approval may be downloaded on the district website (www.lcschools.org) under "Parent/Student Resources') and must be submitted three days prior to the release date.
f. Organizations or individuals not affiliated with the school that sponsors trips for students must obtain a student travel release time form.
g. Students are not permitted to participate in any fund-raising activities for non-school related trips during school hours.

## 4.7 MAKE-UP WORK

a. Excused absences will allow the student two (2) school days for each one (1) day missed to do make-up work, up to a maximum of fifteen (15) school days.

b. If the work is not made up, zeros will be averaged into daily grades/test grades.
c. **Prior knowledge of a test or project assigned before the absence will require the student to take the test or hand in the project the first day back in school**.
d. Projects/tests assigned while a student is absent will be scheduled on a case-by-case basis.
e. If the absence is unexcused for grades 7-12, students shall receive zeros for the missed work.

## 4.8 TARDIES

a. It is the responsibility of the parent/guardian to ensure that his/her child attends school at the proper time each day.
b. Students who accumulate **8 tardies per semester** will be required to attend Early Warning.
c. Individual schools have their own discipline policy relating to tardies which may include the student being suspended out of school.
d. For students of driving age, excessive tardies will result in the suspension of driving privileges: **On the 3rd and each subsequent tardy the student's driving privilege may be suspended up to 5 school days for each offense.**

## 4.9 TRUANCY

a. The parent or legal guardian is responsible for requiring his/her school-age child, enrolled in school, to attend school regularly.
b. The Lauderdale County Board of Education will not allow truancy or the habitual and unlawful absence from school.
c. When the student is a habitual truant, or because of irregular attendance or misconduct has become a menace to the best interest of the school which he is attending or should attend, and the parent, guardian or other person files a written statement in court stating that he is unable to control such child, the attendance officer must file a complaint in juvenile court against said student.

## 4.10 DRIVER'S LICENSE/ATTENDANCE

a. Students must have a **student enrollment form** to take the driver's test.
b. The form must be picked up at school during the school day. During the 1994 Legislative session, the Alabama Legislature passed Act #94-820, which attaches school attendance standards with the right to retain, apply, renew, or reinstate a driver's license or learner's permit to operate a motor vehicle.
c. In order to qualify for and maintain an Alabama driver's license or learner's permit, a student between the ages of 17 to 19 must be either enrolled in a public school, enrolled in the G.E.D. program, enrolled in a job-training program approved by the Superintendent, or exempted for circumstances beyond the control of the student as defined by guidelines stated in Board policy.
d. Students who have ten (10) consecutive or fifteen (15) cumulative unexcused absences may also be required to forfeit license privileges.

## 4.11 EXIT INTERVIEW FOR POTENTIAL DROPOUTS

a. Section 16-28-3.1 of the Code of Alabama references the withdrawal from public school prior to graduation of a student if both of the following circumstances exist:

    1. Written consent is granted by the child's parent or legal guardian.
    2. An exit interview is conducted with the student and the student's parent or legal guardian.

# 5.0 STUDENT SERVICES

## 5.1 NURSE SERVICES

a. The Lauderdale County Board of Education employs school nurses to maintain health rooms and provide health services for our schools.
b. The school nurse may provide health screenings that include vision, hearing, dental or spinal (scoliosis). Parent permission is required for these screenings and parents will be notified if a student requires further evaluation by a healthcare provider as a result of any school screening.
c. School nurses may screen for communicable diseases as required by the Alabama Notifiable Disease Law. Parents will be notified if further evaluation by a healthcare provider is required.
d.
e. **The Alabama State Department of Education Health Assessment Record is required to be completed on each student at the beginning of the school year and is included in online enrollment. In the event online enrollment is not completed, a paper copy will be sent home for the parent/guardian to complete and return. (2 page form located at the end of the handbook.)**
f. The Lauderdale County Board of Education authorizes that a written emergency action plan/ individual health care plan be developed with students identified as having a serious or life-threatening medical condition such as:
    - Diabetes
    - Adrenal Insufficiency
    - Severe asthma
    - Severe cardiac disorders
    - Anaphylaxis (severe allergic reaction)
    - Seizure disorder
    - Hemophilia
    - Other life-threatening conditions verified by a physician

- Specific medical procedures that require independent nursing judgment or intervention that shall not be delegated to unlicensed personnel include but are not limited to:

    - Catheterization, clean or sterile
    - Administration of injectable medications, other than premeasured medication for allergic reactions
    - Administration of rectal or vaginal medications
    - Tracheostomy care, including sectioning
    - Gastrostomy Tube Care and feedings
    - Ventilator care
    - Other invasive procedures or techniques
    - Sterile procedures
    - Calculation of medication dosages other than measuring a prescribed amount of liquid medication or breaking a scored tablet
    - Receipt of verbal or telephone orders from a licensed prescriber

  (Alabama Board of Nursing Administrative Code Chapter 610-X-6, Standards of Nursing Practice)

- Parents may contact the Lead School Nurses at 256-760-1300 so that a plan may be developed and appropriate action taken for a student that requires assistance with invasive procedures or life-threatening medical conditions during the school day.
- **Immunization Law (Code of Alabama, 1975 #16-30-4)**
    - Requires all students to present an Alabama Certificate of Immunization or Alabama Certificate of Exemption for the following communicable diseases: Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles (Rubella, Rubeola), Mumps, Varicella, and Pneumococcal.
        a. When the immunization certificate expires, the student will have **30 days** from the date of notification to obtain an updated Alabama immunization certificate or Exemption. **If an updated certificate is not presented within 30 days, the student will not be allowed to attend school.**

b. An Alabama Certificate of Immunization may be obtained from a medical provider, pediatrician, or the Lauderdale County Health Department by appointment only.
c. An Alabama Religious Exemption Certificate can only be issued by the Lauderdale County Health Department by appointment only. The Lauderdale County Health Department phone number is 256-764-7453.
d. A Medical Exemption Certificate can only be issued by the student's medical provider.
e. Failure to obtain an updated Alabama immunization certificate or exemption that leads to unexcused absences may require the parent to attend an Early Warning Program.
f. The State Health Department conducts an annual immunization survey of all public schools. The schools that are selected to participate in the on-site audit will provide local health department officials access to the requested immunization records.

- **ACT # 2014-437-Safe at Schools Diabetes Act**
    - Requires all school personnel to receive annual training in Type I and Type II Diabetes. The school nurse in coordination with the parent, will be required to complete the State Department of Education Diabetes Individual health care plan to include physician orders. This act also allows registered school nurses to train and delegate to unlicensed school personnel in the school setting the nursing act of Insulin administration and or emergency Glucagon to students.

- **ACT #2021-76-Safe at Schools Seizure Act**
    - Requires all school personnel to receive annual training in Seizures. The school nurse in coordination with the parent will be required to complete the State Department of Education Seizure individual health care plan to include physician orders. This act also allows registered school nurses to train and delegate to unlicensed school personnel in the school setting the nursing act of administering pre-measured medication for emergency treatment of a seizure to students.

- **ACT# 2014-405-Anaphylaxis Preparedness Act**
    - Requires each local board of education to adopt and implement an anaphylaxis preparedness program. All school personnel will receive annual training on anaphylaxis including food allergies and the procedure for administration of an auto-injectable epinephrine (EpiPen).

- **ACT #2017-368-Influenza Information Act**

    - This bill states local boards of education will provide information on influenza disease and the vaccine to parents and guardians of students whenever other health information is provided. An information sheet developed by the Alabama State Department of Education will be provided on our website.

- **ACT #2017-19-Backpack Information Act**

    - This bill states that local boards of education will educate all administrators, teachers, parents and students regarding the potential health impact of heavy backpacks and to take proactive measures to avoid injury. A backpack information sheet will be provided on the Lauderdale County Board of Education Website, and posted on bulletin boards for parents and students. This information should also be shared with parent, teacher organizations. Additionally, teachers should review this information with their students.

- **ACT #2017-278-Sunscreen Use at School Act**

    - This act states any student that is capable may carry and apply FDA approved over- the- counter sunscreen without a signed medication form on file with the nurse. Any student requiring assistance in applying FDA approved over- the- counter sunscreen must have a parent signed medication form on file -no physician signature is required. Any employee may assist in applying FDA approved over- the- counter sunscreen without having to be a trained medication assistant.

- **ACT# 2023-75-Safe at Schools Adrenal Insufficiency Act**

    - This act states any student that is capable may carry and apply FDA approved over- the- counter sunscreen without a signed medication form on file with the nurse. Any student requiring assistance in applying FDA approved over- the- counter sunscreen must have a parent signed medication form on file -no physician signature is required. Any employee may assist in applying FDA approved over- the- counter sunscreen without having to be a trained medication assistant.

- **Other required employee annual health trainings include:**
    - Asthma, Bloodborne Pathogens, COVID-19 Universal Precautions, and Stop the Bleed, Safe at School diabetes, seizure, and adrenal insufficiency training.

## 5.2 MENINGOCOCCAL DISEASE AND VACCINE

1. *What is meningococcal disease?*
    - Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.
2. *How do you catch the disease?*
    - The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect his/her immune system. College freshmen living in dormitories also have an increased risk of getting the disease.
      The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.
3. *What are the symptoms of the disease?*
    - Fever
    - Headache
    - Stiff neck
    - Red rash
    - Drowsiness
    - Nausea and vomiting

   *Meningococcal vaccine: Who should get the vaccine and when?*
    - MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.
4. For more information on this and other vaccine recommendations, go to: https://www.alabamapublichealth.gov/immunization/index.html

## 5.3 MEDICATION PROCEDURE

a. All medications to be administered at school will be brought to the health room or appropriate office and safeguarded in a double locked area as designated by the nurse supervisor and principal per the State Department of Education Medication Curriculum guidelines.
b. The parent/guardian must sign the Alabama State Department of Education School Medication Prescriber/Parent Authorization form (PPA) granting permission for the child to receive medication at school.
c. The Alabama State Department of Education School Medication Prescriber/Parent Authorization form must be used for all medication administered in the school setting including over-the-counter (OTC) medications.
d. Parents should administer daily medications before and/or after school hours unless the medication must be given during school hours with meals, snacks, or other specific times during the school day.
e. The parent/guardian or a designated responsible adult shall deliver all medication to be administered during the school day to the school nurse or personnel designated by the school nurse. **Medications should never be brought to school by the student or be on the student's person unless they are emergency medications and**

**the proper forms have been completed. This is to ensure the health and safety of all students.**

f. The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle/container. The pharmacy prescription label information must be identical to the prescriber/parent authorization (PPA) form information (dose, frequency, specific times, etc.) Any mismatch of information will not be accepted.
g. The parent/guardian must provide the school with a completed Alabama State Department of Education School Medication Prescriber/Parent Authorization form (PPA) for each medication to be administered at school.
h. The PPA must be completed each school year and anytime medication orders are changed. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific time, etc.) Cutting, crushing, or sprinkling a pill/tablet/capsule can be done only with a written prescriber order. Changes to the medication orders by a parent/guardian will not be accepted.

i. The physician shall provide a list of side effects for prescription medications and over-the-counter medications.
j. The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
k. Over-the-counter medication guidelines:
    - Over-the-counter medications administered according to the manufactures' recommendations will require completion of the over the counter PPA signed by the parent/guardian.
    - Over the counter medications may only be administered for a 14 day period. Over the counter medication needed longer than 14 days requires a PPA signed by the medical provider and the parent.
    - A parent order for the same over the counter medication will only be accepted twice a school year.
    - Over the counter medication prescribed in excess of the manufacturer's recommended dosage will require completion of the PPA form signed by the medical provider and the parent.
    - Over the counter medication must be provided by the parent/guardian in the original sealed container identifying the medication name, dosage, and manufacturer's labeling.
l. Lauderdale County Schools will allow siblings to share one bottle of over-the-counter medication.
m. No aspirin or aspirin (salicylate) containing medications will be given to children or teenagers under the age of 18 years of age, unless prescribed by a physician.
n. Natural remedies, herbs, and nutritional supplements may not be administered by school personnel without an explicit order of an authorized prescriber, parent authorization, verification that the product is safe to administer to children in the prescribed dosage and reasonable information regarding therapeutic and untoward effects (SDE Medication Curriculum and Schwab & Gelfman).
o. Student self-administration of medication for a documented chronic health condition will be authorized if conducted in compliance with the State Department of Education, Alabama Board of Nursing, and Lauderdale County Board of Education guidelines. Student self-administration of medication will be determined on an individual basis.
p. The parent/guardian shall pick up the student's medication(s) by dismissal time on the last day of school. All daily medications, and as needed medications left at school will be destroyed by the school nurse in the presence of a witness per the Alabama Board of Nursing and State Department of Education Medication Curriculum Guidelines. Emergency medication(s) that are not expired may be kept in the health room for summer programs (Example: Epi-Pen auto injector, Inhaler, Seizure emergency nasal medication and Glucagon).

q. Expired medications are not allowed to be administered in the school setting. Expired medications that have not been picked up by the parent within 14 days will be destroyed by the school nurse in the presence of a witness per the Alabama Board of Nursing and State Department of Education Medication Curriculum guidelines.

## 5.4 COMMUNICABLE DISEASES

a. The Lauderdale County School System will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in schools.
b. The school nurse is required to report notifiable communicable diseases /conditions to the local health department within the specified time frame.
c. A student diagnosed with a communicable disease must be cleared by a physician, nurse practitioner, the public health department, or the school nurse with a statement of clearance to the school.
d. **Students exhibiting fever greater than 100 degrees Fahrenheit, should not attend school until they have been fever free for 24 hours without the use of fever reducing medications such as Tylenol or Advil/Ibuprofen.**
**e. Students exhibiting vomiting and/or diarrhea should not attend school until they have been symptom free**

**for 24 hours.**

HEAD LICE

a. **Students with head lice who exhibit symptoms of live lice infestation or eggs will not be allowed to stay in school until the problem is eliminated.**
b. Treatment will be verified by the nurse or other designated personnel before re entry to the classroom.
c. Students who are absent from school due to head lice will receive excused absences for the first **five (5) absences** during the school year. All lice-related absences after the **first five (5)** will be marked unexcused.
d. If eleven (11) lice-related absences are accumulated, the student and parent(s)/guardian(s) will be required to attend an Early Warning Program. If problems persist, charges may be filed against parent(s)/ guardian(s) for neglect of parental responsibilities.

HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

a. The Board recognizes the public concern and interest in dealing with incidents of HIV and AIDS.
b. The U.S. Centers for Disease Control and the Surgeon General have reported that HIV is not transmitted by casual social contact.
c. It is the policy of the board to treat these disorders with the same care and concern as any other health problem that impacts the school setting.
d. The mere presence of the HIV infection shall not in itself be sufficient reason to remove a student from the school setting.
e. A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies.
f. School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities.

EMPLOYMENT

a. The Lauderdale County Board of Education does not discriminate on the basis of HIV infection or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990.
b. An employee with HIV infection may continue to work as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

STAFF DEVELOPMENT

a. All school staff members will participate in an annual blood-borne pathogens training that provides guidance on infection control procedures.
b. Certain employees will also receive additional specialized training as appropriate to his/her position and responsibilities.

HIV AND ATHLETICS

a. Participation in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status.
b. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.
c. Employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Official rulebooks will reflect these guidelines.
d. First aid kits must be on hand at every athletic event.

HIV PREVENTION EDUCATION

a. Parents and guardians will have opportunities to preview all HIV prevention curricula and materials.
b. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with his/her children.
c. The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will include:

- Curriculum taught 5th – 12th grades
- Use methods demonstrated by sound research to be effective
- Be consistent with community standards
- Follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC) and State Department of Education Health Education Course of Study
- Be appropriate to students' developmental levels, behaviors, and cultural backgrounds
- Build knowledge and skills from year to year
- Stress the benefits of abstinence from sexual activity, alcohol, and other drug use
- Include accurate information on reducing risk of HIV infection
- Include means for evaluation
- Be an integral part of a coordinated school health program
- Be taught by well-prepared instructors with adequate support
- Include a parent component

RELATED SERVICES

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

GENERAL PROVISIONS

On an annual basis, a student handbook will be given to notify students, their family members, and school personnel about current policies concerning HIV infection.

**5.5 LIMITED PHYSICAL ACTIVITY**

a. The parent/guardian of any student who has a medical condition that limits physical activity must notify the principal or a teacher in writing immediately upon knowledge of the condition.
b. **A physician's statement shall be required stating the pupil's medical condition and activities in which the pupil may not participate along with how long the student is to be limited.**

**5.6 SOCIAL SERVICES**

a. The Lauderdale County School System employs full time Social Workers who are available to parents and students. .
b. Although this program is housed at the Central Office, the social worker visits and provides services for all county schools.
c. Services are free of charge and available to all students.
d. Referrals and correspondence are handled with total confidentiality.

**5.7 REPORTING ABUSE/NEGLECT**

a. Any Board of Education employee having knowledge of, known or suspected child abuse/neglect must, by law, immediately report the facts as known to the Department of Human Resources or the Lauderdale County Sheriff's Department.
*b. Employees making a report of suspected abuse/neglect shall be immune from any liability according to the Code of Alabama (Code 26-14-1, 26-14-13). Reference to Erin's Law (Act 2015-456).*

**5.8 ACCIDENTS**

a. In the event of an accident on school grounds involving a student, the parent/guardian will be notified if injuries require medical treatment.
b. If immediate treatment is necessary, the educational employees serve under Alabama Law 87-390 which states "When---public education employees gratuitously and in good faith, render first aid or emergency care at the scene of an accident, casualty or disaster to a person injured therein, he/she shall not be liable for any child's damages as a result of his/her acts or omissions---."

## 5.9 INSURANCE FOR STUDENTS

a. The Lauderdale County School System participates in a low-cost student accident insurance program provided by an outside Insurance Agency.
b. The policy pays only the amount indicated in the policy.
c. The decision to purchase insurance is a parent\guardian choice.
d. Information pertaining to the insurance program is available at each school.
e. Please keep in mind, if your child has an accident at school, insurance is not provided by the school system.
f. **All student athletes and cheerleaders must be covered by a family or other insurance plan in order to be eligible for participation in the extracurricular activity.**
g. **Insurance is not provided by the school or school system. Please discuss this with the coach or principal before engaging in any school-related activity.**
h. An Insurance program provided by the state is the "ALL Kids" program. ALL Kids is the Children's Health Insurance Program offered by the Alabama Department of Public Health for uninsured children under age 19.
i. ALL Kids helps families who make too much money to qualify for Medicaid and cannot afford private health insurance. (Family size and income determine eligibility under ALL Kids.)
j. Applications are available at any county health department or Department of Human Resources office, as well as most hospitals. You can also apply online at www.adph.org/allkids or call 1-888-373-KIDS to have an application mailed to you.

## 5.10 GUIDANCE AND COUNSELING SERVICES

a. Guidance services are provided to all students grades Pre-K-12.
b. Counselors assist students in making short and long-term decisions, including educational and career opportunities.
c. Counselors also work directly with parents/guardians, teachers, and the community.

## 5.11 SCHOOL BREAKFAST/LUNCH PROGRAM

- Nutritious meals are served every school day and the price of the meal includes one carton of milk. Extra milk may be purchased. (The price of milk may fluctuate during the school year.) Meal costs are as follows:

| | **Breakfast Prices** | **Lunch Prices** |
|---|---|---|
| **Students** | **Free** | **Free** |
| **Employee** | **$3.25** | **$5.25** |
| **Visitor** | **$3.50** | **$5.50** |
| **Extras** | | |
| **Milk- $0.50** | | |
| **Students will be responsible for purchasing any extra items outside of the meal provided.** | | |

**a. NO COMPETITIVE OR COMMERCIAL MEALS (EX. MCDONALD'S, SUBWAY, SOFT DRINKS, ETC.) ARE TO BE BROUGHT INTO CAFETERIA, SERVED OR SOLD ON CAMPUS DURING CAFETERIA SERVING PERIODS.**
**b.** Breakfast is served at all schools except ATCTC.

## 5.12 ONLINE LUNCH PAYMENT OPTION (www.mySchoolBucks.com)

a. Parents\Guardians who wish to make payments for their child's lunch online may do so at www.mySchoolBucks.com.
b. Once you login and register you may make payments at any time, for any amount, and you may set up automatic email reminders to tell you when a payment is needed.
c. There is a $2.75 fee for eCheck and $3.50 fee for credit card per transaction for this service charged by the site.
d. The school system does not charge a convenience or membership fee.
e. For more information please log on to the web-site and click Help/FAQ at the bottom of the page.

## 5.13 PARENT RESPONSIBILITY FOR CHARGED MEALS

a. **Parents/guardians are financially responsible for all lunch charges incurred by their child.**
b. Once a student has a negative balance they are notified by the cashier.
c. It is expected that all negative balances will be cleared the following day.
d. The cafeteria manager will provide the school administration with a list of students with a negative balance on a regular basis.
e. The school administration will work with the student to clear all charges (negative balances), and the parent\guardian will be contacted.
f. School personnel are ready and willing to work with parents to ensure all lunch charges are cleared in a timely manner.
g. **All students leaving the Lauderdale County School System** (graduating, changing to homeschool, or changing school systems) **have until June 30th of the current school year** to be reimbursed for funds left in lunch accounts. The Student Account Reimbursement form should be completed and turned in.
h. For more information, please contact your school principal or the Child Nutrition Director at 256-760-1300.

## 5.14 WELLNESS GUIDELINES

- The Lauderdale County Board of Education is committed to providing a healthy and safe school environment. The board members understand that children that are healthy can learn more and are more likely to complete their formal education. This policy is designed to enhance student learning by providing a curriculum that models proper nutrition and physical education. Academic performance and quality of life are affected by the choice and availability of good foods in school. Healthy foods support physical growth, brain development, resistance to disease, emotional stability and ability to learn. Good health habits learned in school should prolong the lives of all students.

### A. Nutrition Education

1. Nutrition education will be incorporated into the curriculum as required by federal, state, and local mandates at all grade levels.
2. Nutrition information will be provided to the school staff, students and parents to promote better health, nutrition, and exercise.
3. The child nutrition program will continue to provide new information to the schools to ensure compliance with new nutritional guidelines.
4. School administrators will be responsible for compliance with the nutrition standards for the school store, vending machines, and school sales. Compliance with new mandates will be timely scheduled.

### B. Health Education and Life Skills

1. Physical education programs shall be in compliance with the Alabama State Department of Education's Course of Study.
2. Healthy living skills shall be taught as part of the regular instructional program and provide an opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.
3. Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.
4. Teachers will be good role models by making healthy food choices at school and by reinforcing the importance of good nutrition and physical activity.

### C. Health Services

1. School nurses shall be provided at each school as needed to provide health services, screenings and administering prescribed medications.
2. The Lauderdale County School System will work with health agencies in the communities to promote health and wellness for students, families, staff and community.

**D. Evaluation**

1. A system health advisory committee will be responsible for evaluating the effectiveness of this program. The committee will be made up of the principal or assistant principal, school nurse, CNP director, and the wellness center director.
2. A checklist evaluation form will be developed and used to insure compliance. Please go to www.lcschools.org website under Child Nutrition to participate in the survey.

- The Superintendent and Board members, in compliance with Federal Law 108-265 and State Board of Education guidelines, have implemented a **Wellness Policy**. The policy is designed to help curb the childhood obesity problem and the Type II Diabetes epidemic plaguing the state. Achieving the desired results will require the cooperation of parents, students, school personnel and community supporters. The policy will encourage more student activity and better eating habits. Some of the changes are as follows:
    a. Elementary students will be limited to non-carbonated drinks of 8 ounces or less, baked chips and other approved snacks.
    b. Middle and high school students will have to follow the established state guidelines for snacks.
    c. Students on field trips, in cooking classes, and on athletic and band trips will be exempt from the nutrition guidelines in the policy.
    d. Elementary birthday parties will be limited by the school and will have restrictions on the kind of beverages and snacks that can be served.
    e. Fundraisers outside the school are exempt from the nutrition guidelines, but cannot be done at a time that would interfere with the school breakfast or lunch program.
    f. Candy, carbonated drinks, foods high in saturated fat, or foods that have sugar as the first ingredient cannot be used as a fundraiser or as a reward during the school day.
    g. Parents may send snacks and lunches from home without restrictions, but the food must be in a non commercial container, and drinks must be wrapped in foil. Students cannot share food brought from home with other students because of the numerous food allergies.
    h. Students cannot bring food items to school to sell to other students.

## 5.15 CONFIDENTIALITY

a. The Board recognizes the legal and moral right to privacy. School personnel who are privileged with any information pertaining to students or staff members are required to treat such information as confidential.
b. Parents and students should also recognize the importance of maintaining confidentiality in reference to any school records.
c. Health-related messages or information are not to be sent by text message or shared by any other form of social media between students, parents and nurses due to privacy laws and the sensitive nature of health information. An exception will be made if either the nurse or parent needs to get in touch with each other and text messaging is the only means available.

## 5.16 Annual Notification Regarding School Provided or Sponsored Mental Health Services

### *Mental Health Services*

The school system provides or sponsors the following mental health services :

1. Large group guidance
2. Small group guidance
3. Mentoring
4. Assessments or Surveys
5. Crisis intervention
6. School-Based Mental Health

***Review of Materials***

You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal.

***Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services***

Under Alabama law, no student under the age of fourteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for each service listed for them to participate in that service.**

Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

**Parents of students with disabilities**: Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or §504 plan. Consent for those services will be obtained and information regarding your child's mental health services will be provided through the usual special education process.

**Opt-In for Mental Health Services by Parent or Legal Guardian**

No student under the age of sixteen (16) may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

For purposes of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (*e.g.,* Erin's Law; Jason Flatt Act).

This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance with the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

A. **Written Notification** – At least annually, the school system shall provide parents and legal guardians a written notification regarding school provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may allow, limit, or prevent their student's participation in the programs.

The written notification may be provided electronically, including through the school system's online enrollment portal or by such other means and methods as are customarily used for such purposes.

B. **Opt-In To Participate in Mental Health Services** –

1. *General Requirement* – For a student under the age of fourteen to participate in mental health services, written permission by the student's parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.

2. *Rescinding Permission* – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration.

3. *Requests for Opt-In and Referrals Authorized* – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstance arise for which services could be beneficial; and/or (2) provide a parent or legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.

4. *Exception for Imminent Threat* – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.
If staff deem that the student is experiencing a mental health crisis or emergency, the staff will engage in emergency protocols. Parents/guardians will be notified to the extent of the emergency. Parents/guardians will be given resources for emergency services for the student. School will follow-up with the student with support as needed to support re-entry back into the school setting. The school may require a re-entry meeting with parent/guardian and the student upon return to school.

C. **Information for Parents/Legal Guardians** – If a student's parent or legal guardian elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments.

D. **Record Keeping –** Written records maintained by the school system and directly related to a student's mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education records generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law.

Records pertaining to a student's mental health services will be kept separately from academic records unless including such record(s) in the student's academic record is necessary to implement a state and/or federal law (*e.g.,* special education referral process).

# 6.0 EXTRACURRICULAR ACTIVITIES

## 6.1 EXTRACURRICULAR ACTIVITIES

a. Extracurricular activities exist for all students to have an opportunity to participate.
b. These activities offer opportunities for students to learn the values of teamwork, individual and group responsibility, physical strength and endurance, competition, diversity, and a sense of culture and community.
c. Extracurricular activities provide a channel for reinforcing the lessons learned in the classroom, offering students the opportunity to apply academic skills in a real-world context, and are thus considered part of a well-rounded education.
d. All students are encouraged to participate in a club or organization at their local school.

## 6.2 ORGANIZATIONS AND CLUBS

a. All school-sponsored organizations and clubs shall be under the direct control of the principal.
b. All school clubs must be sponsored by a member of the faculty approved by the principal.
c. All clubs must have a constitution approved by the principal and kept on file.
d. Only enrolled students will be eligible for membership in extracurricular activities..
e. All meetings must be approved by the principal and attended by the school sponsor.
f. All club funds shall be collected and disbursed in accordance with the regulations set by the school district.
g. Authorization to conduct club activities may be denied when conduct by its members is contrary to the welfare of the students or the school, or is in conflict with the school authority or Board policy.
h. Extracurricular Boosters' Clubs shall be under the direct control of the school principal.
i. The Lauderdale County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For further information on notice of non-discrimination, visit https://www.ed.gov/media/document/nondiscpdf-33795.pdf

## 6.3 LOCAL SCHOOL ACTIVITIES PARTICIPATION

a. All local schools sponsor a variety of clubs, events, teams and\or organizations that are specific to their school.
b. The selection process may vary from school to school.
c. Each school will determine the criteria for selection to these teams, clubs, events, or organizations.
d. The selection criteria may include, but is not limited to; grades, discipline, and attendance.
e. Some teams or groups may be selected by the use of outside judges selected by the local school.
f. Non-traditional student band participation policy may be found here: https://www.lcschools.org/cms/lib/AL50000129/Centricity/Domain/112/2020-21_Band_Participation_Policy.pdf
g. In order to be eligible to participate in any athletic/extracurricular event (game), the student must be present in school for at least one half of the school day. Any student not at school for one half of the school day will be excluded from participation on that day. (Any exception to this requirement would be approved by the school principal.)
h. For more information on any rule or regulation related to a local school activity please contact the local school principal.

### 6.4 ACTIVITIES GOVERNED BY THE ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION (AHSAA)

a. In addition to local and board policy requirements and expectations, all High Schools in the Lauderdale County School System are members of the AHSAA and will abide by all rules and regulations of the association.
b. For more information on any rule or regulation related to athletic participation may be found at www.ahsaa.com.

### 6.5 DRUG TESTING

a. The Lauderdale County Board of Education requires all athletes and cheerleaders to undergo a random urinalysis test for the detection of drugs.
b. Random unannounced urinalysis testing for drugs/steroids may be done at any time during the year on a random sample of athletes and cheerleaders.
c. Students will be tested at no expense to the student.
d. The results of the urinalysis test will be given to the Superintendent
e. Students who refuse or cannot produce a sample for screening within one (1) hour of being notified will be considered providing a positive result.
f. Students who test positive must take and pass a second drug screen at a location designated by the Superintendent within 48 hours of the first.
g. Students who test positive on the second test will not be allowed to participate in any athletic activity for 30 school days.
h. The student must take and pass another random school administered test before the end of the 30 day period.
i. Any student refusing to be tested or failing a third test will not be allowed to participate in any athletic activities for one calendar year from the date of refusal or failure of the third test.

### 6.6 ATHLETIC ADMISSIONS

Lauderdale County Schools Athletic Admissions:

| | |
|---|---|
| Football | Advance: Adults $8-*Students $5 |
| | Tickets sold at the Gate: $10.00 |
| Jr. & B-team Football | Adults $8-*Students $5 |
| Basketball-Varsity & Jr. High | Adults $8-*Students $5 |
| Basketball Tournaments | All Tickets $10.00 |
| Baseball | Adults $8-*Students $5 |
| Softball | Adults $8-*Students $5 |
| Volleyball | Adults $8-*Students $5 |
| | Tri-Match or Tournament $10 for all tickets |
| Track and Field/CC | Adults $8-*Students $5 |
| Tournaments\Playoffs | Set by Local Schools or by AHSAA |

***A student includes Pre-K through 12th grade.**

**Athletic Parking-**Each school site has permission to accept a $5.00 donation for parking in a specific location for Varsity football games (Free parking will also be available.)

## 7.0 BEHAVIORAL EXPECTATIONS (Code of Conduct)

### 7.1 NOTICE TO PARENTS/GUARDIANS

a. Parents/Guardians are responsible for seeing that each student under their care and control follows school system policy and local school rules and regulations, and to contact the school in the event they have not received or is not aware of such policies, rules and regulations.

b. Students are not permitted to bring articles which are not needed for their regular class work.
c. This includes, but is not limited to, materials which could be valuable, disruptive, disturbing, or dangerous such as: electronic gaming devices, electronic musical devices, glass bottles, skateboards, cards, pepper spray, laser pointers, fidget spinners, etc.
d. Questions concerning any portion of this Code of Conduct should be directed to the local school principal.
e. The Lauderdale County Board of Education reserves the right to notify juvenile probation officers or other law enforcement agencies if the situation warrants.
f. According to Alabama State Law Section 16-1-24.1, parents are:

- Responsible financially for a child's destructive acts against school property or persons
- Responsible and required to appear at school when requested by an appropriate school official for a conference regarding acts of a child and/or the discipline of a child
- Required to see that a child is enrolled in school according to state law, and further
- Required to see that the child regularly attends school and abides by the system's rules and regulations related to attendance
- Required to compel the child to properly conduct him/herself in accordance with the policies, procedures, rules, and regulations of behavior adopted by the system and the local schools.

**7.2 WEAPONS/FIREARMS POSSESSION**

a. This policy shall apply when the violation takes place on school grounds, in automobiles, on school buses, and/or at any school event, during or after regular school hours, and at any school-sponsored and/or school-related trip or activity away from school.
b. The Superintendent and Board authorizes the principal or designated school official to automatically suspend up to 10 days (pending Board hearing) any student found in possession of a deadly weapon.
c. In addition to firearms, "deadly" weapons may include anything that could be used for the purpose of inflicting death or serious physical injury. A weapon is defined as a device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury.
d. Any student who violates this policy by having in his/her possession a firearm faces expulsion from school for a period of not less than one year (365 days) and will be referred immediately to the local law enforcement agency.
e. Any student violating this policy by possessing some weapon other than a firearm shall be subject to a Class III Violation of the student discipline code contained within this handbook and the sanctions for such Class III Violation.
f. Expelled students may be allowed to attend an alternative school setting at the discretion of the Board and Superintendent, but will not be allowed to attend regular school classes or events at any school in Lauderdale County.
g. Any student found guilty of violating this policy and expelled will not be considered for readmission to the Lauderdale County schools without psychiatric or psychological counseling paid for by the parents or guardians and an accompanying report in writing to the Superintendent and Board that the person does not represent a threat to the safety or security of any student or employee of the school system if directed to do so by the Superintendent.
h. No person shall shoot or discharge a firearm into an occupied or unoccupied school bus or school building. A person that does so is guilty of a Class B felony if the bus/building is occupied or a Class C felony if unoccupied.
i. All students (K-12) found in the possession of fireworks of any description or of a pocket knife will be dealt with on a case-by-case basis.
j. Discipline of students with disabilities found to be in violation of this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Alabama Code 16-1-24.3).

**7.3 ALCOHOL**

a. Any student found to be in possession of, appears to be under the influence of, or is distributing or selling alcohol.
b. The student will be suspended up to 10 days pending Disciplinary hearing for the 1st offense.
c. Subsequent offenses will result in a full board hearing.
d. The enforcement of this policy shall apply to all pupils in grades 7-12 and at the discretion of the Lauderdale County Board of Education for grades K-6 on a case-by-case basis.

e. This policy shall apply when the violation takes place on school grounds, in automobiles, on school buses, and/or at

any school event, during or after regular school hours, and at any school-sponsored and/or school-related trip or activity away from school.

f. Persons, firms, corporations, or associations who knowingly sell, give, or otherwise dispense any alcoholic beverages to a school student under the age of 18 years or who have sold alcoholic beverages on school premises shall be liable for prosecution under 16-1-10, Code of Alabama (1995).
g. Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
h. Charges may be filed up to one year of the date of the violation.

**7.4 DRUGS**

a. The possession or use of mind altering or substance abuse drugs is prohibited on school grounds, in automobiles, on school buses, and/or at any school event, during or after regular school hours, and at any school-sponsored and/or school-related trip or activity away from school.
b. A person who unlawfully sells, furnishes, or gives a mind altering or substance abuse drug to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage. (Alabama Law, Act 94-783)
c. Any student found to be in possession of drugs or drug paraphernalia, appears to be under the influence of, act of using, or is distributing or selling drugs shall be in violation of this policy.
d. The student will be suspended up to 10 days pending Disciplinary hearing for the 1st offense.
e. Subsequent offenses will result in a full board hearing.
f. The enforcement of this policy shall apply to all pupils in grades 7-12 and at the discretion of the Lauderdale County Board of Education for grades K-6 on a case-by-case basis.
g. Prescription drugs that must be administered during school hours will be administered by a designated staff member following Board guidelines and a physician's schedule.
h. **Prescription** drugs **used**, **sold**, or **given** to another student is a violation of the drug policy and is subject to Class III Sanctions that includes suspension/expulsion.
i. Students found in possession/use of their own prescription medication or possession/use of common over-the-counter drugs will be dealt with on a case-by-case basis taking into consideration the intended purpose.
j. Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
k. Charges may be filed up to one year of the date of the violation.

**7.5 FIGHTING**

a. A combative encounter between two or more persons with blows, slaps, shoves, kicks, pushes, and/or touching another person with intent to cause bodily harm is prohibited on school grounds, in automobiles, on school buses, and/or at any school event, during or after regular school hours, and at any school-sponsored and/or school-related trip or activity away from school.
b. Violation of this policy is at a minimum a Class III Violation with Class III Sanctions applied.
c. Elementary students may be dealt with on a case by case basis.
d. Where appropriate, and at the discretion of the principal, the punishment shall be imposed on all participants in the fight unless the person or persons against whom the encounter is directed by clear and convincing proof, makes a reasonable effort to avoid the encounter and does not offer a retaliatory blow, slap, shove, kick, push or other touching of the person of the initiator of the fight, in which the incident **will not** be classified as a fight, but as harassment or possibly assault by the aggressor.
e. In most cases, clear and convincing evidence that one participant was only trying to defend themselves is extremely hard to determine, therefore the encounter, if classified as a fight, will result in more than one person receiving disciplinary measures.
f. Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

## 7.6 CRIMINAL CHARGES

a. If a student has violated Board policy and criminal charges have been filed as a result by school officials against the student arising from the conduct on which the violation of Board policy was based, the Board may not readmit the student to regular classes until the criminal charges are disposed of.
b. This applies even if the student has satisfied all other requirements of the local Board for readmission.
c. The student will be assigned to an alternative school setting during the pendency of these criminal charges.
d. If criminal charges have been filed against a student by someone else, the student may be placed in an alternative school setting at the discretion of the principal.
e. This also applies to petitions alleging conduct which would constitute a crime that is filed in Juvenile court against younger students, Code of Alabama 1975, 16-1-24.1( c).
f. Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

## 7.7 VAPING, TOBACCO USE OR POSSESSION

**1st Offense**
Possession/ Use- 5 days in School Suspension
Distribution 5 days Out of School Suspension
*Students received a "0" for any grades taken while suspended Out of School
**2nd Offense**
Possession/ Use- 2 days Out of School Suspension and 5 days In School Suspension
Distribution- Suspended pending Alternative School Placement (Minimum 15 days)
**3rd Offense**
10 days Out of School Suspension pending Board hearing for Alternative School Placement
**The student case file will be turned over to the Juvenile Probation Office and the Assistant District Attorney's Office.**

**All violations of this policy will be considered cumulative for individual students in grades 7-12. Grades 4th through 6th will also be considered cumulative and Pre-K through 3rd graded handled on a case by case basis.**

**Example: A student receives their first vaping offense in 7th grade. In 9th grade the student violates the policy again, this would result in the student having two violations.**

**A 6th grader receiving a vaping violation will be cleared upon entering the 7th grade.**

## 7.8 VANDALISM

a. Parents/Guardians having care or control of a minor child under the age of 18 years are financially liable for retribution for all damages proximately caused by the injury to or destruction of any property by the malicious, willful, or intentional acts of the minor.
b. Students that are found to have "vandalized" school property will be dealt with using class two or class three sanctions, including paying for all damages.
c. Marking on the walls in restrooms, or on desks or walls or on the roof of any school building is considered vandalism and may be referred to law enforcement agencies.
d. Vandalizing school property is not considered a practical joke and will not be tolerated.
e. Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in

accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

**7.9 CORPORAL PUNISHMENT**

- *The Alabama Legislature has determined*:
    - It is the finding of the Alabama Legislature that the people of Alabama have two basic expectations of public schools: (1) that students be allowed to learn in a safe classroom setting where order and discipline are maintained; and (2) that students learn at the level of his/her capabilities and achieve accordingly. The Legislature finds further that every child in Alabama is entitled to have access to a program of instruction which gives him/her the right to learn in a non-disruptive environment. No student has a right to be unruly in his or her classroom to the extent that such disruption denies fellow students of his/her right to learn. The teacher in each classroom is expected to maintain order and discipline. Teachers are hereby given the authority and responsibility to use appropriate means of discipline up to and including corporal punishment as may be prescribed by the local board of education. *(Acts 1995, No. 95-539, p. 1121, §1.)*
    - The Lauderdale County Board of Education authorizes professional employees to administer corporal punishment. If such punishment is chosen, it shall be administered in the presence of a second school employee, but not in the presence of another student. Teachers shall be supported by the Board of Education and the administration in his/her efforts to teach good citizenship by requiring proper conduct.
    - State law and Board policy allows the use of corporal punishment. For more information, contact the school principal.

**7.10 ALTERNATIVE SCHOOL SETTING/ISS (IN-SCHOOL SUSPENSION)**

a. An alternative school program is operated on the campus of the Lauderdale County Board of Education for those students that have behavioral problems or have violated Board of Education policy.
b. Students assigned to the alternative school setting will be allowed to do his/her regular school work and receive credit, but will not be allowed to participate in or attend any local school activities until completing the assigned time.
c. Students assigned to alternative schools will also be provided a curriculum that stresses skills in recognizing and managing anger, alternatives to aggression (verbal and physical assault), strategies for developing self-control and personal responsibility, skills for getting along with others, success through academic achievement, and skills for success in the workplace.
d. Students in an alternative school setting may be denied school bus privileges, driving on campus privileges, and cell phone privileges for the duration of an alternative school setting.
e. The length of an alternative school placement will be determined on a case by case basis.
f. Any grade level student may be assigned to an alternative school setting or in-school suspension (ISS) for disciplinary reasons.
g. An assignment to ISS does not affect participation or attendance in after-school activities unless it is a cell phone, vaping/tobacco or principal's discretion violation.
h. Discipline of students with disabilities 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.

**7.11 DETENTION\ISS**

a. Detention or ISS may be used for behavioral problems and for violating school rules/Board policies.
b. Students assigned to detention\ISS will be allowed to do his/her regular schoolwork and receive credit.
c. Detention\ISS is located on the local school campus.
d. Some schools utilize morning or after school detention.
e. It is the students' responsibility to attend and comply with this form of behavior modification.

**7.12 OUT-OF SCHOOL SUSPENSION**

a. Students charged with continued misconduct in school or whose conduct jeopardizes the proper functioning of the school program may be suspended out-of-school.
b. Administrators are authorized to suspend a student for a period of time not exceeding ten (10) continuous scholastic days.
c. The administrator shall promptly notify parents or guardians of all out-of-school suspensions.
d. An out-of-school suspended student will not be eligible to be present on school property, to attend on-campus/off campus activities, to participate in any school-sponsored activities, or to enroll in other public schools in the Lauderdale County School System until the suspension is properly cleared.
e. Students who withdraw from the Lauderdale County School System with suspension or alternative school days unserved and then re-enroll will only be admitted on the condition that all suspension or alternative school days will be served immediately upon reinstatement.

## 7.13 EXPULSION

a. A student who is expelled shall no longer be registered as a student in the Lauderdale County School System.
b. As in suspension, an expelled student loses all rights to participate in school activities or **be present on campus during the expulsion period.**
c. A student that has been expelled may seek reinstatement to school after serving their expulsion by requesting in writing a reinstatement hearing.
d. Discipline of students with disabilities 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.

## 7.14 DUE PROCESS

a. Students accused of violating a school rule have the right to know what rule has been violated and the evidence against them.
b. Students will have the opportunity to challenge the charges and testimony given, and are permitted to present information on their own behalf.
c. The concept of due process stipulates that all rules will be equally enforced and that all will be treated fairly.

## 7.15 PHYSICAL RESTRAINT AND SECLUSION

a. State Law requires that each school system adopt a Physical Restraint and Seclusion Policy. It basically states the following three (3) things:

    1. Students that try to injure themselves, board employees, or anyone else, may be restrained by reasonable physical force by school employees.
    2. Students injuring other students at school are subject to discipline at school and to damages under civil law and penalties under criminal law.

    3. Law enforcement agencies may be called to assist school officials with unruly or uncooperative students. Parent\guardians will be contacted if the student is physically restrained, secluded, and/or removed from campus.

    A full copy of our Physical Restraint and Seclusion policy can be found on our system website.

## 7.16 SEXUAL HARASSMENT/MISCONDUCT

a. Sexual harassment is defined to include **unwelcome** sexual advances, request for sexual favors, and other **verba**l or **physical conduct** of a sexual nature, particularly when the advances, request, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school.

b. A student who believes he or she has been or is being subjected to any form of sexual harassment/ misconduct shall immediately report the matter to a school official. If the complaint is received by someone other than the

school principal, the administrator should be promptly notified by the person receiving the complaint.

c. The principal shall start an immediate investigation. All allegations of sexual harassment/misconduct will be investigated and appropriate action will be taken against those who engage in sexual harassment/ misconduct.
d. Students found guilty of inappropriate behavior may be suspended for up to 10 days and/or a Board hearing.

## 7.17 ANTI-HARASSMENT: VERBAL/WRITTEN THREATS/BULLYING

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited.

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

Section 2: Definitions

In this policy, these terms shall have the following meanings:

(a) "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

(b) "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault. 4

(c) "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

(d) "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

(e) "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

(f) "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

(g) "Student" as used in this policy means a person who is enrolled in the public school system.

Section 3: Description of Behavior Expected of Students

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules

prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

(b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

Section 4: Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

(a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint 5 must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

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

(b) Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy.
Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

**7.18 DRESS CODE**

a. The Board has the responsibility to maintain an appropriate atmosphere conducive to learning.
b. Appropriate undergarments should be worn at all times.
c. Therefore, the responsibility for appropriate dress and grooming rests with the parents/guardians.
d. Parents/Guardians and students should keep in mind that the reputation of the home, school, and community is reflected in dress, grooming, and behavior of students.
e. Student dress and grooming shall be appropriate to the classroom.
f. Wearing apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting, or violate health and safety rules of the school.
g. ***Students are to dress modestly and respectfully at all school-related events.***
h. These minimum standards shall apply to all students in the Lauderdale County School System.
i. (Local schools may have additional rules that apply to their school only.)

1. Shoes or sandals must be worn.
2. Students shall not wear midriff shirts, tube tops, spandex, mesh, fishnet garments, backless tops, strapless tops, tops or dresses with spaghetti straps, tank tops, halter tops, or pajamas in grades 4-12.
3. Any article of clothing that exposes large areas of skin or undergarments are not allowed during school hours and school events.
4. Shorts shall be permitted in grades K-12; however, beginning in the 4th grade, shorts are permissible when the length is at least one (1) inch below mid-thigh and not so tight that they would be considered disruptive. No bicycle shorts, lace-inserted shorts, cutoffs that are not hemmed, or running shorts with slits on the sides will be allowed.
5. Skirts or dresses must be no more than two inches above the knees. Skirts or dresses with slits in the sides, front or back must not be more than two inches above the knee.
6. Tights, leggings, or yoga pants may be worn under dresses, skirts, tops, or shorts that cover your bottom & front area **completely** at all times.
7. Students shall not wear sunglasses inside the school building.
8. The wearing of clothing advertising alcohol, tobacco, drugs, or suggestive words or pictures or symbols of violence or death shall be prohibited.
9. Students shall not wear anything on his/her head inside the school building (toboggans, bandannas, caps, scarves. hats, etc.).
10. Pants must be worn at the waistline, not sagging. They must not be so long as to come under the shoes causing a trip hazard. They must not have anything written across the seat. Garments must not have any holes above the knees.
11. Decorative contact lenses are not allowed unless prescribed by a doctor.
12. Garments, jewelry, or accessories that have chains, spikes or other potentially dangerous attachments are not allowed.

- **THE SCHOOL ADMINISTRATORS WILL BE THE JUDGE** as to whether apparel is acceptable or unacceptable.
- Student and parent cooperation is expected and appreciated.
- Administrator discretion shall also be used at special events such as proms, banquets, and pageants.
- Administration may approve designated days for school spirit- related variations to this policy.

## 7.19 PETS AND SERVICE ANIMALS

a. We are dedicated to protecting the health and well-being of our students and employees.
b. Some are highly allergic to certain animals. Animals can also spread disease or behave in dangerous or unpredictable ways that can cause injury to persons with whom they come in contact.
c. **Pets are not allowed on campus at any time; this includes all extra curricular events**, without the written permission from the principal.
d. Trained service animals are not considered pets, and visitors with them are allowed and welcomed in our schools and at extracurricular events as long as the service animal is under the control of his handler.
e. Violators of this policy will be asked to immediately leave the campus.

## 7.20 CELL PHONES, WEARABLES, AND OTHER COMMUNICATION DEVICES

The Lauderdale County Board of Education considers the health and safety of our students a top priority of our system. Pre-K through 12th-grade students will **NOT** be allowed to **USE OR HAVE ON THEIR PERSON** any type of cellular device on campus upon arrival for the academic school day through departure at 3:00 pm. Students being transported by LCSS buses will not be allowed to use any type of cellular devices on LCSS school buses during transportation time before and after school.

**In accordance with the 2025 state law, FOCUS ACT- July 1, 2025**

**Students may not have a cellular device on their person during the instructional day. The device can be turned off and stored in an approved area on campus such as a vehicle, bag room, locker, stationary backpack area, etc.**

**Medical Usage**

Any student needing a device for medical purposes will need to present the device and information to the local school principal and school nurse for approval. The device will be used strictly for intended medical purposes.

This policy will be in place from the time of arrival on campus until 3:00 pm.

**The Lauderdale County Board of Education or any employee involved will not be held responsible for any lost or stolen devices.**

**1st Offense**

3 Days of In-School Suspension

The device is held in the office

The parent/guardian must come get the device as soon as possible.

**2nd Offense**

2 Days Out of School Suspension- Students will receive a "0" for any grades taken during the time of Out-of school suspension.

The device is held in the office.

The parent/guardian must come get the device as soon as possible and meet with an administrator to discuss future offenses in detail.

The student will not be allowed to participate in any extracurricular activities during the time of suspension.

**3rd Offense**

4 Days Out of School Suspension- Students will receive a "0" for any grades taken during the time of Out-of school suspension.

The device is held in the office.

The parent/guardian must come get the device as soon as possible.

The student will not be allowed to participate in any extracurricular activities during the time of suspension.

**4th Offense**

10 Days Out of School Suspension pending a Board Hearing- Students will receive a “0” for any grades taken during the out of school suspension time period

Information and cellular devices will be turned over to the Lauderdale County Assistant District Attorney's (DA) office.

The parent/guardian will retrieve the device from the Lauderdale County Assistant DA’s office.

All violations of the LCSS Cellular Device Usage Policy will be considered cumulative for individual students in grades 7-12. Grades 4th through 6th will also be considered cumulative and Pre-K through 3rd graded handled on a case-by-case basis.

Students caught producing, videoing, and disseminating questionable/illegal materials with their cell phones will have their devices given to law enforcement officials to determine if charges are warranted.

**7.21 CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING BY STUDENTS**
**(State Department of Education Policy)**

a. The possession of digital devices (including, but not limited to cell phones, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is **strictly prohibited** in the testing setting.
b. School personnel will collect such devices before students can enter the testing room.
c. If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, the device may be searched and the student’s test will be invalidated.
d. **Additional disciplinary action may also be taken by the local school.**

**7.22 CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING BY SCHOOL PERSONNEL**
**(State Department of Education Policy)**

a. School personnel involved in administration of state testing may not use digital devices (including, but not limited to telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration.
b. **Violations may result in disciplinary action/certification revocation.**
c. **Additional disciplinary action may be taken by the School Board.**

**7.23 DRIVING ON CAMPUS**

a. Students that have a valid driver’s license, insurance and registration on a vehicle, and **pay a required parking fee**, may drive licensed vehicles to school, provided space is available.
b. Students may be prohibited from driving to school because of **rules violation** or lack of space. Local schools can assign designated spaces or areas for students to park.

**7.24 VEHICLE SEARCH**

a. Any vehicle, when parked on school grounds, may be searched if school officials suspect or have reason to believe it contains illegal substances, stolen property, weapons, or other illegal items.

**7.25 SEARCH AND SEIZURE**

a. The Board respects the civil rights of each person in the school system and will uphold these rights.
b. At the same time, school property is not to be regarded as a sanctuary from enforcement of the law and school board policy.
c. All administrators have the right and duty to conduct a reasonable search of a person and\or personal

property, including lockers, vehicles, desks, backpacks, and may include cell phones, when the administrator has received information that the student has violated the law and/or school policy.

d. Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched.
e. At least one witness who is a school employee, also of the same sex as said student, shall be present throughout the search.
f. A record of the search shall be made.

## 7.26 INTERVIEW OF STUDENTS BY LAW ENFORCEMENT OR OTHER STATE OR COUNTY AGENCY

A student enrolled in a Lauderdale County school may be interrogated or interviewed by a law enforcement official in the presence of the principal, and every reasonable effort shall be made to have a parent or guardian present.
All interrogations, interviews shall be conducted in private.
Department of Human Resources' investigators may talk to students in the principal's office without the presence of a school official.
No parent will be allowed to interrogate or interview someone else's child involved in a school matter on school property.

## 7.27 PUPIL/PARENT RESPONSIBILITIES REGARDING SCHOOL BUS TRANSPORTATION

a. The bus driver is in full charge of the bus and students during the transportation process. Students should listen attentively and obey directions promptly and willingly.
b. Students should ride their regularly assigned bus at all times, unless permission to ride a different bus has been granted by proper school authorities.
c. Students may be assigned a seat by the driver.
d. Students shall not sit in the driver's seat nor attempt to operate any part of the bus unless in an extreme emergency.
e. Students should be at the appropriate bus stop before the bus arrives.
f. Students shall wait in a safe place, clear of traffic and away from where the bus comes to a stop.
g. Students must not stand or play in the roadway while waiting at the bus stop.
h. Students shall exercise self-discipline by waiting in an orderly line and avoiding any behavior (horseplay) which may lead to injury while loading the bus.
i. Students who may have to cross a street or road to board or exit the bus shall do so when the bus has come to a complete stop, the crossing arm has extended and the driver has given consent to cross the street or road.
j. Students shall always cross in front of the bus at all times in full view of the driver, never behind the bus.
k. Students shall leave the bus in an orderly manner when the bus arrives at the appropriate bus stop.
l. Students are prohibited from boarding a school bus any time other than when boarding for transportation.
m. Students are prohibited from fueling a school bus.
n. Technical school students hold the same responsibility for their behavior as regular route students.
o. Violation of the rules and policies of the LCSS may result in suspension of bus riding privileges for up to 10 days. During this period, it is the responsibility of the parent or guardian to transport the student to school. Local school administrators may also choose a Class II or Class III sanction in certain cases, including a referral for a LCSS hearing.
p. Parents will be held responsible for any and all damages or vandalism that may occur to the school bus from the behavior of their student.
q. It is the responsibility of the parents or guardians to study, inquire and understand the policies and rules of the LCSS.
r. It is the responsibility of the parents or guardians to ensure that their students know and obey all rules and procedures; respect the driver and respect the rights and safety of other students.

s. Discipline of students with disabilities shall be considered on a case by case basis in accordance with the requirements of the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act.

**7.28 SCHOOL BUS SAFETY RULES**

a. Students shall be courteous, respectful of themselves and others; use no profane language or gestures, speak in a quiet tone of voice.
b. Students shall keep the bus clean: do not eat or drink on the school bus (water may be permitted).
c. Students must remain seated while the bus is in motion. There shall be no changing of seats unless permission is given by the driver.
d. Students shall keep head, hands and feet fully inside the school bus.
e. Students shall not bring items onto the bus which may cause injury to himself/herself or others.
f. Students shall refrain from throwing or passing objects on, from or into the school bus.
g. Students shall refrain from damaging or vandalizing the school bus.
h. Students shall keep all possessions out of the aisle and keep all exits clear.
i. Students shall abide by the student dress code as found in the LCSS Parent/Student Handbook.
j. Students shall abide by the student behavior code as found in the LCSS Parent/Student Handbook.

**7.29 SCHOOL BUS SUSPENSION**

a. A student's bus riding privileges may be suspended for disciplinary reasons.
b. During this time, it is the responsibility of the parent to transport the student to and from school.
c. Schools may also choose a Class II or Class III sanction in certain cases, including a referral for a board hearing.
d. Discipline of students with disabilities who violate bus rules 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.

**7.30 ILLEGAL SCHOOL BUS PASSING**

a. The driver of a vehicle upon meeting or overtaking from either direction any school bus which has stopped for the purpose of receiving or discharging any school children on a highway, on a roadway, on school property, or upon a private road or any church bus which has stopped for the purpose of receiving or discharging passengers shall bring the vehicle to a complete stop before reaching the school or church bus when there is in operation on the school or church bus a visual signal as specified in Section 32-5A-155.
b. The driver shall not proceed until the school or church bus resumes motion or is signaled by the school or church bus driver to proceed or the visual signals are no longer actuated.
c. Drivers should follow the following state laws related to bus traffic:

- **Two-lane roadway**: When a school bus stops for passengers, all traffic from both directions must stop!
- **Four-lane roadway without a median separation:** When a school bus stops for passengers, all traffic from both directions must stop!
- **Roadway of four lanes or more with a center turning lane**: When a school bus stops for passengers, all traffic from both directions must stop!
- **Two-lane roadway with a center turning lane**: When a school bus stops for passengers, all traffic from both directions must stop!
- **Divided highway of four lanes or more with a median separation**: When school bus stops for passengers, only traffic following the bus must stop.

**7.31 TRESPASSING ON A SCHOOL BUS**

a. Charles "Chuck" Poland, Jr. Act (Alabama Act 2013-347) was passed by the Alabama State Legislature and signed into law.
b. This law makes it a Class "A" misdemeanor to trespass on a school bus.
c. Any person(s) who trespasses on a school bus can face punishment of up to a year in jail and/or a fine of up to $6,000.
d. A new "**Unauthorized Entry**" decal has been placed on all Lauderdale County school buses as of July 2013.

e. Drivers will report any incident of trespassing immediately to the Lauderdale County Transportation Director.
f. The Transportation Director will report the incident to the Superintendent of Education and the local law authorities.
g. The Superintendent on behalf of the Lauderdale County Board of Education will proceed with prosecution against anyone who trespasses on a Lauderdale County school bus.

## 7.32 VIOLATION OF TECHNOLOGY USAGE AGREEMENT

- If a student has violated any part of the technology usage agreement, the violation may be classified as a Class I, II or III violation, and a Class I, II, or III sanction may be administered, depending on the severity of the violation.

## 7.33 POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

a. Our school system participates in the *Positive Behavioral Interventions and Supports* program.
b. Through this program we strive to promote positive behavior by stressing four basic principles;
   A. Be Respectful,
   B. Be Responsible,
   C. Be Resourceful, and
   D. Be of Good Character.

Research has shown that when these four principles are viewed as important, both at home and at school, the student has a greater chance of academic success.

## 7.34 CODE OF CONDUCT (SCHOOL CONDUCT INTERVENTION PROGRAM)

a. Students are subject to the rules of the Lauderdale County Board of Education during the school day, while attending any school-related event or activity, while being transported to and from a school-related activity by the Board or a Board representative, and at any time students are present on school properties.
b. No student shall have the right to interfere with the education process of other students.
c. There can be no effective teaching in the classroom without proper discipline. Good discipline is the hallmark of an efficiently operated school.
d. The public expects it, the parents/guardians want it, and the students are entitled to it.
e. Students can have freedom and still be well-disciplined. State law requires school boards to adopt and furnish to personnel, students and parents/guardians a code of student conduct.
f. A copy of the School Conduct Intervention Program follows:

*SAFE SCHOOLS HOTLINE – 1-888-SAV-KIDS*

**SCHOOL CONDUCT INTERVENTION PROGRAM**

Lauderdale County Board of Education

PARENTAL NOTIFICATION

Dear Parents/Guardians:

During the special legislative session of 1994, the Alabama Legislature amended Act 93-672 as codified in Alabama Code 16-28-12. This legislation has important implications for parents, mainly to provide a safe, secure school environment for your children. This letter is to inform you of the statutory requirements of Alabama Code 16-28-12 and the procedures to be followed.

**Parental responsibilities in Alabama Code 16-28-12 are as follows:**

- To enroll children between the ages of 6 and 17 in school (public school, private school, church school, or be instructed by a private tutor).
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor.
- To compel the child to properly conduct himself or herself as a pupil.

**Parents should be aware that:**

- Inappropriate student conduct or behavior may result in suspension from school.
- The code of conduct and related behavior and discipline policies adopted by the Board of Education shall define proper conduct.
- Out-of-school suspensions shall be reported to the Superintendent of Education and the District Attorney.
- Parents, guardians, or other persons having control or custody of the student are subject to prosecution of violations of this law.
- The Early Warning Truancy Prevention Program and the School Conduct Intervention Program shall be followed to implement this legislation (copy attached). ***Read these procedures carefully***.

In an effort to assure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that you receive notification which addresses civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. This information is provided to advise you of these school-related civil liabilities and criminal penalties. You are encouraged to read this document carefully and retain it for future reference.

Although most students are regular in attendance and conduct themselves properly, we have a responsibility to make every effort to protect all children. Therefore, we are taking this opportunity to notify all parents of the requirements of this legislation and the procedures to be followed in the event violations occur. You are encouraged to read the enclosed documents carefully. Please sign the acknowledgment statement (copy enclosed) to document your receipt of this information and return it to school.

Sincerely,

Jerry Hill, Superintendent
Lauderdale County Schools

Attachments: Parental Notification of the Early Warning Truancy Prevention Program and School Conduct Intervention Program
*It's the Law!*
Code of Student Conduct - Violations/Sanctions
Acknowledgment Statement

**PARENTAL NOTIFICATION**

**EARLY WARNING TRUANCY PREVENTION PROGRAM**

## I. ATTENDANCE

The Alabama Compulsory School Attendance law (Section 16-28-3) requires children between the ages of 6-17 to enroll and attend school. Additionally, Section 16-28-12 of the Code of Alabama, as amended May 17, 1993, requires that any parent/guardian who enrolls a student in school be responsible for the child's regular attendance and proper conduct. Parents and/or guardians must provide to the child's teacher an explanation of each absence within three days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant. Except in emergency situations, out-of- town trips must have the principal's approval prior to taking the trip, if absence is to be coded excused.

Please be advised of the attendance requirements as set forth in the Early Warning Truancy Prevention Program which has been implemented in Lauderdale County schools since the 1989-1990 school year. The program was recommended by the State Department of Education and the Administrative Office of the Courts and has been approved by the Lauderdale County Board of Education and the Juvenile Court. Pursuant to Section 16-28-12 of the Code of Alabama, all students, grades K-12, are subject to the provisions of this program.

1. **FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)**
   Parents/guardians shall be notified by the automated calling system or school officials that the student was truant and the date of the truancy.
   a. Parents/guardians shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. **NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)**
   a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee
   b. and/or (2) participate in the early warning program provided by the juvenile court.
   c. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
   d. Failure to appear at the school conference and/or 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.

3. **NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)**
   File a complaint/petition against the child and/or parent/guardian, if appropriate.

4. **CHILD UNDER PROBATION**
   a. The school attendance officer should be notified **by the juvenile probation officer** of all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama* (1975), §12-15-100 and 105.
   b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

## SCHOOL CONDUCT INTERVENTION PROGRAM

## II. CONDUCT

The following procedures shall be followed for out-of-school suspensions:

**FIRST SUSPENSION**:

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The Superintendent of Education shall be notified of the suspension.
- The District Attorney shall be notified of the suspension.
- The parent, guardian, or person having control or custody of the child may be required to attend a school conference.
- The parent, guardian, or person having control or custody of the child shall be warned of possible court action.
- Charges may be filed against the parent, guardian or person having control or custody of the child.

**SECOND SUSPENSION**:

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The parent, guardian, or person having control or custody of the child shall attend a school conference.
- The Superintendent of Education shall be notified of the suspension.
- The District Attorney shall be notified of the suspension.
- The parent, guardian, or person having control or custody of the child shall be warned of possible court action.
- Charges may be filed against the parent, guardian or person having control or custody of the child.

**THIRD SUSPENSION**:

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The child and the parent, guardian, or person having control or custody of the child shall attend the School Conduct Intervention Program provided by the Juvenile Court. This program is designed to assist parents by informing them of the provisions of the law and identifying resources.
- The Superintendent of Education shall be notified of the suspension.
- The District Attorney shall be notified of the suspension.
- Charges may be filed against the parent, guardian, or person having control or custody of the child.

**FOURTH SUSPENSION**:

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The Superintendent of Education shall be notified of the suspension.
- The District Attorney shall be notified of the suspension and provided information relative to this and previous suspensions.
- If warranted, charges will be filed.

Generally, the fourth suspension may result in charges being brought against the parent, guardian, or other person having control or custody of the child. Special situations may result in legal proceedings being instituted prior to the fourth suspension.

***SAFE SCHOOLS HOTLINE – 1-888-SAV-KIDS***
***IT'S THE LAW!***

**Parental Notification of Civil Liabilities and Criminal Penalties**

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

A synopsis of each ACT is printed below. The ACTS are available in each school principal's office and may be reviewed by parents/guardians and/or students upon request.

**ACTS:**

**ACT 94-782 - ATTENDANCE AND CONDUCT**
Each parent/guardian having control or custody of a child required to attend school who fails to require the child to regularly attend school and compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local Board of Education shall be guilty of a misdemeanor (may be fined up to $100 and may be sentenced to hard labor for up to 90 days).

**ACT 94-783 - CIVIL LIABILITY/DRUG DEALING**
Provides that a person who unlawfully sells, furnishes, or gives a controlled substance as defined in Section 20-2-2, Code of Alabama - 1975, to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor.

**ACT 94-784 - ESTABLISHMENT OF SCHOOL DISCIPLINE PLANS INCLUDING:**

**DRUGS/ALCOHOL/WEAPONS AND ASSAULT**
Provides for automatic suspension of students violating drug, alcohol, weapons, and assault policies - students will be readmitted based on local Board approval. Principals are required to notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, or assaults.

**ACT 94-794 - ASSAULT ON TEACHERS OR OTHER EMPLOYEES**
Changes assault on education employees from a Class A Misdemeanor to a Class C Felony.

**ACT 94-817 - WEAPONS IN SCHOOLS**
Forbids the possession of a deadly weapon on public school premises and makes violations a Class C felony if the violator has intent to do bodily harm.

**ACT 94-819 - LIABILITY FOR VANDALISM**
Increases from $500 to $1000 the Liability Limitations of parents/guardians for students who willfully damage school property.

**ACT 94-820 - DROPOUT/POSSESSION OF PISTOL/DRIVER'S LICENSE**
The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who has not received a diploma or certificate of graduation. Exceptions are those students who are enrolled in a GED or a secondary school, participating in a job-training program, gainfully employed, a parent of a minor or unborn child, and the sole source of transportation for a parent(s)/guardian(s). Denies or suspends a driver's license for 180 days to persons over 14 convicted for a crime involving a pistol on school premises or school transportation.

*SAFE SCHOOLS HOTLINE – 1-888-SAV-KIDS*

## LAUDERDALE COUNTY BOARD OF EDUCATION

## CODE OF STUDENT CONDUCT

The policies and procedures of the Lauderdale County Board of Education form the Code of Student Conduct and are based on the following responsibilities, rights, violations, and sanctions.

**Student Responsibilities Are:**
To abide by laws and local Board of Education and individual school rules and policies regarding attendance. To be punctual and regular in attendance.
To promptly request and complete make-up assignments for excused absences or tardies.

**Student Rights Are:**
To be informed of local Board of Education and individual school rules and policies regarding school attendance, including policies, and rules regarding absences, tardies, truancies and related programs, checkouts, make-up work, and school sponsored activities.
To be provided with make-up assignments for excused absences or tardies.

### RESPECT FOR PERSON, PRIVACY, AND PROPERTY

**Student Responsibilities Are:**
To abide by laws and local Board of Education and individual school rules and policies regarding respect for person, privacy, and property.
To respect the recognized privacy rights of others.
To attend school and related activities without bringing items prohibited by law or local Board of Education policy or which detract from the educational process.
To respect the property rights of those at school and the general public.

**Student Rights Are**:
To be informed of laws and local Board of Education and individual school rules and policies regarding respect for person, privacy, and property.
To retain privacy of personal possessions on his/her person, in lockers, or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or local Board of Education policy.

### KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

**Student Responsibilities Are:**
To abide by laws and local Board of Education and individual school rules and policies regarding rules of conduct. To document receipt of the code of student conduct with his/her signature.

**Student Rights Are**:
To be informed of laws and local Board of Education and individual school rules and policies regarding rules of conduct.

### THE RIGHT TO LEARN

**Student Responsibilities Are:**
To abide by laws and local Board of Education and individual school rules and policies regarding the right to learn. To take advantage of appropriate opportunities provided for learning.
To avoid hindering the teaching process.
To seek assistance, if needed, to aid learning.
To obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities.

**Student Rights Are:**
To be informed of laws and local Board of Education and individual school rules and policies regarding the right to learn.
To be provided a safe school environment free of illegal drugs, alcohol, or weapons.
To be provided appropriate instructors, instructions, materials, and equipment to take advantage of the opportunity to learn. To be provided with the opportunity to express concerns regarding the operation of the school.

## FREE SPEECH

**Student Responsibilities Are:**
To abide by laws and local Board of Education and individual school rules and policies regarding free speech. To be courteous of the views of others.

**Student Rights Are:**
To be informed of laws and local Board of Education and individual school rules and policies regarding free speech.
To express disagreement in a constructive manner, taking into account the rights of others, consistent with the established education process.

## STUDENT PUBLICATIONS

**Student Responsibilities Are:**
To abide by laws and local Board of Education and individual school rules and policies regarding student publications. To communicate in a respectful manner consistent with good education practices.
To seek accurate and complete information on the topics approved for publication.
To observe the accepted rules for responsible journalism under the guidance of faculty members.

**Student Rights Are:**
To be informed of the local Board of Education and individual school rules and policies regarding student publications.
To participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process.

## ASSEMBLY

**Student Responsibilities Are:**
To abide by laws and local Board of Education and individual rules and policies in regard to assembly. To participate in a lawful manner for a lawful purpose with prior approval by local school officials.

## PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

**Student Responsibilities Are:**
To abide by laws and local Board of Education and individual school rules and policies regarding school programs and activities.
To develop or participate in student programs and activities consistent with local Board of Education and individual school policies.
To seek office in any student organization

## CLASSIFICATION OF VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school has clearly defined behaviors to which students must conform. Non conformity to these behaviors becomes violations of the code of student conduct. Violations are grouped into three classes (Class I, Class II, Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases. Principals and/or his/her designee will define the conduct necessary to establish a violation. Definitions of violations should be based on the *Code of Alabama* 13A (*Criminal Code*), 28-3-1 (*Alcoholic Beverages*), and 20-2-2 (*Controlled Substances*) (1975).

**Class I Violations**

1.1 Distraction of other students
1.2 Intimidation of a student
1.3 Unauthorized organizations
1.4 Tardiness
1.5 Non-direct use of profane language or obscene manifestation (See 2.08)
1.6 Non-conformity to dress code
1.7 Disruption on a school bus
1.8 Inappropriate public display of affection
1.9 Unauthorized absence from class or school for part of a day
1.10 Refusal to complete class assignments
1.11 Failure to follow appropriate directives from a local Board of Education employee
1.12 Unauthorized use of school or personal property
1.13 Littering of school property
1.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

**Class I Sanctions**

1. Conference with the student
2. Verbal reprimand
3. Withdrawal of privilege(s)
4. Parent/Guardian conference(s)
5. Short-term removal from class
6. Detention
7. Corporal punishment
8. Other sanction(s) as approved by the local Board of Education

**Class II Violations**

2.1 Refusal to follow appropriate directive from a local Board of Education employee
2.2 Vandalism/property damage, including mobile devices
2.3 Theft of property
2.4 Gambling
2.5 Possession of stolen property with the knowledge that it is stolen
2.6 Threats/extortion
2.7 Trespassing
2.8 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person) (See 1.05)
2.9 Repeated direct or non-direct use of profane language or obscene manifestations
2.10 Unauthorized absence from school for a day or more
2.11 Written or verbal proposition to engage in sexual acts
2.12 Touching of another person
2.13 Possession of and/or use of matches or lighters

2.14 Possession of and/or use of electronic pager or unauthorized communications device
2.15 Dishonesty and cheating
2.16 Providing false information to a local Board of Education employee
2.17 Any other violation which the principal may deem reasonable to fall within this category after investigation and Consideration of extenuating circumstances

**Class II Sanctions**

1. Short-term removal from class/ISS
2. Pay restitution for damaged property
3. Detention
4. Alternative education setting
5. Out-of-school suspension
6. Referral to outside agency
7. Expulsion
8. Corporal Punishment
9. Other sanction(s) as approved by the local Board of Education

**Class III Violations**

3.1 Arson
3.2 Robbery
3.3 Theft of Property
3.4 Burglary of school property
3.5 Criminal mischief
3.6 Bomb threat
3.7 Sexual offense
3.8 Fighting
3.9 Inciting of participating in major student disorder
3.10 Unjustified activation of fire alarm system or fire extinguisher
3.11 Assault on another person (student, teacher, staff member, visitor, etc.)
3.12 Possession of a weapon
3.13 Preparing, possession, and/or igniting explosive device
3.14 Possession, sale, and/or use of a tobacco product
3.15 Unlawful sale, purchase, furnishing or giving, or possession of illegal drug or drug paraphernalia or alcoholic beverage
3.16 Accessing or changing information in school computers to endanger or cause harm to another individual
3.17 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
3.18 Crimes as defined under the laws of the city, state of Alabama, or United States

**Class III Sanctions**

1. Out-of-school suspension
2. Alternative education setting release
3. Referral to an outside agency, including the criminal justice system
4. Expulsion
5. Restitution of property and damages where appropriate

## Parent-Student Handbook Appendix

Visit our Parent and Student Resources page online for the latest copy of this document and these related documents.

### Forms*

- Parent/Student Handbook Agreement
- Photo/Video Release Agreement
- Home Language Survey
- Alabama State Department of Education Health Assessment Record
- Mental Health Opt-In
- Job Shadow/College Visit Permission and Liability Form

*All above agreements must be acknowledged and submitted when completing the online New or Returning Student Enrollment.

### Additional Program Information

Click for a link to the 2026-2027 Pre-K Handbook

Help Us Locate Children with Disabilities ... Call
Child Find
Contact your school system or
1-800-392-8020 for ages 3-21,
your local coordinating council or
1-800-543-3098 (V/TDD) for birth through 2, or
Alabama Relay Service 1-800-548-2547 (voice only).
Alabama Department of Education

# Lauderdale County Schools High School Diploma Pathways

## Traditional and Workforce Development Pathway

The **HONORS ENDORSEMENT** requirements are below each section in italics if the requirements are different from AHSD. **Only students with the Honors Endorsement will be eligible for Valedictorian and Salutatorian.**

| COURSE REQUIREMENTS | | Traditional Pathway | Workforce Development Pathway |
|---|---|---|---|
| **English Language Arts** | **Four credits to include:** | **Credits** | |
| | English 9 | **1** | **1** |
| | English 10 | **1** | **1** |
| | English 11 | **1** | **1** |
| | English 12 | **1** | **1** |
| | ***Honors Endorsement – At least 3 of the 4 English courses must be Honors/AP/DC.* Only Honors/AP/DC courses may be equivalents. Summer reading is required. Students must meet the criteria.*** | | |
| | **English Language Arts Total Credits** | **4** | |
| **Mathematics** | **Credits to Include** | **Credits** | |
| | Geometry w/Data Analysis | **1** | **1** |
| | Algebra I w/Probability | **1** | **1** |
| | Algebra II w/Statistics | **1** | |
| | **ONE CREDIT FROM:** Any additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Course of Study Mathematics or CTE/AP/IB equivalent courses.<br><br>***Honors Endorsement – At least 3 of the 4 mathematics courses must be Honors/AP/DC.**** | **1** | |
| | **Mathematics Total Credits** | **4** | **2** |
| **Science** | **Credits to Include** | **Credits** | |
| | Biology | **1** | **1** |
| | A Physical Science (Chemistry, Physics, Physical Science) | **1** | **1** |
| | **TWO CREDITS FROM:**<br><br>*Alabama Course of Study: Science or* science credit-eligible courses from Career and Technical Education, Dual Enrollment | **2** | |
| | ***Honors Endorsement – At least 3 of the 4 science courses must come from the following list: AP Chemistry, AP Computer Science Principles, Chemistry, any Dual Credit sciences, Honors Earth & Space Science, Honors Environmental Science, Human Anatomy & Physiology, Physics, Forensic Science, Zoology*** | | |
| | **Science Total Credits** | **4** | **2** |
| **Social Studies** | **Four credits to include:** | **Credits** | |
| | World History | **1** | **1** |
| | United States History I | **1** | **1** |
| | United States History II | **1** | **1** |
| | United States Government | **0.5** | **0.5** |

| | | | |
|---|---|---|---|
| **Social Studies (cont.)** | Economics | **0.5** | **0.5** |
| | Social Studies-credit eligible options may include Dual Enrollment/Post-Secondary/ ALSDE Approved | | |
| **Civics Exam Requirement** | Students are required to earn a passing score on the *Civics Exam.* | | |
| | **Social Studies Total Credits** | **4** | |
| **Physical Education** | Beginning Kinesiology or Approved Athletics or Marching Band | **1** | **1** |
| **Career Preparedness** | Will include a Financial Literacy Exam Requirement beginning with the Class of 2028 | **1** | **1** |
| **Health Education** | | **0.5** | **0.5** |
| **Arts Education**<br>**Career and Technical Education**<br>**World Languages** | Students who choose the **Workforce Development Pathway** must earn 3 CTE credits in the same CTE program earning a score of 70 or higher to become a CTE completer. CTE complete status is a requirement for graduation on this pathway. | **3** | **3** |
| **Electives** | | **2.5** | **6.5** |
| | **Total Credits** | **24** | |

- For students who choose the Workforce Development Pathway, a seal shall be issued by the school when a minimum of four credits have been earned by a student in an approved Career and Technical Education program of study. NOTE: CTE = Career and Technical Education
- A Seal of Biliteracy shall be issued to students who demonstrate proficiency in two or more languages as defined by ALSDE. This seal is available on either diploma pathway.
- Students must complete and submit either a Free Application for Federal Student Aid (FAFSA) or a non-participation waiver as a requirement for graduation.
- Students must earn one or more of the College and Career Readiness Indicators established by the ALSDE as a requirement for graduation.