Parent-Student Handbook

Florence City Schools

2026-2027

Florence City Schools

Parent-Student Handbook

Tomorrow...**TODAY!**

Florence City Schools
541 Riverview Drive
Florence, AL 35630

SYSTEM BRAND

Your System...Our Community…One Florence

VISION

Tomorrow…Today!

MISSION

Empower students to explore, create, challenge, innovate and lead

CORE BELIEFS

- We believe all students can learn, succeed and reach their full potential by setting high expectations for both students and staff.
- We believe failure as an option can be diminished through the provision of equal educational access for diverse learners.
- We believe the staff of Florence City Schools is a key to students' success as productive citizens and lifelong learners.
- We believe the community's history and resources enhance the quality of the local education system.
- We believe engaging the student's family and the community enhances learning and academic achievement.
- We believe it is the system's responsibility to educate the whole child in a safe, orderly, and challenging environment.
- We believe it is the system's responsibility to develop students who are environmentally aware, adept at integrating technology, and prepared to compete in a global society.

Introduction

The purpose of this booklet is to inform students and parents of some of their basic rights, as well as the responsibilities that go along with these rights. The rights and responsibilities in no way diminish the legal authority of school officials and the Board of Education.

No student has the right to interfere with the education of a fellow 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 legitimate rules and regulations. Responsibility is inherent in the exercise of every right.

Florence City Schools Board of Education

Mrs. Tammie Haddock, President
Mrs. Jennifer Spry, Vice President
Ms. Vicky Kirkman
Dr. Robert “Ry” Griffin
Mrs. Robin Thompson
Mrs. Casey Wilburn

Mr. Billy W. Hopkins, Jr., Superintendent



Accreditation
The Florence City Schools are fully accredited by Cognia, the parent agency of the Southern Association of Colleges and Schools.

Equal Education/Employment Opportunity Statement
It is the official policy of the Florence City School District that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

For questions, concerns and/or information regarding the school system's compliance with Title IX contact Dr. Roderick Sheppard, Deputy Superintendent, at (256) 768-3022.

For questions, concerns and/or information regarding the school system's compliance with Section 504 of the Rehabilitation Act of 1973 contact Mrs. Susan Meyer at (256) 768-3077.

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Code of Ethics for Parents

As a parent of a student in the Florence City Schools, an individual is expected to maintain personal dignity in his/her relations with the child, the child's teachers, and all other employees of the school board. The parent should recognize the worth and dignity of each individual and recognize the supreme importance of the pursuit of truth, of devotion to excellence, and of the nurture of democratic citizenship.

Because the parent is the child’s first teacher, the parent should obey local, state, and national laws and should hold himself/herself to high ethical and moral standards. He/she should be loyal to this country and to the causes of liberty and democracy. He/she should be supportive of the local Board of Education and its employees who act in the public trust. This support should involve participation in the provision and maintenance of a high-quality instructional atmosphere in each of the city schools.

Recognizing the significance of parental support to quality education, the parent should constantly strive to maintain communication and cooperation between himself/herself and the personnel of the school system in all matters that affect the student. By this action a parent will show a respectful attitude toward and appreciation for the need for education in today's society.

Florence City Schools 2026-2027 Student Calendar	
First day of school for students	August 5, 2026
Labor Day Holiday	**September 7, 2026**
No school for students	**September 8, 2026**
End of first 9 weeks	October 2, 2026
No school for students (Parent/Teacher Conferences)	**October 8, 2026**
No school for students	**October 9, 2026**
Fall Break	**October 12-16, 2026**
Veterans Day Holiday	**November 11, 2026**
Thanksgiving Break	**November 23-27, 2026**
End of first semester; Early dismissal for all	December 17, 2026
Winter Break	**Dec. 18, 2026-Jan. 6, 2027**
Students Return	January 7, 2027
Martin Luther King, Jr. Holiday	**January 18, 2027**
Presidents' Day Holiday	**February 15, 2027**
End of third 9 weeks	March 11, 2027
No school for students	**March 12, 2027**
Spring Break	**March 22-26, 2027**
E-Learning Day for students	**April 30, 2027**
End of second semester; Last day for students	May 27, 2027
Graduation	May 28, 2027

Approved by the Florence City Board of Education 1/13/26
Revised 10/6/26

Facilities

Braly Municipal Stadium – Myra Miles, Athletic Director
North Royal Avenue, Telephone (256) 768-2212

Burrell-Slater Community Education Center – Ms. Lorel Nix, Building Administrator
610 West College Street
- Adult Education, Telephone (256) 768-2675
- Florence Learning Center, Telephone (256) 768-3022
- Homebound Instruction, Telephone (256) 768-2665

Florence City Schools Board of Education
541 Riverview Drive, Telephone (256) 768-3000

Florence High School (Grades 9-12) – Dr. Christopher Westbrook, Principal
1201 Bradshaw Drive, Telephone (256) 768-2200
- ABLEWorks I & II Programs, Telephone (256) 768-2200

Florence Middle School (Grades 7-8) – Mrs. Laurie Fowler, Principal
648 North Cherry Street, Telephone (256) 768-3100

Forest Hills Elementary School (Grades K-6) – Dr. Jennifer Colvard-Davis, Principal
101 Stovall Drive, Telephone (256) 768-2500

Harlan Elementary School (Grades K-6) – Mr. Julian Smith, Principal
2233 McBurney Drive, Telephone (256) 768-2700

Rufus G. Hibbett Elementary School (Grades K-6) – Mrs. Jessica Moody, Principal
1601 Appleby Boulevard, Telephone (256) 768-2800
- T.O.P.S. (Targeted Optional Placement for Success), Dr. Leslie Thorn
  Telephone (256) 768-2800

Weeden Elementary School (Grades K-6) – Dr. Daphnae Hogan, Principal
400 Baldwin Street, Telephone (256) 768-2900

W.C. Handy School (Grades Birth-Prekindergarten) – Mrs. Donna Khan, Principal
1050 Pruitt Street, Telephone (256) 768-3400

Kilby Laboratory School (Grades K-6) – Dr. Eric Kirkman, Principal
611 North Pine Street, Telephone (256) 765-4303

Career Tech, Specialized Education/Workforce Development/12 For Life – Dr. Corey Behel, Director
4250 Bryson Boulevard, Telephone (256) 768-7801

Rights and Responsibilities

Clubs and Organizations
A club or organization must be approved by the principal to function in the schools. Each club or organization must have a faculty sponsor approved by the principal and must maintain on file in the principal's office the name of the club or organization, the faculty sponsor, the stated purpose of the group, and the criteria for membership.

Criteria for membership in any club or organization which functions in Florence City Schools must be consistent with federal and state legal requirements for programs and operations in public schools and with Florence City Board of Education policy. No student will be denied the opportunity to become a member of a club or organization solely based on race, color, creed, national origin, sex, religion, age or disability.

Clubs or organizations which operate primarily for social purposes are not allowed to function nor to promote activities in the name of Florence City Schools.

Members of any club or organization may not engage in any activity which is disruptive to the educational program or the orderly operation of the school.

Family Educational Rights and Privacy Act (FERPA)
The *Family Education Rights and Privacy Act* (FERPA), a federal law, requires that Florence City Schools, with certain exceptions, obtain written parental/guardian consent prior to the disclosure of personally identifiable information from a student's education records. However, Florence City Schools may disclose appropriately designated "directory information" without written consent, unless the parent/guardian has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Florence City Schools to include this type of information from a student's education records in certain school publications. Examples include:

- A playbill, showing the student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Every Student Succeeds Act of 2015* (ESSA) to provide military recruiters, upon request, with specific information (names,

addresses and telephone listings) unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Florence City Schools to disclose directory information from your child's education records without your prior written consent, you must complete a form which is available in the Central Office of Florence City Schools. The following list has been designated as directory information:

- Student's name
- Address
- Birthdate
- Telephone listing
- Photograph/Video
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Florence City School Board receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the Florence City Board of Education to amend their child's or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the

school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Florence City School Board to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory

information, and disclosures to the parent or eligible student, 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1)*-(a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31 (a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

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 using an assessment tool known as the edTPA. Several states have already adopted the edTPA as a condition for teacher certification. To test the usefulness of the edTPA assessment in Alabama schools, the Alabama State Department of Education is requiring its use across all 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 lesson 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 identities of children, schools, or districts.

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

"Parents' Right-to-Know" under the Every Student Succeeds Act of 2015 (ESSA)
In accordance with the Every Student Succeeds Act of 2015, every parent of a Florence City Schools student in a Title I school has the right to request and receive, in a timely manner, information regarding the professional qualifications of your student's classroom teachers. The Florence City School System fully complies with the requirements of ESSA and, therefore, at the beginning of the school year, provides parents with information regarding their right to request information related to the qualifications of their child's teacher.

Patriotism
The Florence City School System encourages patriotism. Students shall have the right to recite a pledge, sing an anthem, salute a flag, or take part in patriotic ceremonies. If students object to such ceremonies, they shall be excused from participating.

Records
The parent of a student, or a student age 18 or older, who is or has been in attendance in Florence City Schools shall be permitted to review education records pertaining to the student. The school will comply with a request for such review within a reasonable amount of time.

Religion
Students have the right to their own religious beliefs. The school shall refrain from extending the mantle of public sanction or support to any particular religion.

Social Media
Any social media account or page that uses the official name of the Florence City Board of Education; its logo or mark or that purports to officially represent the Board, the school system, a Board facility, local school, school-sponsored activity or any other group or organization officially affiliated with the school system must be created and administered by a Board employee who has been authorized by the Superintendent to take such action. Social media are defined to include websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public or consumers (e.g., Snapchat, Facebook, Twitter, LinkedIn, Instagram, YouTube, blog sites, etc.). The Superintendent is authorized to develop such procedures as may be necessary to implement this policy.

Student Surveys
School system personnel occasionally conduct student surveys to obtain information for

evaluating and improving educational programs, including programs for the prevention and intervention of alcohol, tobacco, and other drug use by students. The responses to all questions in student surveys are confidential (In other words, the answers from all students will be summarized to prevent any one student from being identified with the responses). Parents who object to their child's participation in student surveys shall communicate their objection in writing to their child's school principal.

Tobacco Use
Use of tobacco products or facsimiles thereof by all persons (students and adults) are prohibited on all school properties and at all school-sponsored functions.

Registration Information

Admission to Schools
Resident Students – School-age children who reside within the municipal limits of the City of Florence may be admitted to Florence City Schools. For purposes of this policy, the residence of the student will be the residence of the parent(s) or legal custodian. If custody of the child is shared between parents, the address of the student shall be determined as the parent who has physical custody of the student. Custody papers should accompany any such enrollment. In the case of legal guardian/custodian, an appropriate document issued by the Circuit Court must be presented.
Non-resident Students – Students who do not reside within the corporate limits of the City of Florence may apply for enrollment in Florence City Schools, subject to final approval by the superintendent or his/her designee. There is no tuition charge. The complete policy and conditions for out of district student enrollment and revocation of such may be found at http://www.florencek12.org/finalpolicymanual.pdf, Section 6.1.
The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, English Learners, students in foster care, or students experiencing homelessness.

Registration
A resident student may choose to attend any school in the city which houses his/her grade level. In grades K-6, kindergarten students and other students new to Florence City Schools choose a school and, except in extreme circumstances, remain in that school through grade six. School selection is usually made during the spring of the preceding school year. For more information regarding school selection or transfer contact the Central Office at 256-768-3000.

Registration for Florence City Schools is to be completed online. New enrollees must submit registration information at www.florencek12.org and provide required documentation either through encrypted uploads in the registration program or by bringing the documents to the Central Office at 541 Riverview Drive. Parents/guardians of currently enrolled students will receive online registration information via email or letter during the month of April.

During the 2026-2027 school year, students must be five years old on or before September 1, 2026, to enter kindergarten; students must be six years old on or before December 31, 2026, to enter first grade. However, students who are six (6) years old after December 31, 2026, who have completed kindergarten in a public school in another state and who have been certified to

attend first grade in that state may be accepted in first grade.
The following proofs are required by Alabama state law for initial enrollment in public schools:

- Certificate of Exemption or Certificate of Immunization against the following diseases: Diphtheria, Tetanus, Poliomyelitis, Measles* (Rubella, Rubeola), Mumps, and Whooping Cough (Pertussis). Students enrolling in kindergarten or first grade must have documentation of Varicella (chickenpox) vaccine or physician's documentation that the child has had chickenpox disease. When the immunization certificate expires, the student will have two weeks to present an updated certificate. If an updated certificate is not presented within two weeks, the student will not be allowed to attend school.
- Document showing proof of residence in Florence (rental agreement/lease, mortgage or deed, utility deposit receipt or utility bill)
- If custody papers exist, they must also be provided
- Parent/guardian picture identification

First-time enrollees are requested to provide a birth certificate and a social security number at the time of registration. However, the presentation of a birth certificate and a social security number is voluntary. Social Security numbers and birth certificates are used by the district for the limited purpose of properly identifying students for record-keeping and transcripts and are kept confidential. The lack of or refusal to provide a birth certificate and/or a social security number will have no impact on the district's enrollment decision. Students who enroll without a social security number will be assigned an alternate identification number. A parent/guardian who chooses not to submit a social security number for his/her student must go to the Central Office with a picture identification of the parent/guardian to obtain the alternate identification number for the child.
Final approval for an out-of-district student to enroll in Florence City Schools must be awarded by the Superintendent of Education.
NOTE: Students entering sixth grade must have documentation of tetanus-diphtheria-acellular pertussis (Tdap) if they are 11 years of age or older.
Certificates of Immunization may be obtained from the Lauderdale County Health Department, 4112 Chisholm Road in Florence (telephone 256-764-7453), and from local physicians.
*The Certificate of Immunization should indicate that two doses of Measles vaccine have been administered.

General Information

AHERA Notice
All schools have been inspected by an EPA-approved asbestos inspector, and a management plan is maintained in the school and district offices as required by the Asbestos Hazard Emergency Response Act (AHERA). The file is available for staff and parent inspection.

Most asbestos-containing materials in school facilities is in the form of floor tiles, is non-friable and is well maintained. As far as is known, all friable asbestos in school facilities has been removed. Existing floor tiles are well maintained and, when necessary, are being abated as required by law.

This notice is being reported to you as required by AHERA. The staff of Florence City Schools strives to maintain a healthy atmosphere for students and staff.

Alcohol/Drug Use
Alcohol/illicit drug use is strictly forbidden on school property or at school-related functions. Students participating in extracurricular activities are subject to random drug screening as required by the Florence City Board of Education policy.

Attendance
Alabama Law provides that every child between the ages of six (6) and seventeen (17) years, and any enrolled student under the age of nineteen (19) years, shall be required to attend school on a regular basis. The responsibility of attending school daily and being on time to classes rests with both students and parents.

An excused absence permits a student to make up missed work. However, excused absences based on parent-written notes may not exceed a total of five days per semester. Also, out of school suspensions are excused absences, but makeup work is only permitted upon the first suspension and only if that suspension results from a Level 1 or Level 2 offense. Any other excused absence requires a doctor's note or written proof of required court appearance. All other absences are unexcused.

Students in grades K–8 are subject to being retained if they have accumulated 20 or more unexcused absences during the school year. The high school may deny credit for a semester if the number of unexcused absences in any given class exceeds 10. In the event that credit is denied, the principal will grant an appeal hearing if one is requested.

A student is considered chronically absent when he/she accumulates 18 or more absences during the school year. Chronic absenteeism is defined by the Alabama Department of Education as 18 or more days absent from school for any reason. It is not the same as truancy in that it includes both excused and unexcused absences.

Bullying
No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students who violate this mandate shall be subject to disciplinary action. Florence City Schools has established procedures and provided resources to deter bullying and support student awareness and reporting. If you feel your student is being bullied, please contact your school administration. The Florence City School's formal bullying form can be found on the final page of this handbook, the FCS webpage, and in the main office at each school site.

Bus Rules
The Florence City Board of Education shall assume the responsibility for students who ride on Board-approved transportation only when they actually board the bus and until they exit the bus at the end of the school day or school activity. The Board of Education authorizes and entrusts the health, safety and welfare of students who ride school buses to the drivers. The bus driver is also authorized to control the discipline of students. The driver shall report disciplinary problems to the building principal immediately upon arrival at school or to the Director of Transportation at the completion of his/her route. The driver shall also complete a bus discipline form and forward the form to the building principal. Students must abide by the rules and regulations or forfeit their privilege to ride the bus. The building principal or Superintendent may suspend bus privileges for any violation of the Florence City Schools discipline policy.

Damage to the bus is to be reported by the driver immediately to the Bus Terminal Supervisor who will contact the Director of Transportation. School rules apply on the bus the same as on the school campus.

Bus Transportation
Transportation is provided by the Florence City Board of Education under the state-sponsored transportation program.

The following regulations govern the transportation program:

- To be eligible a student must live within the city limits of Florence.
- To be eligible a student must live more than two miles from a school that serves his/her grade.
- It is not practical to provide transportation to every school from a given location within the city. However, the Board will establish transportation routes which will assure that service is available to all grades (K–12) to serve a given neighborhood as needed.
- All requests to change the location of a stop or to add a new stop on a route must be approved by the Director of Transportation.

- Students may be assigned seats on the bus.
- It is the requirement of Florence City Schools that students in grades K-6 must have a parent or adult at the bus stop to put the student on the bus each morning and take him/her from the bus each afternoon. No students in grades K-6 will be allowed to exit at a stop without a parent or adult there to pick them up with a school bus placard.
- Under state law, funds may not be spent to transport students who live less than two miles from a school serving their grade.
- Under federal law, students who need special transportation must have their special transportation needs specified within their Individualized Education Program (IEP) or Section 504 Plan. Additional information regarding Special Education or Section 504 can be found in this handbook under the subheadings titled **Section 504 of the Rehabilitation Act of 1973** and **Special Education**.

Any student who continuously engages in disruptive behavior while being transported may be suspended from the bus by the principal or his/her designee. The length of suspension is dependent upon the type of disruptive behavior displayed and the number of infractions that the student has committed. Images recorded by video cameras on buses may be used to substantiate disruptive behavior by students. Students with disabilities who exhibit disruptive behavior while riding a bus must have said behavior addressed through the IEP or Section 504 process.

College-University Visits by Students

A student in grades 10-12 at Florence High School may visit campuses of colleges/universities as a means of making his/her choice of a post-secondary institution to attend after graduation. The visits shall be considered as field trips and, therefore, not counted as a student absence. The following stipulations apply:

1. Such college/university visits/field trips are limited to three school days during a given academic year.

2. Upon returning from a college/university visit/field trip, the student shall submit to the principal signed documentation from an official at the college/university as evidence that the visit/field trip occurred.

Communicable Diseases

The school nurse is required to report notifiable communicable diseases/conditions to the local Health Department within a specified time frame. A student diagnosed with a communicable disease must be cleared by a physician, nurse practitioner, or the Public Health Department with a statement of clearance to the school principal before returning to school.

Students exhibiting vomiting, diarrhea, or fever greater than 100 degrees Fahrenheit should not attend school until they have been symptom-free for 24 hours without the use of fever- reducing medications. If symptoms occur at school, you will be contacted and must pick your child up from school.

Students exhibiting symptoms of live lice infestations will not be allowed to stay in school

until the problem is eliminated. The student must be checked by a school nurse or designated school employee before he/she is allowed back into the classroom.

Corporal Punishment
Corporal punishment is not permitted in Florence City Schools.

Custodial Transfer
In the case of parental joint custody of a student, the transfer of the student from one parent to the other must be done off campus.

Detention
Students may be placed in detention for disciplinary purposes at the discretion of the local school principal.

Discipline
The Florence City Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society.

It is considered a fundamental understanding by each student and his/her parent(s) or guardian(s) that any teacher or school official has not only the right, but the duty, to insist on appropriate behavior. The right of discipline extends to all areas of the school program, on or off school property, while a student is attending or participating in school events.

It is a fundamental requirement of an orderly school that students respect the faculty and administration; this respect will be accompanied by an equal respect for the students by the faculty and administration. The greater this mutual respect, the less need for rules and disciplinary procedures. These procedures will be administered with the greatest sense of equity.

The building principal is charged with the proper enforcement of discipline in the total school setting. The administrator has the discretionary authority to use or to authorize other certified personnel to use the following disciplinary measures to correct student behavior.

Due Process
When punishment for violation of Board policies or school regulations is being considered, a student shall be given due process to the extent required by federal or state laws. At a minimum, due process requires that the student receive oral or written notice of all charges against him or her and the opportunity to respond to the charges and present his or her version of the facts.

Early Warning Truancy Prevention Program

The Florence City Board of Education, faculty, and administrators believe academic success and school attendance are closely related. Valuable instructional time and learning opportunities are lost when students are absent. In the event any child becomes truant or attends school on an irregular basis he/she shall be subject to the provisions of the school system's Early Warning Truancy Prevention Program.

Electronic Communication Devices

The use of personal, wireless communication devices by students is prohibited at school, except such devices issued to students by the district for educational purposes. * Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, “walkie talkies,” or any other electronic communication device. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or when the use of the devices serves safety and convenience without disrupting academic or school operations. The principal or designee also has the authority to confiscate the device for a limited period or restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the *Parent/Student Handbook* or other school rules.

*Students may use personally owned technology such as e-readers and cellular telephones for instructional purposes only with specific permission of the school principal.

FEE SCHEDULE
2026-2027

Note: Fee schedule follows the 2026-2027 Charting Your Course sequence.

Science

03051E10PR	Pre-AP Biology	$20.00
03106E10PR	Pre-AP Chemistry	$20.00
03056E1000	AP Biology	$20.00
03106E1000	AP Chemistry	$20.00
03207E1000	AP Environmental Science	$20.00
03165E1000	AP Physics I	$20.00
03166E1000	AP Physics II	$20.00

Health Education

14002G1001	Foundations of Health Science	$30.00

Career Technical Education

Specialized Industrial Agriscience Academy

18003G1001	Fundamentals of Agriscience	$20.00
18004G1000	Construction Framing	$20.00
18404G1001	Agricultural Welding I	$20.00
18404G1002	Agricultural Welding II	$20.00
18997G1000	CTE Lab in Ag, Food & Natural Resources, Honors	$20.00
18998G1000	Career Pathway Project in AFNR, Honors	$20.00

Cosmetology Academy

19101G1001	Cosmetology Fundamentals	$30.00
19103G1002	Chemical Services	$30.00
19107G1003	Salon Practices & Management	$30.00
19102G1001	Barbering Fundamentals	$30.00
19147G1005	CTE Lab in Cosmetology & Barbering	$30.00

Education and Training Academy

19151G1001	Foundations in Education	$20.00
19152G1001	Practices in Education	$20.00
19152G1002	Methods in Education, Honors	$20.00
19197G1002	CTE Lab in Education and Training, Honors	$20.00

Engineering Academy

21017G1000	Intro to Engineering Design	$15.00
21018G1000	Principles of Engineering	$15.00
21025G1000	Engineering Design and Development, Honors	$15.00
21997G1000	CTE Lab in STEM, Honors	$15.00

JROTC

09051G1001	Army JROTC Leader Ed and Training I	$20.00
09052G1001	Army JROTC Leader Ed and Training II	$20.00
09053G1001	Army JROTC Leader Ed and Training III, Honors	$20.00
09054G1001	Army JROTC Leader Ed and Training IV, Honors	$20.00

Entertainment and Media Production Academy

11153G1010	Media Productions Foundations	$30.00
11051G1012	Broadcasting I	$30.00
11051G1013	Broadcasting II, Honors	$30.00
11197G1002	CTE Lab in Arts, AV TV, and Comm	$30.00

Medical Science Academy

14002G1001	Foundations of Health Science	$30.00
14298G1000	Health Science Internship, Honors	$30.00

Culinary Arts Academy

16001G1001	Intro to Hospitality & Tourism	$35.00
16053G1012	Culinary I	$40.00
16053G1022	Culinary II, Honors	$40.00
16056G1000	Baking and Pastry Arts, Honors	$40.00
16056G1001	Cultural Foods, Honors	$40.00
16097G1005	Career Pathways Project in Hosp & Tourism	$40.00

Welding Technology Academy

17002G1002	Architecture & Construction Foundations	$30.00
13207G1001	SMAW I	$30.00
13207G1002	SMAW II, Honors	$30.00
17017G1000	CTE Lab in Architecture & Construction, Honors	$30.00

Florence Academy of Fine Arts (FAFA)

Visual Art - Media Arts

05256G1001	Computer Animation I	$30.00
05256G1002	Computer Animation II	$30.00
05256G1003	Computer Animation III, Honors	$30.00
05154G1004	Media Arts, Independent Study	$30.00
05253G1001	Interactive Game Design I	$30.00
05253G1002	Interactive Games Design II	$30.00
05253G1003	Interactive Game Design III, Honors	$30.00

Visual Art - FAFA

05154G1001	Visual Arts I	$30.00
05154G1002	Visual Arts II	$30.00
05154G1003	Visual Arts III, Honors	$30.00
05154G1004	Visual Arts IV, Honors	$30.00
05174E1000	Studio Art, 2-Dimensional Art and Design AP	$30.00
05175E1000	Studio Art, 3-Dimensional Art and Design AP	$30.00
05172E1000	Studio Art, Drawing AP	$30.00

Visual Art - Photography

05167G10D1	Visual Arts, Digital Photography I	$30.00
05167G10D2	Visual Arts, Digital Photography II	$30.00
05167G10D3	Visual Arts, Digital Photography III, Honors	$30.00

05167G10D4	Visual Arts, Digital Photography IV, Honors	$30.00
Band		
05103G0501	Traditional & Emerging Ensemble Marching Band (For Marching Band I)	$45.00
05103G0502	Traditional & Emerging Ensemble Marching Band (For Marching Band II)	$45.00
05103G0503	Traditional & Emerging Ensemble Marching Band (For Marching Band III)	$45.00
05103G0504	Traditional & Emerging Ensemble Marching Band (For Marching Band IV Honors)	$45.00
05103G1001	Intro to Marching Band I	$45.00
05103G1002	Marching Band II	$45.00
05103G1003	Marching Band III	$45.00
05103G1004	Marching Band IV, Honors	$45.00
05109G10P1	Intro to Percussion I	$45.00
05109G10P2	Percussion II	$45.00
05109G10P3	Percussion III	$45.00
05109G10P4	Percussion IV, Honors	$45.00
Chorus		
05121G1001	Show Choir I	$10.00
05121G1002	Show Choir II	$10.00
05121G1003	Show Choir III	$10.00
05121G1004	Show Choir IV, Honors	$10.00
Dance		
05002G1001	Intro to Dance (Ensemble I)	$30.00
05002G1002	Dance Ensemble II (Ensemble II)	$30.00
05002G1003	Dance Ensemble III (Ensemble III), Honors	$30.00
05003G1003	Dance Advanced, Honors	$30.00
05005G1001	Intro to Choreography/Dance Composition I	$30.00
05005G1002	Choreography/Dance Composition II	$30.00
05005G1003	Choreography/Dance Composition III, Honors	$30.00
05009G1003	Dance Ensemble/Choreography/Production, Honors	$30.00
Orchestra		
05104G1001	Intro to Orchestra I	$40.00
05104G1002	Orchestra II	$40.00
05104G1003	Orchestra III	$40.00
05104G1004	Orchestra IV, Honors	$40.00
Recording Arts - Singer/Songwriter		
05119G10S1	Singer/Songwriting I	$40.00
05119G10S2	Singer/Songwriting II	$40.00
05119G10S3	Singer/Songwriting III, Honors	$40.00
Recording Arts - Guitar		
05108G10G1	Intro to Guitar I	$30.00
05108G10G2	Guitar II	$30.00
05108G10G3	Guitar III	$30.00
05108G10G4	Guitar IV, Honors	$30.00

Recording Arts - Piano		
05107G1001	Piano I	$30.00
05107G1002	Piano II	$30.00
05107G1003	Piano III	$30.00
05107G1004	Piano IV, Honors	$30.00
Recording Arts - Music Technology and Production		
05123G10P1	Music Technology, Production Techniques I	$30.00
05123G10P2	Music Technology, Production Techniques II	$30.00
05123G10P3	Music Technology, Production Techniques III, Honors	$30.00
05149G10M1	Music Technology, Elective Techniques I, Honors	$30.00
Theatre		
05052G1001	Intro to Theatre I	$30.00
05052G1002	Theatre II	$30.00
05052G1003	Theatre III, Honors	$30.00
05053G1003	Theatre IV, Honors (Acting Technique)	$30.00
Technical Theatre		
05056G1001	Intro to Technical Theatre	$20.00
05056G10T2	Technical Theatre II	$20.00
05056G10T3	Technical Theatre III, Honors	$20.00
05056G10S3	Scenic Design and Construction, Honors	$20.00

Elective

08152G1000	Driver Education	$30.00

Note: Certain courses (e.g. Band, Chorus, Dance, etc.) may have additional fees related to performance activities.

Other Fees

Chromebook (Grades 7-12)	$ 50.00
Locker Maintenance (Grades 9-12)	$ 5.00
Summer School (Grades 7-12) *Grade or credit recovery*	$200.00
Florence Virtual Summer School (May/Summer Terms, Grades 7-12)	$200.00 per course
Driver Education (Summer Term)	$225.00

Dual Enrollment

Fees for dual enrollment courses are subject to the college or university financial guidelines.

Field Trips
Field trips are permitted if they are of an educational nature and are related to a specific element of the curriculum. Prior written permission from the parent/guardian must be obtained, and approved transportation must be used.

In the event a school nurse is not available to attend field trips with those students who require medications while on the trip, the task of providing prescribed oral, topical, ear, eye, nasal, and inhalation medications to a student may be delegated to unlicensed assistive personnel or medication assistants by the school nurse only when the following conditions are met:

1. The school nurse identifies the appropriate individual(s) to assist in providing prescribed medications.
2. The unlicensed assistive person selected by the school nurse has successfully completed the ALSDE course of instruction provided by the Board of Education.
3. The school nurse has provided periodic and regular evaluation and monitoring of the individual performing the delegated tasks.

The specific delegated tasks must not require the exercise of independent nursing judgment or intervention. Specific tasks that require independent nursing judgment or intervention that cannot be delegated to medication assistants include, but are not limited to:

1. Catheterization, clean or sterile
2. Administration of injectable medications, other than premeasured medication for allergic reactions (e.g., EpiPen)
3. Administration of rectal or vaginal medications
4. Calculation of medication dosages other than measuring a prescribed amount of liquid medication or breaking a scored tablet
5. Tracheotomy care, including suctioning
6. Gastric tube insertion, replacement, or feedings
7. Invasive procedures or techniques
8. Sterile procedures
9. Ventilator care
10. Receipt of verbal or telephone orders from a licensed prescriber

NOTE: If a parent/guardian attends a field trip with a student who needs medication or medical procedure, the parent/guardian will assume medical care of the student while on the trip; therefore, neither a nurse nor a medication assistant is required to attend.

Unlicensed diabetic assistants (UDA) may administer injections (i.e., Glucagon or insulin) for diabetes following intensive training by the school district's lead nurse.

Gun-Free
Florence City Schools is a gun-free environment. All persons, other than authorized law enforcement personnel, are prohibited from possessing any gun or firearm on school property, buses, or at school events. The consequences for violating this policy are as follows:

Students – Violation of these procedures will result in expulsion from regular school, loss of the privilege of attending any regular public school in Alabama for one calendar year from the date of expulsion and referral to the criminal justice or juvenile delinquency system. The disciplinary action taken against a student with disabilities who violates these procedures 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.

School Personnel – Violation of these procedures will result in suspension and/or termination from Florence City Schools.

All Others – Others violating these procedures will be forbidden from all school properties and events for a period up to one year or longer.

Violation of these procedures by any of the above will result in immediate notification of the Florence City Police Department.

Health Screening
Students in grades K-12 are screened for vision and hearing as needs arise. Students in grades 5–9 (i.e., age 11-14 years) are screened annually for scoliosis (curvature of the spine). Students with potential problems indicated through these screenings are referred to parents for further examination by their own physicians.

Illegal Drugs
The Florence City Board of Education assumes a proactive position against the use, sale or possession of illegal drugs at any property under its control. The Board of Education allows the Florence City Police Department to make periodic visits to any city school for the purpose of detecting illegal drugs. Only the Superintendent and the Principal of the targeted school shall be notified ahead of such a visit.

Information Technologies/Internet
The staff of Florence City Schools believe that advanced computer technology encourages students to explore learning in new and creative ways. It further believes that it is important for students to access the extensive resources of the Internet via the school system's computer network. Through the Internet, students can explore thousands of libraries, databases, museums, and other resources. Measures are in place to help identify and to prohibit access to web sites that contain objectionable or inappropriate content, but students are responsible for appropriate behavior while using computer technology and/or the Internet. Use is a privilege, not a right, and may be revoked if abused. Before use is granted, each student must obtain
parental/guardian permission as verified by electronic signatures on the Student Information Technology/Internet/Acceptable Use Permission Form.

Medications
In order to provide safe administration of medication during school hours, guidelines have

been developed by the Alabama Department of Education. Parents are encouraged to schedule administration of medication before and after school hours when possible. Students will be assisted in taking their medication in school by designated medication assistants who have completed a medication administration training course or by the School Nurse.

A ***School Medication Prescriber/Parent Authorization (SMPPA) Form*** is required for each medication given at school. This form may be obtained from your school office or from your physician's office. The form must be completed and signed before school personnel are allowed to assist students in taking their medication.

The student's physician must complete and sign the Prescriber Authorization section of the ***SMPPA Form***. Parents must complete the Student Information section and sign the Parent Authorization section of the ***SMPPA Form***.

The parent/guardian shall administer the first dose of a new medication at home in case of possible allergic reaction.

Medication must be brought to the school in an appropriately labeled pharmacy container. If medication is used both at home and school, parents should request that their pharmacy provide a labeled container for each site.

If a student's medication changes during the school year, a new ***SMPPA Form*** must be completed.

Medications are to be transported to the designated medication assistant or School Nurse in the school by a parent/guardian or other responsible adult. Controlled substances, such as *Ritalin* or *Adderal*, will require that the parent and the School Nurse count the pills when received at school. All medications will be stored at school in a locked cabinet or drawer.

Students are discouraged from using non-prescription over-the-counter pain medicines, cough syrups, etc. at school. In circumstances in which a child requires non-prescription medication at school, the medication must be in its original unopened, labeled container and the parent must complete the ***SMPPA Form***. A physician's signature is required on the ***SMPPA Form*** in instances in which a student is to use such non-prescription medicines at school.

Self-Administration and/or Self-Carry Medications. Only emergency medications (such as asthma inhalers, EpiPens, glucagon and insulin) can be carried by a student after appropriate documentation has been provided by the parent/guardian and approved/verified by the school nurse.

Student distribution of medications, prescription or non-prescription, to other students at school, at school-related functions or on the school bus is forbidden.

The parent/guardian shall pick up the student's medications at the end of the school year.

Medications left at the school at the end of the school year will be destroyed by school personnel if not picked up by a parent by the end of the last day of school before summer break.

Meningococcal Disease

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.

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 their immune system. College freshman living in dormitories also have 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 blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

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 additional information.

For more information on this and other vaccine recommendations go to: www.adph.org/immunization.

Parent Conferences

Parent conferences with teachers and staff members are encouraged and may be arranged through the school office. Conferences with classroom teachers may not be scheduled during the time that the teacher has a teaching assignment.

Parent and Family Engagement

The Florence City Board of Education believes that in order to achieve maximum educational growth for students, there must be a conscious, collaborative partnership between the parents/guardians of students and the school. The active involvement of parents in their child's education significantly increases the effectiveness of the programs offered by Florence City Schools and just as significantly contributes to the success of the child.

Parents/guardians of students in Florence City Schools are encouraged to learn as much as possible about the educational programs, goals, objectives and activities at their child's school. The Board encourages parents/guardians to participate actively in all activities designed by the schools to involve and inform them.

The Florence City Board of Education further encourages parents/guardians to work with both the local schools and the school system in assuring that available programs meet or exceed the expectations of parents/guardians for their children.

District-Level Title I Parental and Family Engagement Plan
2026-2027 School Year

Description of how Florence City Schools will conduct their Title I Parental and Family Engagement Plan:

I. General Requirements

Florence City Schools will implement programs, activities, and procedures for the involvement of parents that will be planned and implemented with meaningful consultation with parents of participating children. This consultation will be organized, systematic, ongoing, informed, and timely.

In carrying out the Title I, Part A Parental and Family Engagement Plan requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

If the LEA plan for Title I, Part A, development under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

II. Reservation of Funds

Florence City Schools will reserve at least one percent (1%) of their Title I allocation to implement parental involvement activities since the system's overall allocation is greater than $500,000. Parents of children receiving services will be involved in the decisions regarding how reserved funds will be spent for parental involvement activities.

III. Written Plan and Policy

Parents will be involved in the joint development of the Title I plan and parent involvement policy. The school system will make provisions for including parents as team members to give input to the development and review of the instructional plan and the school improvement plan when necessary. Information will be disseminated to parents on an ongoing basis regarding policy and programs.

The school system will provide the **coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective Parental and Family Engagement Plan involvement**. Various guides will be used to develop the written policies and plans (e.g., Improving America's School Policy Guidance for Title I, Part A; National Standards for Parent/Family/Involvement Programs and Building Successful Partnerships).

To **improve student achievement** and maintain strong school/family/community partnerships, Florence City Schools shall help parents understand the National Education Goals, state content and performance standards, state and local assessments, Title I requirements, how to monitor progress while participating in their children's education, and how to work with educators toward children's improved performance. We will provide workshops, conferences, and handouts to accomplish this goal.

The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement.

The school district will take the following actions to ensure that information related to the school and parent programs, meetings and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

1. Provide a translator for parents at meetings and on as needed basis.
2. Translate invitations to parent meetings.
3. Transact software is provided to translate communications sent to parents.

The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by workshops conducted by Title I staff.

Partnerships between Title I schools and community-based agencies and organizations shall be developed to strengthen the parenting component of the Title I program. Parents will be encouraged to attend the parent/teacher conferences. Parents will be encouraged to schedule parent/teacher conferences at other times throughout the year, as needed. Conferences can also be scheduled with the Social Worker. Parents will be encouraged to get to know their child's teacher and to communicate with him or her throughout the year.

As needed, the Title I social worker will conduct **in-home conferences** and in-home parenting activities when a parent is unable to attend conferences or activities at the school.

Parents will receive individual student assessment results for their children. If parents need any assistance with the interpretation of those results a conference can be scheduled with the teacher or with the Social Worker.

The Child, Parent, and School Compact will outline how parents, staff, and students will share responsibility for promoting high student achievement. The compacts will be developed jointly by child, parents and educators, and parents shall discuss the content of the compact with their children prior to signing it. Student behavior will also be addressed in the Parent Compact.

To nurture the needs of the parents, a survey will be passed out to parents to determine their highest level of education attained. Information will be used to target those parents who will be possible candidates for **Adult Education.** Information about the Adult Education (and ESL) classes at Northwest Shoals Community College and other locations will be disseminated and explained. A social worker will help interested parents make arrangements to attend one of the Adult Education classes available in the community. The possibility of long-distance learning for parents will also be explored. When a translator is needed, one will be contacted through the Federal Programs Office.

A **community resource list** shall be developed and made available to each parent group to enable parents to select any community resource, including speakers they would like to utilize for their Parent and Family Engagement Plan activities. Listings are available at the parent meetings and parent center.

As funding permits, **transportation and childcare** may be provided to enable parents to participate in parent involvement activities. Meetings shall be arranged at a variety of times throughout the year to maximize the opportunities for parents to participate in school-related activities. Children will participate to encourage parental attendance.

There shall be an **annual evaluation** of the content and effectiveness of the parental involvement (remove and add Parent and Family Engagement) program to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are disabled, who have limited English proficiency, limited literacy, or are of any racial or ethnic minority. The evaluation may include the following methods:

a) comparing levels of parental participation prior to and following implementation of the newly required policy
b) determining whether the levels of participation of parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background are represented in adequate proportions
c) identifying barriers to greater participation by these groups
d) assessing the effectiveness of parental participation activities, procedures, and policy in the improvement of schools.

The Parent and Family Engagement Plan approved by the Florence City Board of Education will appear in the Florence City Schools Consolidated Plan.

Evaluations will be conducted by the Title I staff by sending home a survey to parents. Parents are encouraged to return the surveys and give verbal and written comments throughout the year. Findings from the **annual evaluation** shall be reported to all participating parents and shall be utilized to design strategies for school improvement and revise, if necessary, the parental involvement policies.

Physical Restraint and Seclusion

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the school system and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in removal of the student by such personnel.

Significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

Refunds

Parents/guardians of graduating seniors receive a refund if their child(ren)'s cafeteria account balance(s) is $10.00 or more. The balance(s) may, upon written request, be transferred to the account of a younger sibling enrolled in Florence City Schools. All requests for refunds to students in grades K-11 must also be submitted in writing. Parents/guardians of graduating seniors, or students transferring out of Florence City Schools, may submit a written refund request. The balance(s) may also be transferred into a sibling's account upon request. Unclaimed funds will become the property of Florence City Schools after one year.

Reporting Abuse/Neglect

Any professional employee who has knowledge of known or suspected child abuse/neglect shall immediately report the facts as known, either in person or by telephone, to the Department of Human Resources or the Police Department, Juvenile Division.

CHILD NUTRITION PROGRAM

The Florence City School System adheres to all state and federal policies related to the Child Nutrition Program, including the regulations regarding "offer" versus "serve." All of our school facilities provide breakfast and lunch service, except Kilby (lunch only).

Florence City Schools will be participating in the Community Eligibility Program for the 2026-2027 school year. All students will receive breakfast and lunch at no cost. Please be advised that to qualify as a meal at no cost, the meal at no cost must meet the guidelines of a normal

reimbursable meal (3 of the 5), an entrée, a grain, vegetable, fruit and milk (minimum of 1 fruit or vegetable). This program allows each student to have one qualified meal for breakfast and one for lunch. *The Community Eligibility Program only covers schools providing both breakfast and lunch.*

Any additional meals or ala carte (items) can be purchased through your student's cafeteria account.

BREAKFAST	LUNCH	KILBY LUNCH
Employees - $3.25	**$5.00**	**Student: $2.60**
Visitors - $3.25	**$5.00**	**Visitors: $4.00**

Funds may be added to your student's cafeteria account online at www.myschoolbucks.com or with cash or check. Parents will be held responsible for all bank charges incurred which result from writing bad checks (checks written on accounts with insufficient funds) to the schools.

Federal law prohibits the charging of adult meals.

School Closings
The Superintendent will close schools when weather conditions are too hazardous for safe operations.

School Hours
Schools operate according to the following schedule:

School	*Breakfast Served*	*Classes Begin*	*Classes End*
Forest Hills Elementary School	7:00 a.m.	7:30 a.m.	2:30 p.m.
Harlan Elementary School	7:00 a.m.	7:30 a.m.	2:30 p.m.
Weeden Elementary School	7:30 a.m.	7:30 a.m.	2:30 p.m.
Rufus G. Hibbett Elementary School	7:20 a.m.	7:30 a.m.	2:30 p.m.
Kilby Laboratory School		8:00 a.m.	3:00 p.m.
Florence Middle School	7:40 a.m.	8 :10 a.m.	3:25 p.m.
Florence Freshman Center	7:40 a.m.	8:10 a.m.	3:25 p.m.
Florence High School	7:30 a.m.	8:10 a.m.	3:25 p.m.
W. C. Handy School	7:30 a.m.	7:30 a.m.	2:30 p.m.

Classes begin at the Florence Learning Center at 8:00 a.m. and conclude at 2:00 p.m. Breakfast and lunch will be served while students are present.

In the afternoon, students not engaged in approved after-school activities must leave the premises immediately.

School Visitors

Parents and all school visitors must present valid picture identification to be verified in Raptor and are required to go to the main office immediately upon entering the building to report their presence and business.

School Wellness

The policy of the Florence City Board of Education regarding school wellness may be accessed at this website: www.florencek12.org.

Student Drug Screening

It is the objective of the Florence City Board of Education to ensure that all students who wish to participate in extra-curricular activities be given the opportunity to do so in a safe, drug-free environment and that all students participating in such activities, while under the supervision of Board employees, be free from the effects of alcohol and other drugs as defined below. Additionally, students who are permitted to drive on and park on school property shall also be free from the effects of alcohol and other drugs as defined below.

The definition of drugs covered by this policy includes: amphetamines, anabolic steroids, benzodiazepines, methadone, opiates, phencyclidine, propoxyphene, barbiturates, cocaine, cannabinoids, marijuana, hallucinogenic drugs, and all drugs which the narcotic and drug laws of the United States, the City of Florence or the State of Alabama classify as illegal or controlled. This definition, however, does not include drugs taken in strict compliance with a prescription provided by a medical doctor to the student.

As funds are available, school officials shall administer periodic random urinalysis and/or other drug screening within the two categories of students listed above: those who participate in extra-curricular activities and those who drive on or park on school property. School officials also may conduct specific drug screening of such students whenever a school official observes circumstances which provide reasonable suspicion that a student has used alcohol or other drugs in violation of this policy. A form shall be provided for both student and parent/guardian to sign giving the school the authority to administer Board-financed random urinalysis and/or other drug screening. Refusal of either party to sign the form shall result in the student being prohibited to participate in either category.

Drug screening shall occur on the school premises in a secure, private site. The principal or his/her designee shall be responsible for the collection of samples and shall ensure that direct supervision always be done by a staff member of the same gender as those being screened.

All testing of samples provided by students being screened shall be performed by a reliable and professional laboratory with a good program of quality control. The selection of said laboratory shall be made by a recommendation of the Superintendent or his/her designee.

If a student tests positive, that student may be required to undergo further tests. He/she shall not be allowed to continue the privilege of participating in extracurricular activities or of driving on or parking on school property until there is as negative test result. If you wish to have your child tested prior to the next random testing, you may schedule a test at your expense with a certified laboratory that conducts drug screenings and have the laboratory provide the results

to Mr. Casey Reed, Director of Safety, Florence City Schools, 541 Riverview Drive, Florence, Alabama 35630. Should a student purposely fail to show up for a scheduled drug test, he will be considered as having failed the test.

In addition, the Board may take further disciplinary action in accordance with its student discipline policy.

Textbooks/Library Materials
All basic textbooks (whether hardbound or electronic) are issued to students for their use during the school year. High quality materials are provided for student use in all school libraries. Hardbound textbooks and library materials are to be kept clean and handled properly. Parents/guardians are required to pay for lost or damaged materials.

Tobacco-Free Environment
All persons, including students, school personnel and visitors, are prohibited from using any tobacco products or facsimiles thereof on school property or at any school-sanctioned activity. Students and school personnel who violate this policy will be subject to disciplinary action.

Disciplinary Action:
(Employees)

1st Offense	Conference with immediate supervisor with written notification to the Superintendent of Schools that conference has occurred.
2nd Offense	Three (3) school days' suspension without pay
3rd Offense	Termination

(Students) – Refer to Discipline Section

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

Vehicles are subject to search as covered under search and seizure.

Students may not remain nor linger in or around cars or vehicles on school property nor return to parking areas during school hours without the permission of the school principal or other designated official.

Students are required to comply with the safety regulations of the school and are subject to comply with random drug screening in order to park on campus.

Weapons
All persons, other than authorized law enforcement personnel, are prohibited from possessing any gun or firearm on school property, buses, or at school events. For consequences see the

Discipline section in this booklet.

Worthless Checks
Florence City Schools may use a check recovery service for worthless checks. By making payment to the school, a person authorizes Florence City Schools to recover the face amount of a check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. This recovery may be done electronically or by traditional collection methods.

School and Law

The Florence City Board of Education shall, in compliance with state law, provide for the education of all students within the school system between the ages of six and seventeen. Furthermore, in compliance with federal law, Florence City Schools' students between the ages of three and twenty-one with disabilities are guaranteed a free appropriate public education. The school shall abide by the legal rights guaranteed to the students. Each student has a right to all educational resources necessary to operate an instructional and an extracurricular program.

Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the rights to participate in school programs on or off the school property, students also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

The school principal assumes responsibility for establishing and enforcing the rules necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming the concurrent responsibility.

The Board of Education shall comply with state and federal law in regard to the discipline of students with disabilities. Such a student is identified as a "child with a disability" under the eligibility criteria of the Individuals with Disabilities Education Act (IDEA) as amended, as a person with a qualifying disability for the purpose of Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

The Board of Education does not believe in a double standard for intentional misbehavior (i.e., one standard for "regular" students and another for students with disabilities) and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities who commit an offense will be disciplined in accordance with appropriate disciplinary actions listed in this discipline policy, subject to the modifications of the normal discipline implementation process mandated by law. (School system personnel shall consult the IDEA, IDEA regulations, and State and local plans for IDEA for details.) All students, including those with disabilities, may be referred for law enforcement action when their conduct warrants the referral.

Finally, students 19 years of age and older are considered by law to be adults. As such, they are entitled to function in place of their parent(s) or guardian(s) in matters being dealt with in the following guidelines. However, if a matter as serious as suspension or expulsion of an "adult student" is pending, the school administration will assume the parent(s) or guardian(s) will want to know. Thus, they will be notified.

Written, Verbal and Symbolic Expression

Students have the right to form and hold their own ideas and beliefs and to express these through written, verbal and symbolic means. The encouragement of this right requires that each student be permitted to disclose or express an idea in the course of academic dialogue without penalty, embarrassment, or any reflection in academic evaluation.

Students who edit, publish or distribute written materials at school must assume responsibility for said material and may be subject to discipline for breach of reasonable standards of journalism, such as libel, obscenity or intentional distortion of the facts. Authorship shall be disclosed, and opinion shall be identified as such.

Posted notices shall be subject to reasonable size, shall be dated and shall disclose the sponsoring individual or organization. Notices which are in violation of any applicable restriction or which are outdated or which have been posted more than ten (10) days, may be removed by school authorities. Students distributing such materials are responsible for the removal of all litter produced. Distribution of materials will take place only at times and in designated areas approved by the school administration.

Expression of personal points of view shall not interfere with the freedom of others to express themselves or with the educational process.

Assembly

Students have the right to assemble peacefully so long as the normal operation of the school or classroom is not disrupted.

All organizational meetings and school assemblies in the building or on school grounds will have staff supervision and may function only as a part of the educational process as authorized by the school administrator. The administrator must be informed in advance and may impose reasonable restrictions on the time and place of these meetings.

Search and Seizure

Any administrator has the right and duty to conduct a reasonable search of a person and/or personal property when the administrator has received information or evidence that the student may have on his/her person any of the following:

1. A substance dangerous to persons or property
2. An object considered to be a weapon
3. An explosive and/or detonative device
4. An item believed to be stolen

Other reasonable and justifiable causes may also warrant a search. The reasonableness of a search or the extent of intrusion on a student’s person will be determined by the age and maturity of the student and the nature of the offense involved. In all cases, the administrator must have the search witnessed by another staff member.

Locker Searches

An administrator has the right and duty to inspect lockers under their control to prevent the use of lockers in illicit ways or for illegal purposes. Lockers and desks remain the property of the school, and the school reserves the right to search as necessary for the maintenance of the educational process or to protect the health, safety and welfare of other students. A second staff member must be present during the search.

Search of the Student or the Student's Property

If an administrator believes that an individual has on his/her person a weapon or substance dangerous to persons or property, the official has the right and duty to conduct an immediate search. When a principal or other school official receives what is believed to be reliable information that evidence of a crime is located on the student's person or property, the official may conduct a search. Articles found on the person or in the person's locker or car or other location shall be listed on an inventory. All parties to the search shall sign the inventory.

A search in the absence of student notification may be made in cases in which a suspected item(s) poses a clear and present danger to health and safety and the time required to notify would be crucial to the health and safety of people.

Items which may be used to disrupt or interfere with the educational process shall be removed from student possession, and appropriate disciplinary measures shall be administered.

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

Student Interviews

An administrator has the right and duty to interview students concerning misconduct or misdemeanors which may have occurred during school hours or on school property.

School Code of Conduct

Officials in Florence City Schools realize that there are varying degrees of involvement in the violation of school-adopted rules and regulations. When these rules are violated by a student, there are many factors which must be considered to determine the appropriate disciplinary action. When violations are the result of factors beyond the student's control, such will be considered by all concerned. Disciplinary action may include but not be limited to the following:

- Verbal or Written Warning
- Removal of Privilege
- Detention (during school day)
- Saturday School (grades 5-12)

- Emergency Removal
- Conference with Parent(s) or Guardian and Student
- In-school Suspension (grades K-12) (student allowed to make up work and participate in extra-curricular activities)
- Out-of-School Suspension
- Alternative School
- Expulsion

Students enrolled in Florence City Schools have a responsibility to act in such a way as not to interfere with the educational rights of other students. By accepting the responsibility to participate in school programs on or off school property, students also accept the responsibility to conduct themselves according to the rules and regulations governing the operations of these programs.

Fighting

Students in grades 7-12 involved in a fight during the school day or at school-related functions are subject to these consequences:

1. First fight – 20 days in the Alternative School without a disciplinary infraction
2. Second fight – 40 days in the Alternative School without a disciplinary infraction
3. Third fight – One calendar year in the Alternative School

If a student fights while in the Alternative School, his/her placement there shall be extended. Consequences for fighting listed above are cumulative for students in grades 7-12. For example, if a student in grade seven is involved in his/her first fight, the second fight – even if it occurs in grade eight or above – shall require 40 days in the Alternative School without a disciplinary infraction.

Depending upon the severity of the fight, the principal retains discretion to file charges. Parenting classes are available at Burrell-Slater during the day and at night. When a student is admitted to the Alternative School because of fighting, the parent/guardian must attend classes per this schedule:

1. First fight – two class meetings
2. Second fight – four class meetings
3. Third fight – six class meetings

If a parent/guardian does not attend, the student remains in Alternative School until the parent does attend.

Out-of-School Suspension, Alternative School, and Expulsion

Out-of-School Suspension

When first using out-of-school suspension as a disciplinary consequence, it is recommended that the principal start with a short-duration suspension. If a student repeats the behavior, the

principal should gradually increase the length of the suspension or increase to a more serious consequence consistent with the Code of Conduct.

A student that is suspended out-of-school for ten (10) or fewer days for a violation of the Code of Conduct need only receive minimal due process that includes an informal discussion with the student where the student is told what he or she is accused of doing, the basis for the allegation, and be provided an opportunity to tell his or her side of the story.

A “Long-Term Suspension” is defined as an exclusion of a student from his or her regular school environment for more than 10 and less than 90 school days per incident for disciplinary purposes. The due process procedure for a Long-Term Suspension is explained below under the heading Student Discipline Due Process. The out-of-school suspension of a student is not to exceed ten (10) days except as follows:

1. A suspension of more than ten (10) days requires a referral to the Superintendent’s Office for a conference during the suspended period. The referral and conference will not alter the number of days that the student is suspended unless extenuating circumstances exist and an alteration is agreed upon by the Superintendent or his/her designee and the school principal.
2. If an incident or violation causes the principal or his/her designee to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the recommended expulsion is taken as outlined in the “Procedure for Expulsion of Students” section of these guidelines.

If a student is suspended from school, he/she must comply with the full length of the suspension unless the principal approves an alternative.

The administrator shall make a reasonable effort to contact either the parent(s) or guardian(s) by telephone and shall send a written notice to the parent(s) or guardian(s) for all out-of-school suspensions. The student is also expected to notify his/her parent(s) or guardian(s) of all attempts at communication by the school. Failure to do so may result in further disciplinary action.

Immediate suspension of a student is justified when the student’s presence would threaten himself/herself, endanger school property, or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students. If immediate removal is necessary, the parent(s) or guardian(s) shall be notified by the principal. The school administrator will make themselves available for an explanation and conference by the end of the next school day.

Alternative School

A student is recommended for assignment to the alternative school by the school administrator or his/her designee. A “Long-Term Alternative School Placement” is defined as the placement of a student in alternative school for more than 15 school days per incident for

disciplinary purposes. The due process procedure for a Long-Term Alternative School Placement is explained below under the heading Student Discipline Due Process.

The Systemwide Admissions, Review, and Dismissal Committee will review each student's case and approve or disapprove the student's enrollment. The district's alternative schools exist to serve the unique academic, social, and emotional needs of students who would otherwise not be allowed to continue their education due to disciplinary issues. The alternative school joins the parents, community, and schools in giving students the opportunity to develop self-discipline, motivation, and successful learning. A student must serve his or her assigned time in a satisfactory manner before he or she can return to any school in the Florence City School System.

TOPS (Targeted Optional Placement for Success) is the school system's alternative education program for students in grades K-6 who exhibit severe difficulty with their behavior in a traditional classroom setting. The TOPS program for K-6 students is located on the campus of Hibbett Elementary School.

The school system's secondary alternative education program is named Florence Learning Center (FLC), which is located on the campus of Burrell-Slater Educational Center. FLC serves students in grades 7-12 with serious disciplinary needs and provides for them a curriculum in English, Mathematics, Science, Social Studies, and electives, along with support from counselors and other staff. While assigned to FLC, students cannot visit any other school campus in the Florence City School System or attend school-related activities or events other than those sponsored by FLC.

The ultimate goal of the TOPS and FLC alternative education programs is to teach students proper ways of modifying their classroom behavior so that they may successfully return to the traditional classroom. For additional information regarding the alternative education programs, contact the guidance office at your school. For additional information regarding Florence Learning Center, contact Dr. Roderick Sheppard, Director of Student Services 256-768-3022.

Expulsion

An expulsion is defined as the exclusion of a student from his or her regular school environment for more than 90 and less than 180 school days per incident for disciplinary purposes. Expulsion may result from Class II, III, or IV violations. The due process procedure for an Expulsion is explained below under the heading Student Discipline Due Process. A student will be suspended immediately pending a hearing consistent with the Student Discipline Due Process procedure below.

Terms of Out-of-School Suspension, Expulsion, or Alternative School

1. If a student attends both a base school and a second school the suspension or expulsion from one school shall include both schools. The principals of both schools or their designee must notify each other of all suspensions and expulsions. If a student is

assigned to the alternative school, the student shall only attend the alternative school and no other school.

2. During the suspension, expulsion, or alternative school period, students may not visit or otherwise be in attendance at any school campus, any school-related function or any extracurricular activities.

3. When a student is suspended, his/her teacher(s) must be notified concerning the date of suspension and the number of days suspended. Makeup work is permitted upon the first suspension only if that suspension results from a Class I or II offense. All such work must be made up within twice the number of school days that were included in the suspension, with the makeup time beginning on the student's first day back in school following the suspension. Makeup work will not be permitted after the first suspension or for any expulsion during a given school year. Makeup work is not necessary for alternative school placements because students will continue their education while at the alternative school.

4. Students with disabilities may be suspended or expelled, but all procedural safeguards set forth in the Individuals with Disabilities Education Act. (IDEA) and Section 504 of the Rehabilitation Act must be followed.

5. The expulsion of a student will prohibit the student from attending any school in the Florence City School system during the period of the expulsion.

6. A student may lose academic credit if he/she is expelled prior to taking nine weeks' examinations. The principal and the student's teacher(s) cooperatively determine loss of credit.

Readmission to the Regular School Environment

When a student returns to school after the suspension, expulsion, or alternative school placement, readmission shall be preceded by a conference with the principal or the principal's designee. The conference shall include the parent(s) or guardian(s) unless otherwise approved by the principal. If the student is returning after a conference with the Superintendent or his/her designee, the Superintendent or his/her designee may choose to attend the readmissions conference. The student is readmitted by the principal or his/her designee and is given a readmission slip to return to class.

Student Discipline Due Process Procedure

The below Student Discipline Due Process procedure is applicable to any Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion.

1. Following an alleged student disciplinary incident, the principal, or his or her designee, may consider all of the following factors before recommending or initiating a Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion:

a. The age of the student.
b. The disciplinary history of the student.
c. The seriousness of the violation or behavior.
d. Whether a lesser intervention would appropriately address the behavior of the student.

2. After considering the above and if the principal determines it appropriate, the principal will notify the Superintendent if he or she recommends that the student receive a Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion.
3. The student and his or her parent/guardian will normally be provided written notice at least seven (7) days before a hearing that is delivered to them personally or by mail that contains:
    a. A statement of the time, date, and place, and nature of the hearing;
    b. A short and plain statement detailing the alleged conduct, the provision of the Code of Student Conduct allegedly violated, and any recommended discipline;
    c. A statement of the rights of the student at the hearing, including the following: the right of the student to be represented at the hearing by legal counsel or another advocate of the student's choice at the student's expense; the right to review any audio or video recording of the incident; the right to review information or evidence that may be presented at the hearing consistent with federal and state student record laws and at least five (5) days before the hearing; the right to present a defense, question adverse witnesses who are present at the hearing (excluding students under 14 years of age), and offer evidence and oral testimony at the hearing (Note, the anonymity of witnesses will be protected, and witnesses may not be compelled to attend or testify in any disciplinary hearing); and
    d. An optional waiver of the disciplinary hearing indicating the parent or guardian's assent to the alleged violation or violations and to the recommended discipline.

If the written notice is not responded to by a parent or guardian, the hearing may be waived and the student will receive the consequence recommended by the principal.

4. The student will be provided a disciplinary hearing before a hearing officer. If the notice was responded to by the parent or guardian of the student, the hearing officer will normally conduct a hearing within 10 school days after the initial suspension of the student from school pending a hearing. However, the hearing date may be extended for good cause as determined by the Superintendent or upon agreement of the parties. The purpose of the hearing is to determine whether the alleged Code of Student Conduct violation occurred.

5. If the student's parent chooses to have an attorney present and/or present the student's defense through evidence and examination of witnesses, the principal or Superintendent's designee may also have an attorney present to serve in advisory role or present the case in support of disciplinary action. The student's parent must give the hearing panel at least 48 hours' notice prior to the hearing of the decision to have an attorney. Any attorney for the student will be at the parent or student's expense. Failure to do so may result in the rescheduling of the hearing.
6. At least five (5) days before the hearing, the student, parent or guardian, legal counsel, and/or advocate may review any audio or video recording of the incident, and, where consistent with the Family Educational Rights and Privacy Act ("FERPA"), the Individuals with Disabilities Education Act ("IDEA"), and other relevant state and federal laws, any records, documents, or other information that may be presented as evidence at the hearing including written statements made by witnesses related to the alleged incident leaded to the consequence.
7. At the hearing, the hearing officer shall give the student an opportunity to admit or deny the conduct and violation in question. If the student admits to the conduct in question, the hearing will not go forward, and the student will receive the recommended consequence. If the student denies the reason(s), the principal or other person assigned by the Superintendent will offer evidence at the hearing that the student violated the Code of Student Conduct. The case may be presented through evidence (documentary, audio, video) and by statements made by the witness(es). Additionally, student witnesses, including accusers, may provide evidence by written statement which may be redacted. The decision as to these issues shall rest in the discretion of the hearing officer.
8. Next, the student, parent or guardian, legal counsel, or advocate may present a defense on behalf of the student. The student, parent or guardian, legal counsel, or advocate may question adverse witnesses who are present at the hearing and offering testimony (excluding students under 14 years of age), and offer evidence, including oral testimony from witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. The student is permitted to present adult witnesses over 14 years old, but if a witness's testimony is redundant or not relevant, the hearing officer can decide not to hear that witness. Witnesses cannot be compelled to attend or testify in a disciplinary hearing. If witnesses elect to participate, their anonymity will be protected.
9. After following the above procedures, the hearing officer, on the basis of all facts and evidence presented, shall determine whether the student did or did not commit an offense, what offense, if any, was committed and whether the recommendation of the principal is accepted or overruled. The hearing officer shall prepare a written decision which will be provided to the student and parent or guardian within five (5) school days after the hearing. The written decision will include:
    a. The basis for the decision, including a reference to the provision of the

Student Code of Conduct or state law that the student is accused of violating;
   b. A statement detailing the information that shall be included in the official record of the student.
10. The following persons shall be notified of the hearing decision:
   a. The student's parent or guardian (by certified mail and verbal notification);
   b. The Principal;
   c. The Special Education Director (for students with disabilities); and
   d. The Superintendent.
11. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing. The written record of the hearing shall be kept for two (2) years. Each party to the hearing, upon request, will receive an electronic or written record of the hearing from the local board of education.

The hearing officer's decision will be final.

Appeal of Superintendent's Decision for Expulsion

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

1. The student's parent must file a written request for an appeal and it must be addressed to and mailed or given to the Board of Education, with a copy to the Superintendent. The written request for appeal may be emailed to the following address sshook@florencek12.org or hand delivered/mailed to 541 Riverview Drive, Florence, AL 35630.

2. The written request for an appeal must be postmarked or hand delivered on a date no more than ten (10) calendar days after the postmarked date or date of hand delivery of the written notification of the Superintendent's decision.

If the written request for an appeal is not made on time, the Superintendent's decision will be final.

3. Upon receipt of a timely filed written request for an appeal, the Board shall set a hearing date. In order to comply with applicable student privacy laws, the hearings will be closed to the public. The student and his or her parent/guardian will be provided written notice at least five (5) days before a hearing that is delivered to them personally or by mail.

4. At the hearing, the Board shall give the student an opportunity to admit or deny the conduct and violation in question. If the student admits to the conduct in question, the hearing will not go forward, and the student will receive the recommended

consequence. If the student denies the conduct at issue, the principal, Superintendent, legal counsel, or the Superintendent's designee will offer evidence at the hearing that the student violated the Code of Student Conduct. The case may be presented through evidence (documentary, audio, or video) and by statements made by the witness(es). Additionally, student witnesses, including accusers, may provide evidence by written statement which may be redacted. The decision as to these issues shall rest in the discretion of the Board.

5. Next, the student, parent or guardian, legal counsel, or advocate may present a defense on behalf of the student. The student, parent or guardian, legal counsel, or advocate may question adverse witnesses who are present at the hearing and offering testimony (excluding students under 14 years of age), and offer evidence, including oral testimony from witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. The student is permitted to present adult witnesses over 14 years old, but if a witness's testimony is redundant or not relevant, the Board can decide not to hear that witness. Witnesses cannot be compelled to attend or testify in a disciplinary hearing. If witnesses elect to participate, their anonymity will be protected.

6. The student's parent must give the Board at least 72 hours' notice prior to the hearing, of the decision to have an attorney. Any attorney for the student will be at the parent or student's expense. Failure to do so may result in the rescheduling of the hearing.

7. After following the above procedures, the Board, considering all facts and evidence presented, shall determine via a majority vote whether the recommendation of the Superintendent for expulsion is accepted or overruled. The Board may deliberate in executive session prior to voting on whether to uphold or overrule the recommendation for expulsion.

8. The following persons shall be notified of the hearing decision:
   a. The student's parent or guardian (by certified mail and verbal notification);
   b. The Principal;
   c. The Special Education Director (for students with disabilities); and
   d. The Superintendent.

9. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing. The written record of the hearing shall be kept for two (2) years. Each party to the hearing, upon request, will receive an electronic or written record of the hearing from the local board of education.

Classifications of Violations

Violations of the Florence City Schools' Discipline Procedure may warrant anything from a conference to expulsion from school. Acceptable behavior is part of the expected learning

environment. Individuals whose behavior infringes upon the learning environment of others may be punished. Before any punishment is administered, the building principal, teachers and other building level personnel shall consult with the student(s) and school personnel. Once the classification of the violation is determined, the principal or the principal's designee will implement the Board-adopted disciplinary procedure.

Each classroom teacher will deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective, or the disruptions are severe, should the student be referred to the principal or his/her designee.

CLASS I OFFENSES

1.90 Failure to follow directions of a school board employee
1.91 Excessive distraction of other students (any conduct and/or behavior which is disruptive to the orderly educational environment including but not limited to talking excessively, making noises, provoking or harassing other students, interrupting class functions, off-task behavior on technology device, etc.)
1.92 Offensive touching of another student (not including acts of a sexual nature)
1.93 Tardiness to class
1.94 Cheating (K-6) – Intentionally giving, receiving or taking unauthorized assistance on a test or other assigned work.
1.95 Failure to be prepared for class (which includes, but is not limited to, not having a required textbook or technology device, a proper writing instrument or completed homework.)
1.96 Failure to follow parking lot directions
1.98 Nonconformity to dress code

DISCIPLINARY ACTIONS-CLASS I OFFENSES
STUDENTS IN GRADES K-12

First offense-Teacher conference with student.
Second offense-Parent(s) or guardian(s) contacted by teacher.
Subsequent offenses-In-school disciplinary action such as detention, work assignments before or after school, Saturday School, ISS or suspension at the discretion of the principal or his/her designee. Special circumstances may warrant a recommendation to the School Board's hearing officer for an alternative educational program apart from the normal setting.

NOTE: Class I offenses and actions apply to all K-12 students. Class I offenses will be cumulative for one semester. All other offenses will be cumulative for the entire school year.

CLASS II OFFENSES

2.10 Disobedience (It may be upgraded to a 3.09 depending on the judgment of the principal.)

2.11 Disorderly conduct.

2.13 Violation of the Medications Policy contained in this Handbook (May be upgraded to a 4.12 depending on the judgment of the principal.)

2.14 Cheating (Grades 7-12)) – Intentionally giving, receiving or taking unauthorized assistance on a test or other assigned work.

2.16 Unauthorized use and/or possession of a communication device.

2.19 Gambling.

2.20 Harassment (Harassment by verbally or by a written, printed, or digital communication action to do harm to another. It may be upgraded to a 3.31 depending on the judgment of the principal.)

2.24 Larceny, theft, robbery and/or possession of stolen property with a value less than $100. Items with a value of $100 or more may be upgraded to a 3.24.

2.26 Use of profane or obscene language or gestures. (It may be upgraded to 3.26 depending on the judgement of the principal)

2.29 Sexual harassment: unwelcome, offensive, or inappropriate verbal, written, or physical conduct directed toward another individual that is sexual in nature.

2.31 Threats/Intimidation (Intentional threat by word or action to do harm to another coupled with the apparent ability to carry out the threat. It may be upgraded to a 3.31 depending on the judgment of the principal.)

2.32 Possession of any tobacco product (including tobacco, a tobacco lighter, matches or rolling papers) or facsimiles thereof.

2.33 Sale of any tobacco product (including tobacco, a tobacco lighter, matches, or rolling papers) or facsimiles thereof.

2.34 Use of any tobacco product (including tobacco, a tobacco lighter, matches or rolling papers) or facsimiles thereof.

2.35 Trespassing/Loitering/Unlawful assembly (Being present in an unauthorized place in the school or on school property or refusing to leave the premises when ordered to do so by school personnel; presence on school property at unauthorized times.)

2.36 Truancy, unauthorized absence from class or school- cutting or skipping class (Leaving class or school grounds without permission of teacher or administrator.)

2.37 Inappropriate use of school-issued electronic device that is disruptive to the instructional environment, including, but not limited to, possession of inappropriate pictures, inappropriate recording of videos, or any other inappropriate use of the school-issued electronic device as determined by the principal or his/her designee. This may be upgraded to a 3.37 depending on the judgment of the principal (or designee) based on the severity or frequency of the offense(s).

2.52 Possession of a knife (May be upgraded to a 4.52 depending on the judgment of the principal.)

2.80 Verbal or physical conflict between two or more individuals which, in the judgement of the principal, does not rise to the level of a fight or an assault. (It may be upgraded to a 3.17 or a 4.05 depending on the judgment of the principal.)

2.81 Property damage (Intentionally defacing or damaging the public or private property of another up to $50. The student or his/her parent(s) or guardian(s) will be required to repair or pay for repairs of school system property. Refusal by the student or his/her

parent(s) to repair or pay for repairs of school system property will be settled through legal means. It may be upgraded to a 4.08 depending on the judgment of the principal.)

2.82 Disrespect to a school board employee (Any verbal or nonverbal conduct or behavior that is rude or discourteous directed toward a school system employee.)

2.83 Intentionally providing false information to school personnel. (Includes but is not limited to forgery of parent's or guardian's signature; providing false information to parent(s) or guardian(s) such as changing grades; forging notes, passes or forms.)

DISCIPLINARY ACTIONS-CLASS II OFFENSES
STUDENTS IN GRADES K-6

First Offense-Parental contact and disciplinary action.
Subsequent Offenses-In-school disciplinary action such as detention, work assignments before or after school, Saturday School or ISS or suspension at the discretion of the principal or his/her designee. Special circumstances may warrant a recommendation to the School Board's hearing officer for an alternative educational program apart from the normal setting.

DISCIPLINARY ACTIONS-CLASS II OFFENSES
STUDENTS IN GRADES 7-12

First Offense-Parental contact and in-school disciplinary action up to 1-10 days suspension (depending upon seriousness of the offense);
Second Offense-In-school disciplinary action up to 3-10 days suspension to expulsion.
Subsequent Offenses-In-school disciplinary action, suspension to expulsion.

DISCIPLINARY ACTIONS-DRESS CODE
VIOLATIONS STUDENTS IN GRADES 5-12

GRADES 5-6:

First violation:	Warning by an administrator to the individual student and parental contact
Second violation:	Detention (within the school day)
Third violation:	In-school suspension (ISS)
Fourth violation:	Class II Offense/Disobedience

GRADES 7-8:

First violation:	Warning by an administrator to the individual student and parental contact
Second violation:	Loss of Privileges (LOP)
Third Violation:	In-school suspension (ISS)
Fourth violation:	Class II Offense/Disobedience

GRADES 9-12:

First violation:	Warning by an administrator to the individual student and parental contact
Second violation:	Loss of Privileges (LOP)
Third violation:	In-school suspension (ISS)
Fourth violation:	Class II Offense/Disobedience

CLASS III OFFENSES

3.01 Possession of alcoholic beverages. Possession or use of alcoholic beverages, or any other illegal substance that would impair the ability of a student while at school or attending a school function.
3.02 Sale of alcoholic beverages.
3.03 Use of alcoholic beverages.
3.09 Defiance of authority (Any verbal or nonverbal refusal to comply with a reasonable direction or order of a school board employee, including refusal to identify self.)
3.12 Disruptive demonstrations (Participating in major disruptions which seriously disrupt the educational process and/or result in destruction or damage of private or public property or in personal injury to participants or others.)
3.17 Fighting (Any physical conflict between two or more individuals. It may be upgraded to a 4.05 depending on the judgment of the principal. If there is evidence that one party physically attacked the other, the victim's punishment may be reduced or eliminated.)
3.22 Inciting a major student disorder. (Leading, encouraging or assisting in major disruptions which seriously disrupt the educational process and/or result in destruction or damage of private or public property or in personal injury to participants or others.)
3.24 Larceny, theft, robbery and/or possession of stolen property with a value of $100 or more. (It may be upgraded to a 4.58 depending on the judgment of the principal.)
3.26 Directing obscene or profane language or gestures to a school system employee.
3.29 Aggravated sexual harassment: A repeated violation of offense 2.29 sexual harassment; sexual harassment directed towards multiple individuals; and/or sexual harassment that is particularly severe, pervasive, or objectively offensive that it disrupts the educational environment.
3.31 Threats/Intimidation. (Verbally or by a written, printed, or digital communication, threatening injury to the person, property or reputation of another.)
3.32 Extortion. (Verbally or by a written, printed, or digital communication, threatening injury to the person, property or reputation of another with the intent to extort money or other property from another, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will.)
3.37 Use of school-issued electronic device to threaten, harass, or otherwise cause disruption of instruction or the instructional environment. This includes, but is not limited to, the distribution of inappropriate content or material, and/or any other school-issued electronic device usage offense deemed by the principal or his/her designee to be a disruption of the instructional environment.

DISCIPLINARY ACTIONS-CLASS III OFFENSES
STUDENTS IN GRADES K-6

First Offense-Possible suspension to expulsion, parent(s) or guardian(s) contact and conference; possible court referral.
Subsequent Offenses-Possible suspension to expulsion; possible court referral.

DISIPLINARY ACTIONS-CLASS III OFFENSES
STUDENTS IN GRADES 7-12

First Offense-Five (5) days suspension to expulsion; possible court referral.
Subsequent Offense-Ten (10) days suspension to expulsion; possible court referral.

CLASS IV OFFENSES

4.04 Arson
4.05 Assault (The actual striking or touching of another person against his/her will or causing bodily harm, including pushing, tripping or striking, another person against his/her will.)
4.06 Bomb threat
4.07 Burglary and/or breaking and entering school system facilities, vehicles or property.
4.08 Criminal Mischief/Vandalism (Intentionally defacing or damaging school system property, public property or private property of another – above $50. The student or his/her parent(s) or guardian(s) will be required to repair or pay for repairs of school system property. Refusal by the student of his/her parent(s) to repair or pay for repairs of school property will be settled through legal means.)
4.12 Unauthorized distribution of prescription or non-prescription medication in violation of the Medications Policy in this Handbook.
4.13 Possession of illegal drugs or possession of prescription drugs without a license or a prescription.
4.14 Sale of illegal drugs or sale of prescription without a license.
4.15 Use of illegal drugs or use of prescription drugs without a prescription in the user's name.
4.18 Tampering with or unjustified activation of a fire alarm system.
4.27 Robbery
4.28 Sexual Battery (Offense 2.29 may be upgraded to a 4.28 depending on the judgment of the principal.)
4.30 Sexual acts or other sexual offenses. (Acts of a sexual nature including but not limited to intercourse, attempted intercourse or deliberate indecent exposure. Offense 2.29 may be upgraded to 4.30 depending on the judgment of the principal.)
4.46 Possession of an explosive, incendiary device and/or poison gas.
4.47 Sale of an explosive, incendiary device and/or poison gas.
4.48 Use of an explosive, incendiary device and/or poison gas.
4.49 Possession of a weapon-excluding firearm or knife-on school property or at a school sponsored event or function, including the threat of use of a Weapon. (A weapon is defined as a club, facsimile of a gun, chain or any other object of a similar nature deemed to be dangerous by school officials.)
4.50 Sale of a weapon-excluding firearm or knife-on school property or at a school-sponsored event or function, including the threat of the use of a weapon (A weapon is defined as a club, facsimile of a gun, chain or any other object of a similar nature deemed to be dangerous by school officials.)
4.51 Use of a weapon-excluding firearms or knife-on school property, at a school sponsored event or function, or at another location at which the use of such

weapon has the potential for disrupting discipline and good order at the school, including the threat of use of a weapon. (A weapon is defined as a club, facsimile of a gun, chain or any other object of similar nature deemed to be dangerous by a school official.)

4.52 Possession of a knife (with indication that the knife was intentionally brought to school-a judgment made by the principal)

4.53 Sale of a knife

4.54 Use of a knife

4.55 Possession of other unknown weapon (a weapon not described in 4.46 ,4.49, 4.52, 5.37, 5.40 or 5.43)

4.56 Sale of other unknown weapon (a weapon not described in 4.47, 4.50,4.53, 5.38, 5.41 or 5.44)

4.57 Use of other unknown weapon (a weapon not described in 4.48, 4.51,4.54, 5.39, 5.42 or 5.45)

4.58 Other criminal acts as defined under the laws of the City of Florence, State of Alabama or the United States.

DISCIPLINARY ACTIONS-CLASS IV OFFENSES
STUDENTS IN GRADES K-6

First Offense-Contact with parent(s) or guardian(s) and suspension from school and/or referral to alternative school; possible court referral.
Subsequent Offenses-Suspension up to ten (10) days to expulsion; possible court referral.

NOTE: All class IV offenses may be reported to the police authorities for possible action.

DISCIPLINARY ACTION-CLASS IV OFFENSES
STUDENTS IN GRADES 7-12

First Offense-Notification of parent(s) or guardian(s), police notification, ten (10) days suspension to expulsion; possible court referral.
Subsequent Offenses-Alternative School to expulsion, court referral.

NOTE: All class IV offenses may be reported to police authorities for possible action.

CLASS V OFFENSES

5.21 Homicide

5.23 Kidnapping

5.37 Possession of a handgun (firearm that can be used with one hand).

5.38 Sale of a handgun (firearm that can be used with one hand).

5.39 Use of a handgun (firearm that can be used with one hand).

5.40 Possession of a rifle or shotgun.

5.41 Sale of a rifle or shotgun.

5.42 Use of a rifle or shotgun.

5.43 Possession of a firearm (other than handgun, rifle or shotgun) or firearm

component.

5.44 Sale of a firearm (other than handgun, rifle or shotgun) or firearm component.

5.45 Use of a firearm (other than handgun, rifle or shotgun) or firearm component.

DISCIPLINARY ACTIONS-CLASS V OFFENSES
STUDENTS GRADES K-12

First Offense-Expulsion; court referral.

Dress Code

The intent of the code is to remove all barriers to the learning process and to school safety. Students in grades K-12 shall be subject to the dress code outlined below. The Principal shall have final judgment on all matters concerning compliance with the dress code and all matters pertaining to appearance and dress not specifically covered in these pages.

The Principal shall have authority to waive the wearing of the prescribed apparel for up to nine (9) school days during an academic year as a means of encouraging students to participate in specific activities. Students who choose not to participate in such activities shall wear the prescribed apparel outlined below.

These procedures shall be followed if a parent/guardian desires to exempt his/her child from the dress code for health, religious or financial reasons:

1. Request by mail or in person an application for exemption form. This document may be obtained at the student's school.
2. Complete the application and submit it to the Superintendent or his designee at a mutually agreed upon time. The purposes of this meeting include:
    a. Ensuring parental understanding of the reasons for and goals of the dress code;
    b. Verifying the accuracy of the information on the application; and
    c. Taking action on the parental request.

Students who enter Florence City Schools during the school year shall be given seven (7) school days to come into compliance with the dress code.

Dress Code for Students in Grades K-6

Students in grades K-6 may choose their own mode and manner of dress; however, such students must adhere to the following:

1. Top: Midriff must be completely covered.
2. Bottom: Slacks, shorts, jeans, skirts, skorts, capris must fit at the natural waist.
3. Clothing with pictures, symbols, writing or letters that are offensive or vulgar or that advertises tobacco (or facsimiles thereof), drugs or alcohol is prohibited.

Dress Code for Students in Grades 7-12

Allowable Attire

Top: Tops must not be revealing. Tucking in shirts/blouses is not required but is encouraged. It helps teach students to outclass the competition. Neat dress gives students in Florence City Schools a competitive edge when they enter the workforce.
Bottom - Boys: Dress or casual slacks, khakis, jeans, shorts.
Bottom - Girls: Dress or casual slacks, jeans, skirts, capris, shorts, skorts, jumpers and dresses.
Outerwear worn indoors: Jackets, vests, pull-overs, sweaters, sweatshirts. All must fit appropriately including sleeve and body length.

Specifications
- All buttoned shirts must be appropriately buttoned.
- Pants must fit at the natural waist (above the hips).
- Shorts, skorts, skirts, dresses and jumpers must not be shorter than 2" above the knee.
- Logos may not be offensive in words or pictures.

Items NOT Allowed
- Overalls or trench coats.
- Oversized clothing or clothing that is too tight.
- Strapless, low-cut, see-through or sleeveless dresses, skirts or tops.
- Clothing with revealing holes, slits or cuts.
- Head coverings inside school facilities.
- Clothing with symbols, signs, letters, numbers, words or pictures deemed offensive in any form.
- Bandanas.
- House shoes or pajama wear.
- Jewelry or other items that pose a safety risk and/or a distraction to the educational process.
- Backpacks outside of school lockers.

The Principal shall have final judgment on all matters concerning compliance with the dress code and all matters pertaining to appearance and dress not specifically covered in these pages.

STUDENT/PARENT RESPONSIBILITIES

Attendance – Every child between the ages of six (6) and eighteen (18) years shall be required to enroll in school and may enroll in school if less than nineteen (19) years of age on the date school opens and attend for the entire length of every scholastic year.
(Alabama Code 16-28- 3)
Absences, tardies and checkouts must be explained in writing by the parent(s) or guardian(s) to school officials and kept on file. Absences will be coded as unexcused unless the student presents an acceptable note of explanation from the parent(s) or guardian(s) within three (3) days after returning to school. Here are the guidelines for absences, tardies, check-outs and school-related trips:

A. Absences

1. Excused absences include the following:
    a. Illness that endangers the student's health or the health of others.
    b. Students that are deemed ill by the school nurse on a given day.
    c. Death of an immediate family member.
    d. Legal quarantine
    e. Students that are receiving healthcare, hospitalized, etc.
    f. Exemption
    g. Inclement weather that would be dangerous to the life and health of the child as determined by the LEA.
    h. Legal requirements for students.
    i. Observance of any sacred day set aside by a recognized religious denomination of which the student is a member.
    j. Emergency conditions as determined by the LEA.
    k. Military deployment date of a student's parent.
    l. Principal Authority
2. Every effort should be made to schedule medical or dental appointments outside school hours. If an exception is necessary, the student must furnish the school with a statement from the doctor or dentist indicating the time spent in his/her office.
3. An excused absence permits a student to make up missed work. However, excused absences based on parent-written notes may not exceed a total of five days per semester. Also, out of school suspensions are excused absences, but makeup work is only permitted upon the first suspension and only if that suspension results from a Level 1 or Level 2 offense. Any other excused absence requires a doctor's note or written proof of required court appearance. All other absences are unexcused.
4. Five unexcused absences result in court referral to Early Warning.
   NOTE: A student may be retained or lose credit for a course if there is an accumulation of ten or more unexcused absences within a given semester. (For more detailed information, please see "Promotion and Retention" section)
5. Students with long-term illness or injury should seek medical attention and shall present a doctor's statement if they are/are not recommended to participate in regular school activities.
6. All students are subject to the provisions outlined in "Early Warning Truancy Prevention Program."

B. Tardies – A student shall be considered tardy if he/she is not in the first period class by the time the morning tardy bell rings or if he/she is not in the next class, or subsequent classes, before the tardy bell rings for that class.
1. First offense (three unexcused tardies): parent contact and in-school disciplinary action such as lunch detention, LOP, ISS or Saturday School
2. Second offense (five unexcused tardies): parent contact

C. Checkouts from School
1. Students who leave school for any reason must check out through the main office.
2. Students may only be checked out by persons whose names appear on the student Information system unless the school receives permission in writing by the parent(s)

or guardian(s) in advance.

3. Written permission is to be given by the parent(s) or guardian(s) or “emergency person” shown on the student information system before each checkout, except in cases of sudden illness, accident or similar incident in which telephone confirmation is the only alternative.
4. Students are not to leave school for private instruction.
5. The nature of the checkout will determine whether the absence is excused.
6. Checkouts are excused for the same reasons as absences. Only an excused checkout permits work to be made up.
7. Checkouts that will cause a student to miss part of the school day are coded as tardies. These tardies do not count as a violation of our Code of Conduct.

Picture identification of the person checking the child out may be required. Students may only be checked out by persons designated by the parent(s) or legal guardian(s) in PowerSchool.

D. Trip Permission

Any student making a trip under the sponsorship of the schools is required to have written permission from the parent(s) or guardian(s) to participate in the trip.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

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

GRADUATING CLASS OF 2028 AND BEYOND

COURSE REQUIREMENTS

English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts credit-eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits	**4**
Mathematics	**Three credits to include:**	**Credits**
	Algebra I or its equivalent/substitute	**1**
	Geometry or its equivalent/substitute	**1**
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	**1**
	One credit from:	
	Alabama Course of Study: Mathematics or mathematics credit-eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	**1**
	Mathematics Total Credits	**4**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A physical science (Chemistry, Physics, Physical Science)	**1**
	Two credits from:	
	Alabama Course of Study: Science or science credit-eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	**2**
	Science Total Credits	**4**
Social Studies	**Four credits to include:**	**Credits**
	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**
	Social Studies credit-eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	

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 Junior Reserve Officers' Training Corps (JROTC)	**1**
Career Preparedness	Students are required to complete an accompanying financial literacy examination as part of this course.	**1**
Health Education		**0.5**
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		**3**
Electives		**2.5**
	Total Credits	**24**

** Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.*

*** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

****Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

March 1, 2024

Dual enrollment allows students who meet eligibility requirements in grades 10, 11, and 12 to enroll in postsecondary courses while attending high school for the purpose of earning both high school and college credit. Courses taken for dual enrollment credit must be approved by both the high school counselor or principal and the college/university. If a student begins a full-year core class on the high school campus the first semester, he/she may not change to dual enrollment for that same course the second semester.

ALABAMA HIGH SCHOOL DIPLOMA
SUBSTITUTE COURSES FOR STUDENTS WITH DISABILITIES

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11, and 12 or any AP/IB/postsecondary equivalent 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 CTE/IB/postsecondary equivalent courses. Additional course(s) to complete the four credits in mathematics must be chosen from the *Alabama Course of Study Mathematics* or CTE/AP/IB/postsecondary 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 a physical science. The third and fourth science credits may be used to meet both the science and CTE requirement and must be chosen from the *Alabama Course of Study: Science* or CTE/AP/IB/postsecondary equivalent courses. or *Life Skills Science I (Physical), II (Biology), III (Earth), and IV (Anatomy) or **AAS Science 9, 10, 11, and 12.	4
Social Studies	World History, U.S. History x 2, and Government/Economics or AP/IB/postsecondary equivalent courses. or *Life Skills History I (World), II (U.S. History to 1877), III (U. S. History from 1877), IV (Economics – ½ unit), and IV (U. S. Government – ½ unit) or **AAS Social Studies 9, 10, 11, and 12.	4
Physical Education	LIFE (Physical Education) One JROTC credit may be used to meet this requirement. or Adapted Physical Education.	1
Health Education	*Alabama Course of Study: Health Education.* or **AAS Pre-Vocational, AAS Vocational, AAS Community Based Instruction, and/or AAS Elective Course.	0.5
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 are required to take Cooperative Education Seminar/Work-Based Experience (or LS Occupational Preparation in school systems that do not have a Cooperative Education Program). **AAS Pre-Vocational, AAS Vocational, AAS Community Based Instruction, and/or AAS Elective Course.	2.5

Total Credits Required for Graduation	24

* Course sequence for students with disabilities earning core credit through the Essentials/Life Skills courses. Students pursuing an Alabama High School Diploma through this pathway must participate in Community-Based Work Training or have documentation of previous work experience in addition to the course requirements described above.

** Course sequence for students with significant cognitive disabilities earning core credit through Alternate Achievement Standards (AAS) courses.

Grading System

The grading schedule to be adhered to by all teachers in grades K-12 in the Florence City Schools shall be based on a percent scale as follows:

90 – 100	A	60 – 69	D
80 – 89	B	0 – 59	F
70 – 79	C	I	Incomplete

A student shall maintain an average grade of 60 in a particular subject to receive a passing grade for that subject. In order to be listed on the A/B Honor Roll, the student shall maintain an average of 80 or above in each subject in which he/she is enrolled; 90 or above in each subject is required for the All-A Honor Roll.

A student's numerical average at the end of a semester or at the end of an academic year is the average of the grades received in all subjects in which the student was enrolled. It shall not be weighted by any method except for class ranking purposes (see Class Rankings section).

Examinations/Assessments

GRADE BAND	TYPE OF ASSESSMENT	WEIGHT ALLOCATIONS
K-6	Students in grades K-6 will complete standards-based progress measures aligned to pacing guides and the district assessment plan to monitor learning and guide instruction.	70% tests 30% daily work
7-8	Students in grades 7-8 will complete standards-based progress measures aligned to pacing guides and the district assessment plan to monitor learning and guide instruction and will benchmark in all subject areas at the end of the 2nd and 4th nine weeks.	60% tests 30% daily work 10% benchmark

9-12	Students in grades 9-12 will complete standards-based progress measures aligned to pacing guides and the district assessment plan to monitor learning and guide instruction and will benchmark in all subject areas at the end of each nine weeks.	60% tests 30% daily work 10% benchmark

In grades 7-12, these regulations apply:

1. Benchmarks replace mid-term and final examinations in all areas.

2. Teachers in non-core areas will create assessments for use at the end of each nine weeks (e.g., a project, a research paper, a performance, etc.). These proposed assessments will be submitted to the school principal by an individual instructor or by a department for approval in advance of their actual use with students.

3. Teachers of Advanced Placement courses in the four core areas and in foreign languages will develop benchmark tests – one for each nine-week grading period. Students are not required to take the final benchmark if they take the Advanced Placement test.

4. Students in grade 11 who benchmark on all subtests of the ACT will be exempt from all 4th nine-weeks final FCS benchmark tests.

5. Students in grade 11 who benchmark on any subtest (but not all subtests) of the ACT will be exempt from the corresponding 4th nine weeks FCS benchmark test(s). (ELA – English, Math – Math, Science – Science, Reading – Social Studies)

6. Students in grade 12 who attain silver level or higher, on the WorkKeys, will be exempt from all 4th nine weeks final benchmark tests.

7. Students with IEP's who meet individual growth targets will be exempt from 4th nine weeks final benchmark tests.

8. Students in grades 7-12 that have a final yearly average of an "A" in any subject and have 5 or fewer absences second semester will be exempt from any subject in the 4th nine weeks final benchmark tests.

9. Students in grades 7-12 that have a final yearly average of a "B" in any subject and have 3 or fewer absences second semester will be exempt from any subject in the 4th nine weeks final benchmark tests.

10. Students in grades 7-12 that have a final yearly average of a “C” in any subject and have 1 or fewer absences second semester will be exempt from any subject in the 4th nine weeks final benchmark tests.

College and Career-Ready Indicators

Alabama defines a student as college- and career-ready if the student earns at least one OR a combination of the following six indicators:

1. Benchmark score on any section of the ACT test. (Entered into PowerSchool by ALSDE)
2. Qualifying score on an AP or IB exam. (Entered into PowerSchool by ALSDE)
3. Approved transcripted college or postsecondary credit while in high school. (Entered into PowerSchool by LEA)
4. Benchmark level on the ACT WorkKeys. (Entered into PowerSchool by ALSDE)
5. Accepted for enlistment into the Military. (Entered into PowerSchool by LEA)
6. Approved industry credential. (Entered into PowerSchool by LEA)
7. Completion of the 12 For Life Program.
8. Becoming a Career Technical completer is defined as three credits with a grade of C or higher.
9. Successful completion of a registered apprenticeship.

NOTE: *Receiving a College and Career Readiness Credential is a requirement for graduation beginning with the class of 2025-2026.*

Report Cards

Students in grades K-12 are issued electronic report cards soon after the end of each nine weeks' grading period. All schools also issue electronic student progress reports in grades 4-12 midway (4 ½ weeks) into each nine-week grading period.

Report cards are accessible using the PowerSchool Parent Portal. A report card will be printed at the end of the semester and made available for parent pick-up in the school office at dates and times designated by school administration. For assistance in accessing the Portal, contact the school office.

Graduation and Class Rankings

Graduation Exercises

To participate in graduation exercises, a student must have:

1. Passed the 24 units required for the Alabama High School Diploma.
2. Show a zero balance for all outstanding fees owed to Florence City Schools.

Eligible 12th grade students shall be formally recognized at a commencement ceremony at the close of the school year. Class rankings shall determine these academic honors: Valedictorian (student ranked as number one), Salutatorian (student ranked as number two), and the top five percent of the senior class – of which the Valedictorian and Salutatorian are a part. (Note: The top five percent is based upon the total number of students enrolled in grade 11 in October of the preceding year. To be recognized as the Valedictorian, Salutatorian, or member of the top five percent, students must also complete the requirements for an Advanced Placement or Academic Honors Distinction.) If the calculation of the top five percent does not result in a whole number, the result is rounded up to the next greater whole number (e.g., 5% of 358 graduates = ~~17.9~~ 18 students shall be recognized). The ranking of these honors shall be determined upon the completion of all coursework and the final transcripts of the graduates.

Beginning with the Class of 2020, a valedictory and salutatory speech shall be given at the commencement ceremony by the number one student and number two student in the class ranking. The top five percent will be recognized separately from the other graduates.

Class Rankings

Schools shall keep accurate records concerning class rankings of each student. Ranking is determined by all credit-bearing coursework completed in grades 9–12. A credit earned in foreign language, and Career Prep A/B is also part of class ranking. This is especially important since many colleges and scholarship committees consider class rankings in their acceptance process. Students may receive a copy of their class ranking beginning on July 1st prior to the academic school year during which they are registered as 12th grade students. A student's class ranking denotes where that student ranks in comparison with other members of his/her class. The number of members in a given class is determined by and includes the total number of enrolled students classified in that grade level during that school year. In grade 12, the number of students who were enrolled in grade 11 in October of the previous school year is the basis for class ranking. Confidentiality of all records shall be respected as specified by law.

It is in class ranking that a weighted system for Honors and Advanced Placement courses shall be used. Weight shall be given according to the numerical grade a student earns in the Honors, Advanced Placement and Dual Enrollment courses. No other courses shall be weighted. The actual grade earned in the courses shall appear on both the report card and the official transcript.

The following system shall be utilized as the method of weighting numerical grades earned in Honors, Advanced Placement and Dual Enrollment courses:

Letter Grade	Regular Courses	PreAP/Honors/Dual Courses	AP Courses
		Weight Standard/Numerical	Weight Standard/Numerical
A	4.0	5.0/10 points	6.0/20 points
B	3.0	4.0/10 points	5.0/20 points
C	2.0	3.0/10 points	4.0/20 points
D	1.0	2.0/10 points	3.0/20 points
F	0.0	0.0	0.0

To accommodate those colleges and universities whose scholarship guidelines require a standard GPA (Grade Point Average) instead of a numeric GPA, each transcript will include the weighted and non-weighted numeric and standard GPA. Only the weighted, numeric GPA is used for class ranking purposes.

When a student transfers into Florence City Schools from another school system, the FCS weight scale shall be assigned to Honors and AP courses completed at the sending school unless the courses were already weighted at the sending school. If weighted using a different scale at the sending school, Florence City Schools will calculate all coursework presented on a student's transcript based upon the FCS weight scale when determining class rankings and recognition in the graduation ceremony.

Promotion and Retention

The decision regarding the promotion of a student in the elementary grades (K-6) shall be made by the student's teacher(s). The decision to retain or "place" a student shall be made by the student's teacher(s), the school Principal and the Problem-Solving Team (PST). Each case shall be considered individually, and a decision made which in the opinion of the teacher(s), the Principal and the PST, is in the best interest of the student. Should the decision be contested, it shall be reviewed by the Superintendent of Education. Information related to the case shall be gathered from the child's teacher(s), Principal, the PST and other appropriate school sources.

Students in grades K-8 shall be candidates for retention and may be referred to the PST if they have accumulated twenty or more unexcused absences during the school year; students in grades 9-12 shall be candidates for loss of academic credit and may be referred to the PST if they accumulate ten or more unexcused absences in a given semester. **NOTE:** Chronic tardies shall be referred to the attendance officer and may be subject to disciplinary action.

At the end of the school year, teachers/administrators will notify parents of the PST decision to promote or retain in grades K-8.

(1) **Promoted**: Student is expected to function on grade level next year unless the student's IEP states otherwise.
(2) **Retained**: Student is not expected to function at the next grade level; is to remain in the same grade next year.
(3) **Placed**: Student is not expected to function on grade level next year but is being placed in the next grade for reasons such as but not limited to: age appropriateness, physical size, maturity level and previous retention record.

In grades 1-6, if the student is not functioning on or above grade level in reading or mathematics at the end of the school year, he/she may be a candidate for retention.

In grades 7 and 8, the following shall apply:

(1) For promotion to eighth grade, a student must pass three (3) units in the seventh grade core areas (English, Mathematics, Science, Social Studies);
(2) For promotion to the ninth grade, a student must pass three (3) units in the eighth grade core areas (English, Mathematics, Science, Social Studies).

For students identified under the Individuals with Disabilities Act or Section 504, decisions regarding the next year's placement shall be made in the same way as such decisions are

made for other students; the student's IEP team or Section 504 team may be asked to review the placement decision. Decisions regarding the next year's placement of EL students shall also be made exactly as they are for other students, in consultation with the EL staff.

Students in grades 9-12 will be promoted according to their ninth-grade cohort year. All required credits must be completed prior to earning the Alabama High School diploma.

Truancy Prevention

A parent, guardian or other person having charge of any student officially enrolled in Florence City Schools shall explain in writing the cause of any and every absence of the student no later than three (3) school days following the student's return to school. Failure to furnish such explanation shall be evidence of the student's being truant each day of absence. A student shall also be deemed truant for any absence determined by the school principal to be unexcused based upon the Alabama State Department of Education's current School Attendance Manual.

Seven unexcused absences within a school year shall constitute a student's being declared 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.

Early Warning Checklist

The following procedures shall be used in dealing with truancy issues relative to students between the ages of six (6) and eighteen (18):

1. Student is absent from school on a given day.
2. A written explanation of the absence is provided by the student's parent/guardian/person in control of the student to the school no later than three days following the student's return to school.
3. If the school does not receive a written explanation within three days regarding the student's absence:
    a. The student is declared truant, and the absence is coded as unexcused;
    b. The school principal or his/her designee notifies the student's parent/guardian that the student is truant, indicating the date of the truancy via an automated phone call;
    c. At three unexcused absences, the parent/guardian/person in control of the student receives a letter outlining the district's attendance policy.
4. After the fifth unexcused absence, the principal or his or her designee forwards the student's name to the system's attendance officer and a JU form is completed.
5. Upon completion of the JU form, the Attendance Officer sends an "Early Warning" notice to the parent/guardian/person in control of the student.
6. The parent/guardian or person in control of the student shall attend a conference with the Attendance Officer or principal and/or participate in the Early Warning program provided by the juvenile court.
7. It is mandatory that the parent/guardian or person in control of the student attend the

conference or Early Warning session described in #6 above unless prior arrangements have been made or any emergency exists. The Attendance Officer shall notify the school principal if the conference/Early Warning session did not occur.

8. Failure to appear at the conference and/or the Early Warning session shall result in the filing of a complaint/petition with the juvenile court system against the parent/guardian/person in control of the student or a truancy notice against the student – whichever is appropriate – under the Code of Alabama (1975), section 16-28-12.
9. Within ten (10) school days following a student's seventh unexcused absence, the Attendance Officer shall file a complaint/petition with the juvenile court system against the student and/or the parent/guardian/person in control of the student requiring the recipient of the complaint to appear in court.

NOTE: The Attendance Officer should be notified by the juvenile probation officer of all students in Florence City Schools who are under probation supervision by the juvenile court as consistent with Code of Alabama (1975), section 12-15-100 and 105. When a student under probation is truant, the school Attendance Officer shall immediately notify the juvenile probation officer.

Absences are excused for the following reasons:

- Personal illness
- Hospitalization
- Emergency
- Death in immediate family
- Court subpoena
- Religious holidays
- Absences approved by the principal

Statewide Testing

Each year students participate in the statewide testing program. These are the tests slated for 2026-2027:

Grades	Tests
2-8	ACAP Summative
10	Pre-ACT Secure
11	ACT With Writing
2-8, 10-11	ACAP Alternate Assessment
K-12	WIDA ACCESS
K-12	WIDA Alternate ACCESS
12	ACT WorkKeys
	NAEP – Selected Schools and Grades Only

Use of Digital Devices by Students During the Administration of Secure Tests

The possession of a digital device (including but not limited to cell phones, iPhones, iPads, iPods, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated and subjected to search, the student will be dismissed from the testing area, and the student's test will be invalidated.

Extra-Curricular Eligibility

Extra-curricular programs are defined as athletic activities (i.e., sports, cheerleading and other activities governed by the Rules of the Alabama High School Athletic Association) and those activities sanctioned by Florence City Schools for which a sponsor/director/coach/advisor has been assigned (i.e., clubs, teams, organizations, events, performances and/or competitions related to band, choral music, mathematics, science, foreign languages, social studies, and other courses as well as club conventions, parades, amusement park trips, trips by touring groups, etc.).

Students participating in extracurricular activities are subject to random drug screening as required by Florence City Board of Education policy.

All first-time seventh graders are eligible for participation in extra-curricular activities. Grades earned in grades 8-12 during the school year and in summer school, if applicable, determine the eligibility of a student in those grades.

Students entering grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in any five (5) subjects with a composite numerical average of 70. Students entering grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in six (6) subjects, including the four (4) core subjects, with a composite numerical average of 70. Summer schoolwork passed may substitute for regular schoolwork repeated in computing the 70 average.

Additional Education Services

Alternative Education Programs
A student is recommended for assignment to the alternative school by the school administrator or his/her designee. The Systemwide Admissions, Review, and Dismissal Committee will review each student's case and approve or disapprove the student's enrollment.

TOPS (Targeted Optional Placement for Success) is the school system's alternative education program for students in grades K-6 who exhibit severe difficulty with their behavior in a traditional classroom setting. The TOPS program for K-6 students is located on the campus of Hibbett Elementary School.

The school system's secondary alternative education program is named Florence Learning Center (FLC), which is located on the campus of Burrell-Slater Educational Center. FLC serves students in grades 7-12 with serious disciplinary needs and provides for them a curriculum in English, Mathematics, Science, Social studies and electives, along with support from counselors and others. While assigned to FLC, students cannot visit any other school campus in the Florence City School System or attend school-related activities or events other than those sponsored by FLC.

The ultimate goal of the TOPS and FLC alternative education programs is to teach students proper ways of modifying their classroom behavior so that they may successfully return to the traditional classroom. For additional information regarding the alternative education programs, contact the guidance office at your school. For additional information regarding Florence Learning Center, contact Dr. Roderick Sheppard, Director of Student Services 256-768-3022.

Counseling Services
Each school provides guidance counselor(s) in addition to the guidance provided by teachers and administrators. The school guidance counselor(s) serve students in all grades in large group (class-size), small group and individual counseling sessions. The program components are personal/social (learning to live), educational (learning to learn) and career/vocational (learning to earn a living).

English Learners (EL) Program
The English Learner (EL) Program provides supports for identified students in reaching proficiency in the English language, and support for identified students to improve academic achievement in reaching the challenging state academic standards. In addition to the Florence City Schools' core English Learners' program, FCS will provide supplemental English Language Acquisition services through the Title III program. Parents have the right to waive the supplemental Title III services. If you would like to wave your student's participation in the Title III services, please complete the form provided by your school site EL teacher. Any questions for EL or Title III services may be addressed to Dr. Joey Dawson, Director of Federal Programs, Florence City Schools.

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

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix in which points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Parents who need assistance with their accelerated learners may contact the school principal or the school system's Special Education department at 256-768-3070.

In-School Suspension

As an alternative to out-of-school suspension, students in grades K-12 may be subject to in-school suspension as a disciplinary measure. Principals have the option of removing students from the regular class setting and placing them into in-school suspension for Class II offenses and/or three or more instances of Class I offenses. In-school suspension is housed on each K-12 campus.

Make-up Work

A student in the Florence City Schools who has an excused absence shall have the privilege of making up work missed during the absence. Generally, this work shall be made up at the convenience of the teacher, with the student assuming responsibility to contact the teacher to determine the work he/she missed and to arrange for making it up. Students who have been suspended are permitted to make up work missed during the first suspension only if the violation is less than a Class III offense.
Students who are expelled are not allowed to make up missed assignments or tests for the period of the expulsion.

Excused absences based on parent-written notes may not exceed a total of five days per semester. Any other excused absence requires a doctor's note or written proof of required court appearance.

Personal Time Saturday School

Personal Time Saturday School (PTS) is a program that allows students in grades 9-12 who have FX-ed or will FX (Failing because of excessive unexcused absences) a class to "clear" that FX and pass/receive credit for that class.

Students who have accumulated more than 10 unexcused absences in a class may make up the work they missed by attending PTS.

If a student is in danger of FXing a course because of excessive unexcused absences, he/she can attend PTS before the grading period ends. This will result in the teacher NOT posting the student's grade as FX.

Each successfully completed PTS equals four class period absences that may be converted from unexcused to excused.

1. Personal Time Saturday School (PTS) occurs between 8:00 a.m. and 12:00 p.m.
2. Students must serve the entire time to receive credit for attendance. If the student is late, he/she will not be admitted entrance (enter at the front entrance next to the main office). If the student leaves early, for any reason, he/she will receive no credit for attendance.
3. No food or drink is allowed.
4. The school dress code must be followed.
5. Students are to bring schoolwork or other reading material to keep them occupied in addition to work the teacher has provided for the student to complete.
6. Students may not talk during PTS and must remain quiet at all times.
7. Electronic devices (whether those in the classroom or others) may be used only with teacher approval. Students must be working on school material if online.
8. Students are not allowed to sleep or lay their heads down.
9. All other *Parent-Student Handbook* rules apply to PTS.

Note: *The high school may deny credit for a semester if the number of unexcused absences in any given class exceeds 10. In the event that credit is denied, the principal will grant a hearing if one is requested.*

Section 504 of the Rehabilitation Act of 1973
Section 504 of the Rehabilitation Act of 1973 states that "no otherwise qualified individual with a handicap shall be excluded from the participation in, or denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." For further information, contact Mrs. Susan Meyer at 256-768-3077.

Special Education
Special Education services, based on the IEP (Individual Education Program), are available to all eligible students. These are provided for students who require specially designed instruction because of an identified exceptionality in accordance with Individuals with Disabilities Education Act and State Law and Regulations. The ultimate goal is to provide a prescriptive educational program which will enable disabled students to become self-respecting, self- supporting, and informed adult citizens.
Parents of students needing special education assistance may contact the school principal or call the Special Education office at 256-768-3070.

Summer School
A summer program may be available for students in grades K–12: Students in grades K-6 may be offered a remedial program in English Language Arts and Mathematics, an academic enrichment program or an arts-related program. Those students in grades 7–12 who wish to make up a failed

subject(s) or to take a course(s) ahead of time are permitted to enroll in a fee-based summer school.

Title I Program

The Title I program is a federally funded program that supports supplemental educational achievement for students to meet the challenging state academic standards. Title I eligible schools develop, in consultation with parents and community, a plan to provide supplemental academic support and enrichment for students to meet the challenging state academic standards through a well-rounded education. Parents and families are encouraged to have meaningful participation in their child's educational experience through their individual school's parent and family engagement activities. Any Title I questions can be directed to the district Title I Supervisor.

Use of Information Technologies

Students and employees are provided with opportunities to access a variety of information technologies. The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of Florence City Schools. Information technologies in Florence City Schools include all electronic devices owned by the District, as well as hardware, software, electronic data communication networks, telephone lines, and other related systems. These guidelines apply to all students and employees of Florence City Schools and to all other persons who may attempt to use electronic resources owned by the District.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the mission statement and instructional goals of Florence City Schools. All technology resources will be used in accordance with any and all District policies and procedures, as well as with local, state, and federal laws and/or guidelines governing the usage of technology and its component parts.

General Guidelines

1. School personnel must take all reasonable precautions to prevent unauthorized access to accounts, data, and any other unauthorized usage of network or devices owned and maintained by Florence City Schools.
2. Duplication of any copyrighted software is prohibited unless specifically allowed in a license agreement.
3. Backup copies of software shall only be made if allowed in the license agreement.
4. If a single copy of a given software program is purchased, it may only be used on one computer at a time. Multiple loading or “loading the contents of one disk into multiple computers” (1987 Statement on Software Copyright),is not allowed unless a site license, lab pack, or network version is purchased.
5. Once the product has been approved for compatibility, only District-level personnel or a local school designee shall sign license agreements for a school in the District or for the District itself. Any Districtwide agreement that is signed will be distributed to all schools that will use that software. Any and all contracts are to be signed by the superintendent.
6. District technology personnel must install all software in use on the local area networks. Other staff members and students are not authorized to install network software.
7. Individuals are not authorized to make copies of any software or data without permission.
8. Illegal or non-compliant (cracked, non-licensed) copies of software may not be created or used on school equipment.
9. Students and employees of Florence City Schools must not attempt to modify technology resources, utilities, configurations, or security systems. This includes the use of tools designed to bypass content filters, access restricted systems, or compromise network security.
10. The use of artificial intelligence (AI) technologies, including but not limited to generative AI tools such as GPT-based systems, must comply with District policies and must not be used for malicious purposes, such as generating harmful content, circumventing filtering, or any other act of academic dishonesty as defined by the *Parent Student Handbook*.
11. Malicious software or tools designed to disrupt, damage, or compromise the integrity of the District’s technology systems are strictly prohibited.

All information technology resources, regardless of purchase date or location, are subject to these guidelines.

Any questions about these guidelines, their interpretation, or specific circumstances shall be directed to District-level technology personnel.

Internet Acceptable Use
Florence City Schools provides resources available via the Internet with the understanding that faculty, staff, and students will access and use information appropriate for various curricular needs. Employees will also be required to sign a similar form upon employment by Florence City Schools. Signatures signify understanding and acceptance of the terms and conditions of the policy governing the use of the Internet.

To ensure compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act, Florence City Schools has implemented an Internet filter on all electronic devices with Internet access to block adults and minors from accessing visual depictions that are obscene, portray child pornography, or are harmful to minors while using the Florence City Schools network. This filtering technology also prevents access to other inappropriate content for minors.

Florence City Schools will:

- Monitor the online activities of students and staff to ensure appropriate use. The monitoring and filtering of the Florence City Schools network and associated devices are managed by a third-party vendor. Florence City Schools personnel do not conduct 24/7 monitoring of student and staff activity. Incidents occurring after hours or during school closures may be addressed with a delay, depending on personnel availability.
- Prohibit unauthorized online access, including hacking and other unlawful activities.
- Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- Publish only directory information of students or adults on school or school-system websites if names must be used to identify images in photographs.
- Educate all students regarding appropriate online behavior, including interactions on social networking websites, chat rooms, and online gaming platforms, and regarding cyberbullying awareness and response.

Adult staff members may access sites blocked by the Internet filter if the site is needed for bona fide research or instructional purposes, through a request to the technology department initiated at the school level.

Privileges and Rights of Users
All users have certain privileges and rights. Infringement of or disrespect toward the rights of others may result in the loss of Internet privileges. These rights include:

1. **Privacy** – **Right to privacy with Limitations** - Users have the right to privacy. However, system administrators may review communications and or contents of a device if a user is believed to have violated Florence City Schools Policy and or Alabama or Federal Law, to this end there is no expectation of privacy for any device that utilizes the network-owned and maintained by Florence City Schools.
2. **Safety** – Users who receive threatening or unwelcome communications should report them to a system administrator or teacher.

3. **Intellectual Freedom** – Statements of personal belief by users or Internet sources are representative of their authors and not the school system.
4. **Inappropriate Materials or Language** – Users shall not access materials or use language that is profane, abusive, impolite, or considered not culturally accepted for our geographic area.
5. **Equal Access** – Users with appropriate permissions will be granted free and equal access to the Internet for research and education purposes.

Guidelines for Use

1. Be prepared to be held accountable for your actions.
2. Notify a teacher or system administrator if inappropriate materials are encountered.
3. Do not use computers or the Internet to harm others or their work.
4. Do not damage any computer, device, or network.
5. Do not degrade network performance through activities involving non-essential content.
6. Do not use the Internet for illegal activities.
7. Do not install software or download unauthorized files, games, or programs.
8. Do not violate copyright laws.
9. Do not view, send, or display obscene or threatening content or inflammatory text or visual media.
10. Do not share passwords with others.
11. Do not reveal the personal information of others when using electronic communications.
12. Do not access another user's work or files.
13. Do not re-post non-academic communications without the original author's consent.
14. Do not use AI tools to generate or disseminate inappropriate, harmful, or misleading content.

The above list is meant to serve as examples of activities that officials of the Florence City School District consider prohibited. The District reserves the right to determine if any other activity not appearing in the above list constitutes an unacceptable use of the network. The District further reserves the right to take such disciplinary action or formal legal action, civil or criminal as the situation may warrant, enforcing the nature and intent of the policy.

Use of Artificial Intelligence and Malicious Software

All users are allowed to use AI systems unless specifically excluded by teacher assignment directions and or grading rubrics.
All AI systems usage must Align with the educational and instructional goals of Florence City Schools.

The users of AI technologies must:

- Indicate the portion of the work that is the result of AI.
- If any AI system is used, cite in their work, the AI systems are used.
- Avoid the creation or dissemination of harmful, deceptive, or inappropriate content.
- Not be used for inappropriate deep-fake generation, which could violate Alabama or Federal Law.
- Not be used to bypass security measures or commit academic dishonesty as defined in the Parent Student Handbook.

The use of malicious software, including viruses, worms, or other disruptive programs, is strictly prohibited. Attempting to bypass content filters, access restricted resources, or compromise system security is a violation of this policy, and may result in disciplinary action.

Consequences for Policy Violation
Violations of this policy will result in:

1. Disciplinary action determined by the building administrator; based on the progressive discipline model found in the *Parent Student Handbook*.
2. Loss or limitation of access to technology resources.
3. Referral to law enforcement agencies if applicable.
4. Violations of this procedure could result in adverse employment action as defined by the Florence City Schools policy manual.

Use of Electronic Mail
Electronic mail capability among District users exists for the purpose of enhancing their communication in order to better perform tasks associated with their positions and assignments. Therefore, all users who have access to the District network shall adhere to the following guidelines when sending or receiving messages via electronic mail (e-mail):

1. Personal use of electronic mail is permitted as long as it does not violate Florence City Schools' policies and/or adversely affect others or the speed of the network.
2. Employee access to e-mail is for employee use in any educational and instructional business that he/she may conduct.
3. Electronic mail should reflect professional standards at all times.
4. Florence City Schools' e-mail accounts may not be used:
    a. To transmit sensitive data;
    b. To transmit advertising material (other than school-related advertisements);
    c. To transmit inappropriate personal observations about the school system, its employees or students;
    d. To transmit materials of a private nature including private, commercial, political or religious material;
    e. To transmit content used to promote discrimination on the basis of race, color, national origin, age, marital status, gender, political affiliation, religion, disability, sexual preference;
    f. To transmit offensive text or pictures (e.g., pornography, racism, sexism, obscenities, insults, sarcasm); content that may reasonably be considered offensive, threatening or intimidating; defamatory statements, rumors, and gossip about organizations or individuals;
    g. To transmit solicitation of donations or subscriptions to political causes;
    h. To attempt or successfully send anonymous messages; and
    i. To acquire political or personal gain.
5. The following apply to the sending of mass e-mails:
    a. Administrators and faculty in each school have the ability to mass e-mail related activities and are allowed at the discretion of the Principal.
    b. Only Central Office Administrators, Central office technology staff and school Principals may distribute mass e-mails to the entire District. Mass e-mails to the District shall be limited to school-related activities.

6. Student e-mail accounts are provided in grades K-12 of Florence City Schools by the Technology Department. Parents may request access to their child's e-mail account. Because all computer hardware and software belong to the Board of Education, users have no right to privacy with regard to e-mail communications stored or transmitted on school system computers/networks.

Confidentiality of e-mail communication cannot be assured. Such confidentiality may be compromised by applicability of law, or policy, including this policy, by unintended redistribution; or because of inadequacy of current technologies to protect against unauthorized access. E-mail correspondence may be a public record under the public records law and may be subject to public inspection. Users, therefore, should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.

District Limitation of Liability
The District makes no warranties of any kind, either expressed or implied, regarding the functionality or services provided by the District's systems. The District will not be responsible for damages incurred by users, including loss of data or service interruptions. Users will hold the District harmless from losses resulting from intentional misuse of the system.

FLORENCE CITY SCHOOL DISTRICT

Student Information Technology/Internet/Acceptable Use Permission Form

SCHOOL_____

The Florence City School District is a high-use technology institution which provides students the opportunity to gain the computer skills necessary for educational enrichment and advanced learning. Measures such as internet filtering are in place on the school network to protect student exposure to inappropriate material. The current Use of Information Technologies Procedures are designed to protect students and establish guidelines for a safe and rewarding high-tech experience.

The Use of Information Technologies information is located in the *Parent-Student Handbook* and online at https://www.florencek12.org . It is the responsibility of the student and parent/guardian to read and understand the current policy.

By signing this document, I acknowledge that I have read, understand and agree to all terms as outlined in the Use of Information Technologies information. This document gives permission for my son/daughter to use school computers and the internet according to the terms of the Use of Information Technologies information. I understand that violation may constitute suspension from the use of technology for a period of time, revocation of technology privileges and/or disciplinary action.

I further understand that this electronically signed permission document will remain in effect while my child attends Florence City Schools.

Student Name
(Please PRINT)_____

Student Signature_____Date_____

Parent/Guardian
Signature_____Date_____

Email Address _____

FLORENCE CITY SCHOOLS DISTRICT
STUDENT/PARENT DEVICE USE AGREEMENT

Student Name _____ _____ _____
Last Name First Name Grade

Parent Name _____ _____ _____
Last Name First Name Driver's License #

Parent Email Address _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Terms:

1. I agree to pay a non-refundable annual use/maintenance fee of **$50** on or before taking possession of the device and its accessories (i.e., protective case and charger/sync cord).
2. I agree to be responsible for all content accessed from the device while being used on any and all networks, including those not filtered by Florence City Schools.
3. I agree to practice digital citizenship and responsible social networking.
4. I agree to comply at all times with the Florence City Schools District's Acceptable Use Policy incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate my rights of possession effective immediately, and the school system may repossess the device and its accessories.
5. I agree that I will not deface the device in any way, including the addition of decals, markings etc.
6. I agree that I will not remove the device from the protective case in which it was issued.
7. I agree that I will not alter the device, nor software configuration or functionality installed by Florence City Schools.

Title:

Legal title to the device and its accessories is in the name of Florence City Schools and shall at all times remain so. My right of possession and use is limited to and conditional upon my full and complete compliance with the Agreement, the Acceptable Use Policy, and Continued enrollment in Florence City Schools.

Theft, Damage, or Loss:

If the device is intentionally damaged, I am responsible to pay the cost of the repair. If the device is lost, I am responsible to pay the cost of replacement. Repeated damages, loss, or theft may result in the forfeiture of use of a device. Loaner devices are subject to the same repair and replacement terms of this agreement. I agree to report the damage, loss or theft of the device and/or its protective case to the school within 24 hours of occurrence*. Theft claims require an official police report to be filed with law enforcement and provided to FCS.
NOTE: Seniors must clear all records and pay all fees before participating in graduation ceremonies.

Need:

I certify that this device is needed to access and utilize instructional resources required to complete my responsibilities as a student. I understand the device remains the property of Florence City Schools and is subject to all aspects of this agreement, and there is no expected right to privacy for any information stored on this device or any electronic resource owned or maintained by Florence City Schools.

Repossession:

If I do not timely and fully comply with all terms of this Agreement, including the timely return of the device and its accessories, the school system shall be entitled to declare me in default and may file a police report with the Florence City Police Department for theft of property. In addition, Florence City Schools may come to my place of residence, or other location of the device and its accessories, to take possession of the device and its accessories.

Term of Agreement:

My right to the use and possession of the device and its accessories terminates not later than one day before the end of school, unless earlier terminated by FCS, upon my withdrawal from FCS, or upon an extension granted by FCS.

Appropriation: ***My failure to timely return the device and its accessories and my continued use of it without the school system's consent may be considered unlawful appropriation of property that legally belongs to Florence City Schools.***

Signatures:

_____ _____ _____
Student Parent/Guardian Date

Below charges are for intentional damages/loss/theft:
*Replacement Value: iPad $350; iPad Case $25; iPad Charger $45; Chromebook $300; Chromebook Case $35; Chromebook Charger $25
Intentional Damages: Full Cost of Replacement for total loss or $100 minimum per incident
*Non-insured Repairs: CB Screen $60; CB Keyboard/Trackpad $60

2026-2027 Acknowledgment of Handbook Receipt

I, _____, enrolled
Print Name of Student

in _____ School
Print Name of Student's School

and my parent(s)/guardian(s) hereby acknowledge by our signatures that we have access to an electronic copy of the Florence City Schools' *Parent-Student Handbook* for the school year 2026--2027 and agree to abide by the policies and procedures included therein.

Student Signature _____Date _____

Parent/Guardian Signature _____Date _____

FLORENCE CITY BOARD OF EDUCATION
DRUG POLICY CONSENT/RELEASE

I have read the Student Drug Screening section of this handbook and agree to abide by the Florence City Board of Education's expectations regarding alcohol and other drugs. I agree to submit to screening for alcohol and other drugs as outlined in that section at any time as a condition of my initial or continued participation in extracurricular activities and/or of my privilege of driving on or parking on school property. I authorize any medical laboratory to release test results to the school official who has the designated responsibility to receive such results, and I agree to execute any necessary forms provided by such medical laboratory authorizing release of test results to school officials.

Student Name (Please Print) Grade

Student Signature Date

Parent/Guardian Signature Date

I hereby refuse to undergo screenings for alcohol and other drugs. With my refusal, I understand that I will not be permitted to participate in extra-curricular activities or to have the privilege of driving to/from school and/or between/among schools during the school day.

Student Name (Please Print) Grade

Student Signature Date

Parent/Guardian Signature Date

ALABAMA STATE DEPARTMENT OF EDUCATION

HEALTH ASSESSMENT RECORD

School Year: _____-_____

To Parent or Guardian:
The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

This information will be kept confidential.

PLEASE complete both sides of this form (Return to the School Nurse)

_____ _____ _____ _____

Name of Student (Last, First, Middle) Birth Date Sex School

_____

Address (Street)

Home Telephone Number:	Cell Phone Number:	Additional Phone Number:	Grade	Teacher/Homeroom

Name of Parent/Guardian (Last, First Middle) Work Phone Number:

Transportation

Bus Rider Bus Number: Car Rider Special Needs Bus After School

Part I–Health Information

Place your child receives health care:

Physician's Name: _____

Address: _____

Phone: _____

☐ **Community Health Center**

☐ **Health Department**

☐ **Hospital Clinic**

☐ **No Regular Place**

☐ **Private Doctor /HMO**

Your child's Insurance Information:

☐ **ALL KIDS** ☐ **Medicaid**

☐ **No Insurance**

☐ **Other** _____

☐ **Private Insurance**

Place your child receives dental care:

Dentist's Name: _____

Address: _____

Phone: _____

☐ **Community Health Center**

☐ **Health Department**

☐ **Hospital Clinic**

☐ **No Regular Place**

☐ **Private Dentist /HMO**

Preferred Hospital: _____

Part II – Medical History Medical Equipment /Procedures Required at School

Catheter Gastric Tube Nebulizer Treatments Oxygen Supplement

Tracheostomy

Vagal Nerve Stimulator (VNS) Ventilator Wheelchair Walker

Other *Please Explain:* _____

_____

Medications and Procedures at School require a Prescriber/Parent Authorization Form (one for each medication or procedure) Please see your school nurse.

Please Complete Back of Form (Signature Required)

ALABAMA STATE DEPARTMENT OF EDUCATION
HEALTH ASSESSMENT RECORD

Name of Student: _____

School Year: _____ - _____

Part III – Medical History

□ YES □ NO	**KNOWN HEALTH PROBLEMS** If **NO**, go directly to the bottom of the page and provide parent/guardian signature If **YES**, and diagnosed by a physician, answer each question below.
□ YES □ NO □ YES □ NO	**Attention Deficit Disorder (ADD)** **Attention Deficit Hyperactivity Disorder (ADHD)** Requires medication □ At school □ At Home
□ YES □ NO	**Allergies:** □ **Food** _____ □ Hives/rash □ Medications □ **Insects** _____ □ **Environmental** _____ □ Breathing difficulty □ Epi-pen □ **Medications** _____ □ Other:
□ YES □ NO	**Asthma** □ Uses an inhaler at school □ Uses an inhaler at home
□ YES □ NO	**Blood/Bleeding Problems:** □**Hemophilia,** □**Von Willebrand's** □**Other** □ **Requires medication** ***Please explain:***
□ YES □ NO	**Frequent Nose Bleeds:** *Please explain*
□ YES □ NO	**Cancer/Leukemia:** *Please explain*
□ YES □ NO	**Cerebral Palsy:** *Please explain*
□ YES □ NO	**Cystic Fibrosis:** *Please explain*
□ YES □ NO	**Dental Problems:** *Please explain:*
□ YES □ NO	**Diabetes** □ **Type 1 Diabetes** □ Monitors Blood Sugars at school □ Requires Insulin at school □ Insulin pump □ Glucagon order □ **Type 2 Diabetes** □ Managed with diet □ Oral medication
□ YES □ NO	**Emotional/Behavioral/Psychological:** *Please explain:*
□ YES □ NO	**Gastrointestinal/Stomach Problems:** *Please explain:*
□ YES □ NO	**Genetic / Rare Disorders:** *Please explain:*
□ YES □ NO	**Headaches:** *Please explain:*
□ YES □ NO	**Hearing Problems:** □ Right Ear □ Left Ear □ Both ears □ Hearing loss □ Hearing aid □ Tubes □ Cochlear Implant
□ YES □ NO	**Heart Condition:** □ ***Activity restrictions***: □ **Medications taken at home**: *Please explain:*
□ YES □ NO	**Hypertension (High Blood Pressure):** *Please explain:*
□ YES □ NO	**Juvenile Arthritis/Bone-Joint Problems:** *Please explain:*
□ YES □ NO	**Kidney/ Bladder/ Urinary Problems:** *Please explain:*
□ YES □ NO	**Scoliosis:** □ No Treatment □ Wears Brace □ Surgery □ Family History
□ YES □ NO	**Seizures/Convulsions:** Type of seizure: _____ *Medications:* □ Diastat □ Klonopin □ Versed □ Medication taken at home □ Other _____ *Please explain:*
□ YES □ NO	**Sickle Cell:** □ Anemia □ **Trait**
□ YES □ NO	**Shunt:** □ VP shunt *Please explain:*
□ YES □ NO	**Spina Bifida:**
□ YES □ NO	**Special Diet:** *Please explain:*
□ YES □ NO	**Vision Problems:** □ Wears glasses □ Wears contacts □ Other
□ YES □ NO	**Other Medical Conditions:** *Please include **any** medications taken at home only.*

Required Signatures

(Electronic or Written) Parent(s) or Guardian Signature: _____
Date:_____

(Electronic or Written) School Nurse Signature: _____
Date:_____

Florence City Schools
Parents Right-To-Know ● Request Teacher Qualifications
Title I, Part A, Section 1112(e)(1), *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 _____

Graduate Degree_____(University/College)

Major Discipline _____

_____ _____
Signature of Person Completing Form Date Returned to Parent

Florence City Schools Bullying Complaint Form

School:

INFRACTION REPORTED BY: _____ STUDENT _____ PARENT/GUARDIAN			
Date of Incident:		Time:	
Specific Location of Incident:			
DESCRIPTION			
OTHER INFORMATION			

The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts 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 the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following:

a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.

b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.

d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment or a student.

Student_____Date:_____

OR Parent/Guardian_____ Date:_____

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.