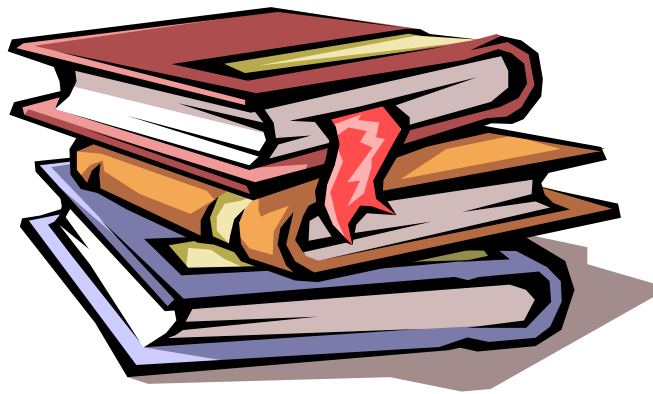


Lowndes County Public Schools

2007 Edition



ADDITIONAL REGULATIONS

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

It is the official policy of the Lowndes County Board of Education that no person within the school system shall, on the grounds of race, color, disability, sex, religion, national origin, or age be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program, activity or employment.

**LOWNDES COUNTY PUBLIC SCHOOLS
ADOPTED 2007 - 2008 SCHOLASTIC CALENDAR**

Reporting Date for Twelve Month Employees – July 2, 2007
 Independence Day – July 3-4, 2007
 Reporting Date for Eleven Month Employees – July 9, 2007
 Reporting Date for Ten Month Employees – July 25, 2007
 Reporting Date for Nine Month Employees – August 6, 2007
 Institute Day Program/Staff Development Day for All Employees – August 6, 2007
 Staff Development Days for All Employees – August 7-8, 2007*
 Classes Begin – August 9, 2007
 Classes End – May 22, 2008
 Last Day for Nine Month Employees – May 23, 2008
 Last Day for Ten-Month Employees – June 11, 2008
 Last Day for Eleven-Month Employee – June 23, 2008
 Last Day for Twelve-Month Employees – June 30, 2008

~~~~~ **SCHOLASTIC MONTHS** ~~~~~

|                                            |                                            |
|--------------------------------------------|--------------------------------------------|
| 1st - August 9 – September 6               | 6 <sup>th</sup> - January 23 - February 20 |
| 2 <sup>nd</sup> - September 7– October 4   | 7 <sup>th</sup> - February 21 - March 26   |
| 3 <sup>rd</sup> - October 5 – November 2   | 8 <sup>th</sup> - March 27 - April 24      |
| 4 <sup>th</sup> - November 5 - December 10 | 9 <sup>th</sup> - April 25 - May 22        |
| 5 <sup>th</sup> - December 11- January 22  |                                            |

~~~~~ **SPECIAL DATES** ~~~~~

Independence Day – July 3-4
 Labor Day – September 3
 Staff Development Day/Parenting Day – October 12 *
 Veterans' Day – November 12
 Thanksgiving Break – November 19 - 23**
 Winter Break – December 24 - January 4
 Dr. Martin Luther King, Jr. Birthday – January 21
 MEGA Staff Development Day – February 18*
 Spring Break - March 17 – 21 ***
 Staff Development/Inclement Weather Makeup Day – April 18*
 Classes End – May 22
 Calhoun High School's Commencement Exercise – May 22
 Last Day for Nine Month Employees – May 23
 Central High School's Commencement Exercise – May 24
 Memorial Day – May 26
 Last Day for Ten Month Employees – June 11
 Last Day for Eleven Month Employees – June 23
 Last Day For Twelve Month Employees – June 30

**Students will not attend August 6-8, 2007, October 12, 2007, February 18, 2008, and April 18, 2008.*

*** Twelve Month employees do not observe Monday-Tuesday, November 19-20, 2007.*

****Twelve Month employees do not observe Monday-Friday, March 17-21, 2008.*

~~~~~ **TESTING SCHEDULE** ~~~~~

| <u>Tests</u>                                      | <u>Dates</u>              |
|---------------------------------------------------|---------------------------|
| Graduation Examinations                           | July 16-20, 2007          |
| Graduation Examinations                           | Sept. 17-21, 2007         |
| Graduation Examinations                           | Dec. 3-7, 2007            |
| Alabama Direct Assessment of Writing: Grade Five  | February 21 - 28, 2008    |
| Alabama Direct Assessment of Writing: Grade Seven | February 21 - 28, 2008    |
| Alabama Direct Assessment of Writing: Grade Ten   | February 21 - 28, 2008    |
| Graduation Examinations                           | March 3 - 7, 2008         |
| Alabama Alternate Assessment                      | March 24 – April 11, 2008 |
| Stanford Achievement Test 10/ARMT                 | March 31 – April 11, 2008 |
| Science - Grade Five & Grade Seven                | April 9-22, 2008          |

~~~~~ **NINE WEEKS** ~~~~~

| <u>Period</u> | <u>Number of Days</u> | <u>Deadline for Deficiency Report
to Parent(s)</u> | <u>Ending Dates</u> | <u>Report Cards Dates</u> |
|---------------|-----------------------|--|---------------------|---------------------------|
| 1 | 44 | August 9, 2007 | October 10, 2007 | October 18, 2007 |
| 2 | 45 | October 11, 2007 | December 21, 2007 | January 10, 2008 |
| 3 | 45 | January 7, 2008 | March 11, 2008 | March 27, 2008 |
| 4 | 46 | March 12, 2008 | May 22, 2008 | May 22 - 30, 2008 |

LOWNDES COUNTY BOARD OF EDUCATION
Post Office Box 755
Hayneville, Alabama 36040

A. MEMBERS OF THE BOARD OF EDUCATION

| | |
|----------------------|----------|
| Mr. Ben Davis | 875-4614 |
| Mr. Steven T. Foster | 227-4437 |
| Mr. Robert J. Grant | 563-7792 |
| Mrs. Annie C. Hunter | 227-4482 |
| Mr. Robert Lane | 281-6985 |

PUBLIC SCHOOL ADMINISTRATION

B. OFFICE OF THE SUPERINTENDENT

| <u>Name</u> | <u>Position</u> | <u>Telephone #</u> | <u>Extension #</u> |
|--------------------------|---------------------------------------|--------------------|--------------------|
| Dr. Daniel Boyd | Superintendent | 548-2131 | 1012 |
| Mr. Jason Burroughs | Assistant Superintendent | 548-2131 | 1700 |
| Ms. Yvette Patterson | Executive Assistant to Superintendent | 548-2131 | 1006 |
| Mr. Kenneth Wesley | Chief School Finance Officer | 548-2131 | 1100 |
| Mrs. Angela Martin | Director of Human Resources | 548-2131 | 1400 |
| Mrs. Cossaundria Edwards | Director of Federal Programs | 548-2131 | 1300 |
| Jacqueline McNeal | Special Education Coordinator | 548-2131 | 1200 |
| Mrs. Benitha Mathews | Coordinator of Technology | 548-2131 | 1600 |
| Mrs. Lucy Vaughner | Receptionist/Secretary | 548-2131 | 1000 |

C. SCHOOLS

| | | |
|--|--|----------|
| Mr. Donald Dotson | Director of Career Technical and Business/Industry Relations | 563-7389 |
| Mr. Arthur Nelson | Head Start Director | 548-2145 |
| Mr. Bernard Mitchell | LEA Improvement Specialist | 548-2131 |
| Mr. Lorenza Smith | At-Risk/Special Projects Facilitator | 563-9869 |
| <i>Mr. Robert Gardner</i> | Principal - <i>Calhoun High</i>
(Grades 9-12) | 227-4515 |
| <i>Mrs. Mary Phelan Jackson</i> | Principal - <i>Central Elementary</i> | 563-7319 |
| Mrs. Sonya Webb, Ed.D. | Education Specialist (Grades Pre-K thru 5) | |
| <i>Mr. Kenneth Fair</i> | Principal - <i>Central High</i>
(Grades 9-12) | 563-7311 |
| <i>Mr. Darryl Arms</i> | Principal - <i>Fort Deposit Elementary</i> | 227-8704 |
| Mrs. Sonya Webb, Ed.D. | Education Specialist (Grades Pre-K thru 5) | |
| <i>Mr. Harvey Means</i> | Principal - <i>Hayneville Middle</i> | 548-2184 |
| Mr. Marques Stewart | Education Specialist (Grades 6-8) | |
| <i>Ms. Samita Jeter</i> | Principal - <i>Jackson-Steele Elementary</i> | 872-0758 |
| Mrs. Sonya Webb, Ed.D. | Education Specialist (Grades Pre-K thru 5) | |
| <i>Ms. Peggy Grant</i> | Principal - <i>Lowndes County Middle</i> | 227-4206 |
| Mr. Marques Stewart | Education Specialist (Grades 6-8) | |

INTRODUCTION

One of the major premises of the Lowndes County Board of Education is that instruction must occur in an environment that is conducive to learning because effective, appropriate, and quality instruction demands discipline in an orderly atmosphere.

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

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

MISSION STATEMENT

The mission of the Lowndes County Public School System is to ensure that our graduates are responsible citizens, effective communicators, life-long learners, and **“fierce competitors on the economic world stage.”** We will create a safe and clean learning environment that provides students with advanced technological competencies and skills that will greatly enrich their lives and aid in the improvement of home and community. This will be accomplished by a competent and dedicated staff, using a multifaceted, globally competitive and technologically sound curriculum, within a framework of fiscal responsibility.

Beliefs

We Believe that:

- ❖ Family plays the primary role in the growth and development of its members.
- ❖ Freedom can only be sustained when balanced by responsible actions.
- ❖ The individual’s right to choose is the basis of freedom.
- ❖ A caring society will strive to achieve the greatest good for its people.
- ❖ Experiencing diversity is essential for the full development of the individual and society.
- ❖ The power is within every individual to create change.
- ❖ In order for any human system to be successful, it must have the participation of those it intends to serve.
- ❖ Recognizing as well as honoring human diversity enriches the individual and the community.
- ❖ Every individual deserves the opportunity to be a productive citizen.
- ❖ Every individual can learn and deserves the opportunity to succeed in life’s endeavors.
- ❖ Every individual deserves to have nurturing teachers, a balanced curriculum, and adequate resources to meet their needs.
- ❖ Every individual deserves a positive, safe, clean, and orderly environment.
- ❖ Our diverse cultural heritage enriches our community, and respect for differences is essential for societal harmony.
- ❖ The power is within every individual to exhibit good moral character.

Parameters

Lowndes County Public Schools operate in accordance with state and federal laws and the Board of Education policies. The following proposed parameters are also guidelines within which the district will accomplish its mission.

- ◆ We will not accept failure by anyone.
- ◆ The best interest of students shall always come first.
- ◆ Nothing will take precedence over a first rate, first class instructional program within a safe and clean learning environment.
- ◆ We will engage only in those activities that support the accomplishment of the district's mission.
- ◆ New programs shall be consistent with the district's mission and strategic plan. Benefits shall clearly exceed costs, and provisions shall be made for staff development and timely program evaluation.
- ◆ We will not tolerate behavior that diminishes the dignity, honor, or self worth of any individual or group.

Goals

Goal 1

Develop and implement an instructional program that will enable students to develop problem solving, communication, social, and advanced technological skills needed to reach state, national, and international standards.

Goal 2

Improve and enhance the teaching and learning environment by planning, organizing, and implementing a program of construction, renovation, and maintenance; outline systematic procedures and schedules that will ensure safe, well maintained, and attractive schools.

Goal 3

Develop and implement a plan to secure financial resources for successful program operation and effectiveness.

Goal 4

Establish a system-wide staff development program for professional and support personnel that will be on-going and consistent with instructional goals of the school district.

Goal 5

Establish and maintain standards of academic excellence, by increasing student motivation, and improving attendance and discipline; implement a program designed to improve cooperative partnerships with parents, businesses, and industry.

ROLES FOR THOSE WHO PARTICIPATE IN PUBLIC EDUCATION

- A. In order for effective teaching to take place in the Lowndes County Schools it is imperative that a cooperative relationship exist among students, parents and educators.
- B. **In order to create this cooperative relationship, the Lowndes County Board of Education envisions each participant assuming the following roles:**
 1. Parents and Guardians must:
 - a. maintain regular communication with school personnel concerning their child's progress and conduct;

- b. ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials;
 - c. provide their child with the resources needed to complete the classwork;
 - d. bring to the attention of school authorities any problems or conditions which may affect their child(ren);
 - e. discuss report cards and work assignments with their child;
 - f. maintain up-to-date homework and emergency healthcare;
 - g. attend scheduled parent-teacher conferences.
2. Students must:
- a. attend all classes daily and be punctual in attendance;
 - b. bring to class appropriate working materials;
 - c. be respectful to all individuals and of all property;
 - d. refrain from profane or inflammatory statements;
 - e. conduct themselves in a safe and responsible manner;
 - f. be clean, neat and appropriately dressed;
 - g. be responsible for their classwork and homework; and
 - h. show a positive, cooperative attitude toward the school.
3. Schools must:
- a. encourage the use of good guidance procedures;
 - b. maintain an atmosphere conducive to good behavior;
 - c. exhibit an attitude of respect for students and parents;
 - d. plan a flexible curriculum that meets the needs of all students;
 - e. promote effective discipline based upon fair and impartial treatment of all students;
 - f. welcome and encourage participation by parents and guardians in school affairs;
 - g. encourage the school staff, parents and guardians, and students to use the available services of community agencies;
 - h. encourage parents and guardians to maintain regular communication with the school;
 - i. seek to involve the entire community in order to improve the quality of life within the community.
4. School personnel must:
- a. be regular in attendance and punctual;
 - b. be prepared to perform their duties with appropriate materials and lesson plans;
 - c. be respectful to all individuals and of all property;
 - d. refrain from profane or inflammatory statements;
 - e. conduct themselves in a safe and responsible manner;
 - f. be clean, neat and appropriately dressed;
 - g. abide by the rules, regulations, laws, and policies set forth by the school system, state, and or federal governing bodies;
 - h. seek changes in an orderly and recognized manner; and

- i. strive to use a variety of informal disciplinary and guidance methods, prior to, during and after formal disciplinary action including:
 1. students program adjustments;
 2. referral to guidance personnel for group or individual counseling, psychological evaluations, and other services deemed appropriate;
 3. conferences and/or contracts between administrators, parents and guardians, teachers and students;
 4. referral to the BBSST or appropriate agencies for special problems;
 5. continuous improvement of professional knowledge and skills; and
 6. positive, cooperative attitudes towards parents and guardians, students, co-workers, and the total school program.

JURISDICTION OF THE LOCAL BOARD OF EDUCATION

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

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

SCHOOL ATTENDANCE AREAS

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

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

The school district shall notify the student’s parent/guardian of the right to transfer as soon as possible, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All school district transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the school district annually when one or more of its schools have been identified as a transfer option school. The Superintendent or his/her designee shall orally notify the Prevention and Support Services Section of the SDE within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The SDE will assist the school district in resolving all safety issues. At a minimum, if the school district has one or more schools identified as persistently dangerous it must: Step 1. Notify parents/guardians of each student attending the school within ten (10) working days that it has

been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the school district if another school is available. Step 2. Complete the transfer for those students who opt to do so within 20 working days. Step 3. Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the school district's receipt of status. Step 4. Implement the corrective action plan.

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

Also, the Board must offer all students in identified Title I schools the opportunity to transfer to another public school when those schools fall within one of the stages of improvement detailed in the No Child Left Behind legislation. The Board shall adhere to all guidelines therein.

EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the Board that the School District shall provide on a nondiscriminatory basis educational opportunities for students. No person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age or sex. All programs offered by schools within the School District shall be open to all students in compliance with statutory and judicial requirements.

ENGLISH LANGUAGE LEARNERS

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

COMPULSORY ATTENDANCE AGES

The Board shall enroll all students residing within the School District between the ages of 7 and 16 years, not otherwise receiving instruction in a private school, church school, or being taught by a private tutor. An accurate record of attendance for each pupil shall be maintained by classroom or homeroom teacher or other designated person. This record shall be kept in the official register, or through other officially approved documentation provided by the State Department of Education.

Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their attendance and proper behavior are subject to fines and imprisonments under state law. State law requires that all student suspensions from school must be reported to the local district attorney. The School district's attendance specialist shall do said reporting.

ENTRANCE AGE

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

KINDERGARTEN

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

ADULT EDUCATION CLASSES

The Adult Basic Education curriculum shall be designed for those adults, sixteen years old and over, not enrolled in a public school. Students 16 or 17 years of age must show proof of withdrawal from attending school and must have written consent from parents to enroll in Adult Education Classes. Participants who complete the program may take the examination to receive a Graduate Equivalency Diploma (GED) but are not eligible to receive a regular high school diploma.

RESIDENT STUDENTS

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

NONRESIDENT STUDENTS

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

TRANSFERS AND WITHDRAWALS

A. Transfers

Students transferring into the School District must be eligible to attend the school from which they are transferring. Students who have been suspended (short term or indefinitely) from another system will be denied enrollment in the School District. Students will be placed in the same grade in which they were enrolled at the school from which they are transferring based on official

records and transcripts. When records have not preceded the students' enrollment, the district may allow such students to remain in their stated grade for a period of two weeks prior to further action as recommended by local school officials. If records should indicate the student has withdrawn because of suspension (short term or indefinitely), said students will be withdrawn from the School District.

B. Withdrawals

Students and their parents or guardians who live within the School District are subjected to the compulsory attendance laws of the State. Under these laws, no students, residing within the geographical area served by the School District, shall be permitted to withdraw from school before his/her seventeenth (17th) birthday unless approved by the Superintendent of Schools and the School Board.

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

C. Re-Enrollment After Withdrawal

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

ATTENDANCE

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

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

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

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

(a) Each parent, guardian, or other person having control or custody of any child(ren) required to attend school can be prosecuted if their child(ren) doesn't attend school or violate discipline policies. Each parent who fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy and documented by the appropriate school

official, may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal, teacher of the school he or she attends or should attend, shall be prima facie evidence of the violation of this section.

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

ABSENCES AND EXCUSES

A. Excused Absences

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

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

B. Unexcused Absences

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

C. Excuses

In accordance with State Law, the parents or guardians must explain the cause of every absence of students under their control or charge. Every student, upon return must bring a written excuse from home signed by the student's parent or guardian for each absence and present it to the principal or his/her designee. The principal shall take appropriate steps to verify the validity of the signatures of parents or legal guardians. If a written excuse is not presented upon the return of the student within three (3) days, the absence shall be recorded as unexcused.

D. Make-up Work

If a student is absent for any excused reason as defined above, the student shall be allowed to make-up schoolwork missed during said absence(s). The student shall be responsible for contacting the teacher(s) within three (3) days to arrange a time within a two (2) week period to make up work and/or examinations from said absence(s). This opportunity does not

require that the teachers reteach the lesson but it does require that the student receive a reasonable opportunity to learn missed lessons. Teachers shall not be obligated to provide make up work or examinations for a student absent for unexcused reasons other than suspensions.

E. Incomplete Grades (I's)

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

F. Excessive Absence/Retention or Loss of Credit

Students enrolled in grades K-8 who have more than twenty (20) absences during the year will be given a grade FA (Failure due to Absences) unless extenuating circumstances exist as determined by the principal. Students in grades 9-12 who miss more than five school days per term will be given a grade of FA unless extenuating circumstances exist as determined by the principal.

The child's parent or guardian may make a written request for a hearing with the principal within five (5) school days from the notification of the loss of credit. Past school records will be reviewed with particular attention to attendance. The principal will issue a decision in writing within five (5) school days. If the result of the hearing is probationary placement the terms shall be clearly defined in writing and signed by all parties involved.

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

Credit(s) lost because of absences will be made up in the same manner as academic failures.

TRUANCY

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

1. First Truancy/Unexcused Absence (Warning)

The parent or guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy. The parent or guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the

penalties that can be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. No Earlier Than The Fifth Unexcused Absence (Conference)

The parent or guardian shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists. Failure to appear at the school conference and/or to appear at the early warning program shall result in the principal's filing of a complaint/petition against the parent under Code of Alabama (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. No Earlier Than The Seventh Unexcused Absence But Within Ten (10) School Days (Court)

The principal shall file a complaint/petition against the child and/or parent or guardian, if appropriate.

4. Child Under Probation

The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

STUDENTS LEAVING SCHOOL GROUNDS

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

RELEASE TIME

Students may receive release time from school during the regularly scheduled day for the purpose of participating in instructional activities co-sponsored by the school and outside agencies.

A student must submit a written request of release time activities signed by the parent or guardian to the local school principal for approval. Such requests shall remain on file in the principal's office and shall relieve the school of all responsibility for the student during released time.

STUDENT RIGHTS AND RESPONSIBILITIES

FREEDOM OF EXPRESSION

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

DUE PROCESS

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

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

INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS

School Property

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

Individuals

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

Automobiles

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

By Law Enforcement Officials

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

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

The following guidelines should be used:

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

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

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

ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM FOR STUDENTS

Part 1

Section 1- Declaration of Wrongfulness and Harmfulness

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

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

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

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

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

Section 4- Sanctions

All violations of Section 2 shall require mandatory indefinite suspension from school and referral to the proper authorities for prosecution. All violations of Section 2 are subject to in-school sanction or suspension up to the remainder of the school year or sixty (60) days, whichever is greater and/or successful completion of an approved private or governmental drug abuse program. All violations of Section 3 are subject to sanctions or suspension up to the remainder of the school year or 60 days, which ever is greater.

Part 2

Section 5- Drug and Alcohol Abuse Education

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

Section 6- Drug and Alcohol Counseling

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

Section 7- Direct Contact for Drug and Alcohol Counseling

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

Section 8- Safety of Student and School Personnel

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

Section 9- Drug Testing

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

Section 10- Notice to Parent and Students

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

Section 11- Delivery of Copy to Parent and Student

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

Section 12- Review of Policy

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

AMENDMENT TO SCHOOL ATTENDANCE LAW

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

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

The attendance supervisor, upon request shall provide documentation of enrollment status on a form approved by the Department of Education to any student 15 years of age or older who is properly enrolled in school under the jurisdiction of the official, for renewal or reinstatement of a driver's license or a learner's license to operate a motor vehicle. Whenever a student 16 years of age or older withdraws from school, the attendance supervisor shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester.

Within five days of receipt of a notice of withdrawal, the Department of Public Safety shall send notice to the licensee that his or her driver's license or learner's license will be suspended under this act on the 30th day following the date the notice was sent unless documentation of compliance with this section is received by the department before the 30th day.

Whenever the withdrawal from school of the student or failure of the student to enroll in a course leading to obtain a GED or high school diploma is beyond the control of the student for the purpose of transferring to another school as confirmed in writing by the parent or guardian of the student or is for the purpose of participating on a job training program approved by the State Superintendent of Education, no notice shall be sent by the proper school official to the Department of Public Safety to suspend the license of the student. If the student is applying for or renewing a driver's license or a learner's license, the attendance supervisor upon request shall provide the student with documentation to present to the Department of Public Safety to exempt the student from this section.

Students can appeal suspension to school officials. Appeals also can be made to the Department of Public safety. The process should start at the schools.

SUSPENSION

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

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

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

INDEFINITE SUSPENSION

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

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

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

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

DRESS CODE

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

Grades K-12

Students shall wear:

Pants: Pleated, plain front or elastic waist, hemmed or cuffed. No cargo, flare or wide-leg pants. The color shall be a school-based decision.

Shorts: Pleated, plain front or elastic waist. Hemmed or cuffed and long enough to touch the fingertips when hands are placed at the student's sides. The color shall be a school-based decision.

Skorts: Hemmed or cuffed and long enough to touch the fingertips when hands are placed at the student's sides. The color shall be a school-based decision.

Shirts: Polo style, long or short sleeve with Peter Pan collar. Must be tucked in at all times. The color shall be a school-based decision.

Skirts: Long enough to touch the fingertips when hands are placed at the student's sides. The color shall be a school-based decision.

Jumpers: Long enough to touch the fingertips when hands are placed at the student's sides. The color shall be a school-based decision.

Belts: Black or brown belts must be worn if garment has belt loops. Belts must be visible at waist band, must be buckled, and must not be extra long or hang down between legs.

Outerwear: Any style – Outer wear is to be worn over school uniform and must be sized appropriately and may not be bulky or bagging. Hoods must be removed upon entering school building. Any color shall be worn.

T-shirts: T-shirts may be worn as undergarments but shall not show through outer shirt. T-shirts or other undergarments with emblems, graphics or logos which show through the outer clothing are prohibited. The color shall be a school-based decision;

Shoes: For health and safety reasons, students must wear shoes to school. Presentable foot wear is expected to include appropriate hosiery. The shoes must be predominately white or black sneakers with the same color laces or brown or black dress shoes.

The following are **not** considered appropriate:

| | |
|---|--|
| Strapless tops | Spaghetti Straps |
| Halters | Any see-through or skin tight garments |
| Cut-up pants | Tank tops |
| Sunglasses (except for medical/safety reasons) | |
| Clothing/hats with slogans/pictures that may be distracting or disruptive | |

Book Bags

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

Exception

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

STUDENT CODE OF CONDUCT
CLASSIFICATION OF VIOLATIONS

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

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

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

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

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

CLASS A OFFENSES

| <u>CODE</u> | <u>DESCRIPTION</u> |
|--------------------|--|
| AA | <u>Distraction of Other Students</u>
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other students.
Examples: talking excessively, interrupting class functions, chewing and/or popping gum, provoking other students, etc. |
| AB | <u>Tardiness</u> (Grades 2-12 only)
Reporting late to school or class. (Action by Principal after 3 tardiness per term/ semester) |
| AC | <u>Unintentional and/or Non-directed Use of Profane or Obscene Language or Gestures</u> |
| AD | <u>Non-conformity to Dress Code</u> |

- AE** Inappropriate Public Display of Affection or Offensive Touching of Another Student
- AF** Refusal to Complete Class Assignments
- AG** Unauthorized Use of School or Personal Property
- AH** Defacing of School Property
- AI** Fighting
Any physical contact or hitting, or exchange of blows between two or more individuals. The consequences of AA-AI may be eliminated or upgraded.
- AJ** Any Other Violation Which The Principal May Deem Reasonable to Fall Within This Category After Consideration of Extenuating Circumstances.

SOME POSSIBLE DISCIPLINARY ACTIONS - CLASS A OFFENSES

- First Offense- In-school conference with student, teacher, principal or designee.
- Second Offense- Teacher will attempt to make parental contact and document.
- Third Offense- Teacher makes office referral & administrator will notify parents.
In-school counseling by school personnel
In-school disciplinary action when warranted:
work detail loss of privileges
detention corporal punishment
- Fourth Offense- Parental conference required (Parent/Guardian - no substitute).
The matter will be analyzed and the principal may refer the student to the Project Success for 3 to 5 days. The parent is encouraged to bring the student back after this period for a conference.
- Fifth Offense- One (1) to three (3) days Suspension--Parent/Guardian is encouraged to bring student back and attend classes with student for one day.

CLASS B OFFENSES

- | <u>CODE</u> | <u>DESCRIPTION</u> |
|--------------------|--|
| BA | <u>Defiance of School Board Employee's Authority/Disrespect</u>
any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee. |

BB Fighting–(physical blows)
Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual. If evidence indicates one student initiated and physically attacked the other, the victim's consequences may be reduced or eliminated.

* Administrative Option

BC Use of and/or Possession of any Tobacco Products

BD Written Disruptions Reported by Bus Driver

BE Failure to Follow Instructions/Directions of An Administrator, Teacher, Bus Driver
Bus drivers will be responsible for filling out referral forms for code violations on school buses. The referral forms should be submitted to the principal's office and the principal or his/her designee will be responsible for carrying out the provisions of the code.

BF Stealing - Larceny - Petty Theft
The intentional, unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another.

BG Gambling
The intentional, unlawful participation in gambling activities.

BH Threats - The Intentional Threat By Word Or Act To Do Harm To Another Person

NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class C Offense.

BI Trespassing - Loitering - Unlawful Assembly
Willfully entering or remaining in any structure, conveyance, or property without being authorized or licensed; individual is warned by an authorized person to depart and refuses to do so.

BJ Use of Obscene Manifestations (verbal, written, gesture - may be upgraded to Class D.

BK Leaving Class or Campus Without Permission

- BL** Possession of Electronic Beeper or Communication Devices Without Principal's Approval
- BM** Unauthorized Absence From Classes or School (skipping classes, leaving school without administrator's/teacher's permission)
- BN** Intentionally Providing False Information To A School Board Employee
- BO** Continued Refusal to Complete Assignments
- BP** Humiliation/Intimidation of a Student
The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely.
- BQ** Possession of any obvious toy gun replicas. This offense may be upgraded to Class D.
- BR** Any Other Offense Which The Principal May Deem Reasonable to Fall Within This Category After Consideration of Extenuating Circumstances.

SOME POSSIBLE DISCIPLINARY ACTIONS - CLASS B OFFENSES

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

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

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

- CH** Alcoholic Beverages
Unauthorized possession of any alcoholic beverages usage, transfer, sale (may be upgraded to CLASS D depending upon the judgment of the principal). Counseling must be provided by the school counselor and possibly other agencies.
- CI** Any Other Offense Which the Principal May Deem Reasonable to Fall Within This Category After Consideration of Extenuating Circumstances

SOME POSSIBLE DISCIPLINARY ACTIONS - CLASS C OFFENSES

- First Offense- 5-10 Days Suspension
- Second Offense- Afterwards - Indefinite Suspension, Report to Superintendent

In lieu of suspension the Alternative Program may be considered upon recommendation of the school based Disciplinary Committee. This determination must be made by the IEP Committee for all PEP students. Indefinite suspension of Special Education students for any Class Offense must be determined by the IEP Committee.
INDEFINITE SUSPENSIONS SHOULD BE DETERMINED BY THE BOARD ON THE RECOMMENDATION OF THE SUPERINTENDENT.

CLASS D OFFENSES

- | <u>CODE</u> | <u>DESCRIPTION</u> |
|--------------------|--|
| DA | <u>Threat Upon Board Employee or Property Damage - (Battery)</u>
The unlawful and intentional touching or striking of a Board employee against his or her will; the intentional causing of bodily harm; unlawful threat by word or act to do violence to the person or property of a school board employee - actual damage of property. |
| DB | <u>Robbery</u>
The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of the same. |
| DC | <u>Stealing, Larceny, Grand Theft</u>
The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another. |
| DD | <u>Burglary of School Property</u>
Entering or remaining in a structure or conveyance with the intent to remove property during any hour. |
| DE | <u>Possessing or Discharging of any Pistol, Rifle, Shotgun, Air gun, or Any Other Device</u> |
| DF | <u>Explosive Devices of Any type</u>
Preparing, possessing or igniting explosives on School Board property. |

- DG** Unjustified Activities of a Fire Alarm System
- DH** Drugs (Alcoholic beverages placed in CLASS III with options)
 Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia.
 Any prescription drug should be reported to the office. A designated employee
 will administer the medication with written permission from the parent/guardian.
- DI** Arson
- DJ** Criminal Mischief
 Willful and malicious injury or damages at or in excess of \$200 to public and/or
 private property.
- DK** Aggravated Battery
 Intentionally causing bodily harm, disability or permanent disfigurement; use of a
 deadly weapon.
- DL** Rape or Attempted Rape
- DM** Possession of Weapons on School Property or at a School Sponsored Event or
 Function

WEAPONS INCLUDE THE FOLLOWING:

A firearm, including but not limited to any hand gun, shotgun, black powder firearm, flare
 gun, zip gun or any other device from which a projectile is discharged by explosive
 powder. A replica of any firearm, including but not limited to replicas of a handgun, rifle
 or shotgun, black powder firearm, flare gun or zip gun; or any of the following:

- Air gun
- Blank gun (starter's pistol)
- Gas operated gun

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

SOME POSSIBLE DISCIPLINARY ACTIONS - CLASS D OFFENSES

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

First Offense - Indefinite Suspension

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

**INDEFINITE SUSPENSIONS SHOULD BE DETERMINED BY AN INDEFINITE
 SUSPENSION REVIEW COMMITTEE AND APPROVED BY THE BOARD ON
 THE RECOMMENDATION OF THE SUPERINTENDENT.**

SCHOOL BUS RULES

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

TRANSCRIPT REQUESTS

Students transferring from one school to another will not be required to pay a fee for processing of transcripts. Additionally, transcripts for scholarship applicants will be unlimited. However, transcripts for which no fee will be charged will be limited to seniors and graduates without a fee. A maximum of three (3) transcripts will be processed for seniors without a fee. A maximum of two (2) complete transcripts will be processed for graduates. For each additional transcript a \$2.00 fee will be assessed to the student.

REPORTING STUDENT PROGRESS

Reports concerning student progress shall be made to the parents or guardians of students in the School District at least four (4) times during the scholastic school year in grades K-12. Parents or guardians who have children in grades 1 through 12 that are making failing grades shall receive a progress/deficiency notice or progress report at the midpoint of each applicable grading period.

EXAMINATIONS

All students in grades nine through twelve shall take a final examination for each course in which the student is enrolled. All final examinations will be administered according to a schedule approved by the Superintendent.

Any student with an average of 92 or above in an elective course shall be exempted from taking the elective course final examination. Any student with an average of 92 or above in a core course and who has passed the subject related section of the Alabama High School Graduation Examination (AHSGE) shall be exempted from the final examination of that course.

HOMEWORK POLICY

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

Student Responsibilities

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

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

Teacher Responsibilities

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

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

REPORT CARDS

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parents or guardians. Report cards shall be issued at least **four (4)** times during the scholastic year to all students enrolled in Lowndes County Public Schools grades K-12. Letter grades shall be mandatory in kindergarten classes in the schools of the School District based on the following scale:

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

Numerical grades are mandatory in grades 1 through 3. Letter grades are also used to enhance the understanding of students and parents in supportive skills. The following scale will be utilized:

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

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

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

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

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

FINAL EXAMINATION

Final examinations shall be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been based.

All students in grades nine through twelve shall take a final examination for each course in which the student is enrolled. All final examinations will be administered according to a schedule approved by the Superintendent.

Any student with an average of 92 or above in an elective course shall be exempted from taking the elective course final examination. Any student with an average of 92 or above in a core course and who has passed the subject related section of the Alabama High School Graduation Examination (AHSGE) shall be exempted from the final examination of that course.

GRADUATION REQUIREMENTS

The Board will follow the graduation requirements adopted by the state Legislature and state Board of Education, but reserves the right to increase the minimum standards.

PROMOTION AND RETENTION POLICY

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

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

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

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

REQUIREMENTS FOR PROMOTION

From Kindergarten to Grade One (1)

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

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

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

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

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

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

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

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

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

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

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

From Grade Six (6) to Grade (7)

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

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

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

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

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

HIGH SCHOOL PROMOTION CRITERIA

- 1. All required courses failed must be repeated.
- 2. Regular Attendance
- 3. **Class of 2002--**
 - 7 units for grade 10
 - 14 units for grade 11
 - 21 units for grade 12
 - 28 total units required**

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS

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

- 1. The student must meet the entrance requirements established by institutions of postsecondary education.
- 2. The student must have a “B” average in completed high school courses.

3. The student must have written approval of the appropriate principal and the local superintendent of education.
4. The student must be in grade 10, 11, or 12, or have an exception granted by the participating postsecondary institution upon the recommendation of the students' principal and superintendent and in accordance with Alabama Administrative Code 290-8-9-17 regarding gifted and talented students.

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

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

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

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

GRADE AVERAGE/GRADE POINT AVERAGE

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

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

100-90 = A
89-80 = B

79-70 = C
69-60 = D

Below 60 = F

To calculate the overall grade point average for students (grades 9-12) all grades must be considered. However, only specific grades will be considered when determining Valedictorian, Salutatorian and Top Ten Academic Students. All grade averages must be added and divided by the total number of term grades. When necessary, grades must be assigned the following point values to calculate the **Grade Point Average**: **A-5; B-4; C-3; D-2; and F-0**. The point values must be added and divided by the total number of semester/term grades. The grading system used to measure student progress toward achieving the predetermined performance standards shall be applied consistently throughout the School District.

DIPLOMAS AND CERTIFICATES ISSUED

In order for a student to receive a high school diploma from the Lowndes County Public School System, he/she must meet select requirements. The requirements are specific to the type of diploma one is seeking. Listed below are the diploma types followed by their requirements:

Advanced Diplomas

1. Accumulate the required number of Carnegie units (28 for the appropriate courses) as specified by the Board Policy and
2. Pass all parts of the Alabama High School Graduation Exam
3. Pass the most advanced courses offered in English, Math, Science, Social Studies and Foreign Language.

Advanced Diploma with Advanced Career/Technical Education Endorsement

1. Accumulate the required number of Carnegie units (28 for the appropriate courses) as specified by the Board Policy,
2. Pass all parts of the Alabama High School Graduation Exam, and
3. Pass the most advanced courses offered in English, Math Science, Social Studies and Foreign Language and
4. Completion of three sequenced career technical education courses

Standard Diplomas

1. Accumulate the required number of Carnegie units (28 for the appropriate courses) as specified by the Board Policy,
2. Pass all parts of the Alabama High School Graduation Exam

Standard Diploma with Career/Technical Education Endorsement

1. Accumulate the required number of Carnegie units (28 for the appropriate courses) as specified by the Board Policy,
2. Pass all parts of the Alabama High School Graduation Exam, and
3. Completion of three sequenced career technical education course

Alternate High School Diploma

1. Accumulate the required number of Carnegie units (28 for the appropriate courses) as specified by the Board Policy and
2. Pass the GED Test

Occupational Diploma

1. The IEP Committee must make the selection of the Alabama Occupational Diploma (AOD) as an exit option.
2. Must complete a select number of work hours.
3. Students pursuing the AOD who complete the required AOD coursework and pass all sections of the High School Basic Skills Exit Exam or the AHSGE must be awarded the Alabama High School Diploma.
4. Students pursuing the AOD who pass the GED test may request waivers from the State Department of Education to transfer their AOD core credits to the Alternative High School Diploma.

Graduation Certificate

1. Earn 28 required Credits or
2. Pass the Graduation Exam or
3. Complete the Individualized Education Program (IEP)

In addition, the following standards will be applied:

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

ELIGIBILITY FOR PARTICIPATION IN GRADUATION EXERCISES

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

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

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

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

Selection - Valedictorian, Salutatorian and Honor Line Students for Middle Schools

All subjects will be considered for the selection of honor line students.

TEXTBOOKS PAYMENT SCHEDULE

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

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

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

STUDENT INSURANCE PROGRAMS

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

ACCIDENTS

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

AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

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

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

SUSPENSION OF DRIVER'S LICENSES

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

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

STUDENT HEALTH SERVICES

Health

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

Medication

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

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

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

Immunizations

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

Invasive Procedures

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

Spinal Deformities Screening

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

Health Education

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

COMMUNICABLE DISEASE

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

Communicable/Infectious Diseases or Conditions

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

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

HIV Infection and Bloodborne Pathogens

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

School Attendance

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

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

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

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

Employment

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

Privacy

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

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

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

Infection Control

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

A school staff member is expected to alert a person responsible for health and safety if a student's health condition or behavior presents a reasonable risk of transmitting any infection. If a situation occurs at school in which a person might have been exposed to an infectious agent such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

HIV and Athletics

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

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

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

HIV Prevention Education

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

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

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

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

Related Services

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

Staff Development

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

General Provisions

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

BUILDING BASED STUDENT SUPPORT TEAM (BBSST) **GENERAL DESCRIPTION**

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

- **Addresses discipline, drop-out, academic, and behavioral student challenges within general education**
- **Provides immediate support when confronting classroom concerns that need to be addressed in a timely manner**
- **Supports teachers as well as students by providing assistance in resolving the diverse problems/challenges of multi-level abilities in the general education classroom**
- **Discusses issues and writes plans related to specific individual needs of students and teachers**
- **Requires that all certified personnel have the basic BBSST training, as well as yearly updates through LEA Coordinators**
- **Requires teacher responsibility in implementing the instructional and behavioral intervention strategies and methods outline in the individual student BBSST plans**
- **Requires administrative (building principal) monitoring and documentation of each teacher's implementation of plans**
- **Requires Central Office BBSST Coordinator to monitor and collect written documentation of individual BBSST teams at the school level, and to report this to SDE annually by April 1**
- **Provides the required first or simultaneous step in identifying students for referrals for special education testing. It is the process before and during special education testing, with more than 90% of the students served by the team remaining in their current general education placement**

- **Requires teams to include a functional assessment of the classroom environment (BASC) if a special education referral is made following the required six-week minimum BBSST plan**

SPECIAL EDUCATION

The Lowndes County Board of Education provides Special Education and related services for students ages 3 to 21 years, who meet eligibility criteria in one or more of the following exceptional areas: Autism, Deaf/Blind, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disabilities, Speech Language Impairment, Traumatic Brain Injury, and Visual Impairment. Children from birth to 2 years with suspected disabilities are referred to other agencies.

STUDENT PSYCHOMETRIC AND PSYCHOLOGICAL TESTING

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

GIFTED PROGRAM

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

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the following three areas:

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

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

EMERGENCY DRILLS

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

STUDENT TRANSPORTATION

The policies listed shall be followed by students when being transported via Board or Board owned vehicles, including activity buses.

1. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus.
2. Students will board and leave the bus only at an approved stop.
3. Students having to stand because of a lack of seating space, shall stand as far back in the bus as possible but not against the emergency door.
4. Students should not attempt to talk to the bus driver while the bus is in motion.
5. Students will not throw objects on the bus nor off the bus at any time.
6. Students are not to get off the bus at any time from the point of departure until they reach their destination except in cases of emergency.
7. Students should not have their arms or any parts of their bodies out of the windows at any time.
8. Students should remain seated until the bus comes to a complete stop, no moving around while the bus is in motion.
9. The bus driver has full authority over the students while they are riding the bus; he/she will be firm but fair with each student.
10. Profane, indecent, or abusive language will not be permitted.
11. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent or guardian.

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

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

SCHOOL FOOD SERVICE

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

STUDENT ACTIVITIES

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

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

Senior Trips

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

Proms

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

PARTICIPATION IN EXTRA -CURRICULA ACTIVITIES- ACADEMICS FIRST

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

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

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

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

Beginning the 2005-2006 school year, any eleventh or twelfth grade student who has not passed all required parts of the Alabama High School Graduation is ineligible to participate in athletic activities. Eligibility will be regained after all required parts of the exam are passed.

STUDENT ACTIVITY FEES

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

STUDENT CLUBS AND ORGANIZATIONS

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

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

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

STUDENT COUNCIL

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

CELL PHONES

Students are prohibited from possessing cell phones, electronic pagers and communication devices on school property during the regular school day. Students found in violation of possessing such devices will be punished to the full extent of school policy.

GRADUATIONS

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

STUDENT SOCIAL EVENTS

Any principal who authorizes or allows school trips, proms, and graduation in violation of the above guidelines shall be charged with insubordination and disciplined accordingly if found guilty of the charges.

STUDENT PUBLICATIONS

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

SOLICITATIONS

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

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

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

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

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

GIFTS BY STUDENTS

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

CONTESTS FOR STUDENTS

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

MARRIED STUDENTS

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

STUDENT PREGNANCIES

Upon the request of a pregnant student and the student's husband/parent or guardian, if the parent student is unmarried, a pregnant student shall be permitted to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endangers the health and safety of the student, as determined by the student's physician. Although school officials shall not exclude a pregnant student from enrollment in school solely because of the student's pregnancy, school officials shall have the authority and responsibility to take appropriate disciplinary action against a pregnant student, as well as any other student, for any actions or misconduct on school grounds which are either disruptive or in violation of school regulations.

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

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

1. Notify the school principal or counselor after the pregnancy is confirmed.
2. Provide the principal with a written statement from the physician. The statement should include the physician's recommendation concerning school attendance for the pregnant student and confirmation of the expected date of delivery.

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

PUBLIC USE OF STUDENT RECORDS

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

STUDENT FEES

In accordance with law, fees of any kind shall be mandated for collection from students attending the first six grades. Voluntary contributions may be solicited in Grades K-6, only upon approval of the local school principal and the Superintendent of Education.

Reasonable fees may be charged for courses that are not required by the State Course of Study for Graduation. In order that student fees be consistent among the schools of the School District, local school principals, with the advice of their professional staff, should meet annually with the Superintendent of Schools to establish a schedule of fees to be charged within the School District. In all cases, student fees will be held to a minimum.

STUDENT WORK HOURS

S.B. 176 - Act 87-673 was passed and signed into law during the Regular Legislative Session of the State Legislative; Effective date October 1, 1987. This act establishes specific working hours for children enrolled in school. Section 25-8-4 of this law states "No child under 16 years of age shall be employed, permitted or suffered to work in any gainful occupation, except agricultural or domestic service, for more than six days in one week, or for more than 40 hours in any one week, or for more than eight hours in any one day, or before 7:00 a.m. or after 7:00 p.m.; except that during the summer school vacation such children may work until 9:00 p.m. No child under 18 years of age enrolled in any public or private primary or secondary school system shall work between 10:00 p.m. and 5:00 a.m. on any night preceding school day;...."

Section 25-8-16 of this law states "...a certificate issued for the employment of a minor before, or after, school hours on school days or on weekends shall not be valid for the employment of any child under age 16 for more than three hours in any school day, 8 hours on any weekend day, and not more than 18 hours in any school week. In the event the school records of any child under age 16 are not satisfactory to the principal of the school, the employment certificate shall be revoked or suspended either by the issuing officer or any person charged with enforcement of laws regulating the employment of minors."

For additional information concerning this act, check with your school principal.

STUDENT COMPLAINTS AND GRIEVANCES

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

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

SEXUAL HARASSMENT INVOLVING STUDENTS

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

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

CORPORAL PUNISHMENT

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

DETENTION

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

DRUGS AT SCHOOL

S.B. 56-- Act 87-610 was passed and signed into law during the regular Legislative Session of the State Legislature. This act stipulates that for any person convicted of an unlawful sale of a controlled substance, there is imposed a penalty of five (5) years incarceration with no provision for probation.

DESTRUCTION/RESTITUTION OF PROPERTY

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

WEAPONS/GUN FREE SCHOOL

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

Possession of a deadly weapon on school property or on a school bus with the intention to do bodily harm is a Class C felony.

The Board authorizes the Superintendent or designated official to automatically suspend any student found in possession of a deadly weapon. In addition to firearms, "deadly" weapons include anything manifestly designated, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by students on school grounds, on school buses and/or at any school sponsored event, during or after school hours.

A student determined to have brought to school or have in their possession a firearm as defined in Section 921 Title 18 of the United States Code in a school building, on school grounds, on school buses or at other school-sponsored functions shall be expelled for a period of not less than one year.

NO PASS/NO PLAY

The Lowndes County Board of Education recognizes the value of the athletics and other extracurricular activities as they relate to the total education of students. The Lowndes County Board also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in athletic and extracurricular progress toward graduating from high school on schedule with his/her class.

For all students in grades 8-12 eligibility for participation in extracurricular activities shall be determined by grades earned during the prior school year and prior summer school. The law shall remain in effect for each year in the same format as described and as is specifically provided below:

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the AHSAA, and other extracurricular activities are defined as those that are sanctioned by the Board which are not related to a student's academic requirements or success in a course(s)

2. Regular curricular activities are defined as those that are required for satisfactory course completion

Students entering Grades 10-12 must, for the last two semesters and/or summer school have a passing grade and earn the appropriate number of credits, including four credits from the four core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 74. Students promoted to the 7th grade for the first time are eligible.

A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) days after the beginning of the succeeding semester.

An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to the rules of the AHSAA.

Each eligible student entering grades 10-12 must have a minimum composite numerical average of 74 and a minimum of seven Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 74 average.

Any eleventh or twelfth grade student who has not passed all required parts of the Alabama High School Graduation Exam is ineligible to participate in athletic activities. Eligibility will be regained after all required parts of the exam are passed.

Any student who earns more than four credits in the core curriculum in any given year or who accumulates a total in excess of the required four per year may be exempt from earning the four core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight core credits over any two-year span, including summer school.

Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music, other courses at events such as athletic events (pre-game, game, half-time, or other breaks), club conventions, parades, amusement park trip competitions, trips by tour companies, performances at various meetings, etc. are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

Decisions on a student's participation in extracurricular activities should be developed and reached on a local school/system level consistent with the requirements found in the Individuals with Disabilities Education Act (1997), and its implementing regulations, both federal and state, as well as Section 504 of the Rehabilitation Act of 1973 if the student is identified as eligible under these statutes, rules, and regulations, and such participation is determined to be appropriate.

A semester/term is defined as one-half of a school year given on an adopted school year calendar.

COMPUTER-ASSISTED INSTRUCTION

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

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

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

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

1. Users shall not use the LowndesNET or any school District's computer or accounts for any purpose other than legitimate learning purposes – i.e., support of education, research, or business applications consistent with the purposes of the Board.
2. Users shall not use the LowndesNET network or its computers for malicious reasons, i.e., sending or making accessible any obscene abusive, or threatening messages.
3. Users shall not use the LowndesNET network or its computers for accessing Internet sites or to run programs that are offensive, illegal, or otherwise not suitable or proper for use in public schools.
4. All accounts, files and programs on the computer shall belong to someone. Computer accounts shall be used only by the authorized owner of the account for the authorized purpose. Users shall not erase, rename or make inaccessible others' files or programs.
5. Users shall not attempt to discover another user's password, either at the School District locally or via remote location.
6. Users shall not share their name, password or files with other users for any reason unless approved by a faculty or staff member. The user shall be responsible for all uses of his/her account.
7. The illegal installation or use of copyrighted software for the use on computers owned and operated by the Board shall be prohibited. Individual schools or the School District shall own or possess appropriate license(s) before copyrighted software may be installed or used.
8. Users shall be prohibited from intentionally writing, producing, generating, copying, propagating, or attempting to introduce any computer code or program designed to self replicate, damage, or otherwise hinder the performance of any computer, file system or software. Such software or programs are commonly called computer viruses, bugs, worms or by similar names.
9. Users shall be prohibited from intentionally damaging the LowndesNET network.
10. Users shall be prohibited from tampering with computer systems, printers, other hardware or associated equipment except as directed by a teacher, or faculty member.

11. Users shall not copy, change, or transfer any software provided by the School District without authorized permission from the LowndesNET administrator.
12. Users shall not illegally copy the copyrighted software provided by the School District. The use of illegally copied software shall be considered a criminal offense and subject to criminal prosecution by the Software Publishers of America or law enforcement authorities.

Consequences

Penalties for students who violate this policy shall be commensurate with those outlined in the Student Code of Conduct. Board employees shall be subject to disciplinary action for violation of this policy as deemed appropriate by the principal/director/supervisor. The Board shall not defend or provide assistance to any employee who breaches any law governing computer or software usage. In addition, misuse of the LowndesNET Network shall also result in a loss of network and/or computer privileges.

Board Rights

The Board reserves the right to remove users' files without warning.

The Board reserves the right to amend this policy.

The Board reserves the right to deny users access to the LowndesNET network.

PARENTS' RIGHT-TO-KNOW

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

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

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

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

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

NO CHILD LEFT BEHIND HANDBOOK FOR PARENTS 2007-2008 Edition



**Daniel Boyd, Ph.D.
Superintendent**

** This handbook is available in other languages upon request.*

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INTRODUCTION

The No Child Left Behind Act of 2001 (NCLB) redesigned the Elementary and Secondary Education Act (ESEA) programs to emphasize four pillars of reform.

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

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

GOALS FOR NCLB PARENTAL INVOLVEMENT PROGRAM

To the greatest extent possible, programs, workshops, and materials provided for parents through the Parental Involvement Program, will meet the highest professional and technical standards on effective parental involvement that foster achievement to high standards for all children. Barriers to greater participation by parents in school planning, review, and improvement will be lowered.

SECTION I

TITLES WITHIN THE NO CHILD LEFT BEHIND ACT OF 2001

Title I, Improving the Academic Achievement of the Disadvantaged.

The purpose of the NCLB Title I Program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and State academic assessments.

Title II, Teachers and Principal Training and Recruiting Fund (Teachers Quality).

Title II provides the funding for states and LEAs to meet the requirements of Section 1119, which includes state and local plans for all teachers to be highly qualified no later than the end of the 2005-2006 school year. LEAs are required to report annually on their progress toward meeting measurable objectives that:

- ◆ Annually increase the percent of highly qualified teachers at each LEA and school.
- ◆ Annually increase the percent of teachers receiving high quality professional development to enable such teachers to become highly qualified and successful classroom teachers.

The purpose of the NCLB Title II Program is to provide grants to state educational agencies, local educational agencies, state agencies for higher education, and eligible partnerships in order to:

1. Increase student academic achievement through strategies such as improving teachers and principal quality and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools.
2. Holds LEAs and school accountable for improvements in student academic achievement.

Title III, Language Instruction for Limited English Proficient and Immigrant Students.

The purpose of the NCLB Title III Program is to help ensure that limited English proficient (LEP) children attain English proficiency, develop high levels of academic competence in English and meet the same challenging state academic content and student academic achievement standards that all children are expected to meet.

Title IV, 21st Century Schools

Part A, Safe and Drug-Free Schools and Communities

The purpose of this part is to support programs that prevent violence in and around schools; that prevent the illegal use of alcohol, tobacco, and drugs; that involve parents and communities; and that are coordinated with related Federal, State, school and community efforts and resources to foster a safe and drug-free learning environment that supports student academic achievement. The Lowndes County Board of Education applies for Title IV Safe and Drug Free Schools and Communities funding annually.

Title V, Innovative Programs.

The purpose of the NCLB Title V Program is:

1. To support local education reform efforts that are consistent with and support state education reform efforts.
2. To provide funding to enable state educational agencies and local educational agencies to implement promising educational reform programs and school improvement programs based on scientifically based research. To provide a continuing source on innovation and educational improvement, including support programs to provide library services, and instructional and media materials.
3. To meet the educational needs of all students, including at-risk youth.
4. To develop and implement education programs to improve school, student, and teacher performance, including professional development activities and class size reduction programs.

Title VI, Rural Education Achievement Program (REAP)

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

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

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

Title I, Part C – Migrant Education

The Migrant Education Program is designed to improve educational opportunities for migrant children to help them succeed on the regular school program, meet the challenging State academic content and student achievement standards that all children are expected to meet, and graduate from high school.

SECTION II SCHOOLWIDE TITLE I PROGRAMS

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

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

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

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

SECTION III

LOWNDES COUNTY NCLB PARENTAL INVOLVEMENT POLICY

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

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

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

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

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

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

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

SECTION IV SCHOOL-PARENT COMPACTS

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

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

SECTION V PARENT/TEACHER CONFERENCE

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

SECTION VI LOWNDES COUNTY CURRICULUM AND STATE COURSE OF STUDY

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

SECTION VII GUIDELINES FOR PARENT NOTIFICATION

TITLE I - Parents' Right-to-Know

- A. Qualifications – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teachers provides instruction
 2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 3. The baccalaureate degree major of the teachers and any other graduate certification or degree held by the teachers, and the field of discipline of the certification or degree.
 4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Information may be requested in writing through the Director of Federal Programs.

- B. Additional Information – In addition a school that receives funds under this part shall provide to each individual parent
1. Information on the level of achievement of the parent’s child in each of the State academic assessments as required under this part; and
 2. Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- C. Format – The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

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

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

Public School Choice – In the case of a school identified for school improvement the local educational agency shall, not later than the first day of the school year following such identification, provide all students enrolled in the school with the option to transfer to another public school served by the local educational agency, that has not been identified for school improvement, unless such an option is prohibited by State law.

School Improvement defined: A local educational agency shall be identified for school improvement when any elementary or secondary school served by Title I fails, for two consecutive years, to make adequate yearly progress as defined in the State’s plan.

TITLE III

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

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

I. Detailing

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

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

All notifications mentioned above shall be provided in an understandable and uniform format and to the extent practicable, in a language the parent can understand.

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

PARENTAL PARTICIPATION

1. An effective means of outreach to parents of limited English proficient children will be implemented to inform such parents of how they can be
 - A. involved in the education of their children; and
 - B. be active participants in assisting their children
 - a. to learn English;
 - b. to achieve at high levels in core academic subjects; and
 - c. to meet the same challenging State academic content and student academic achievement standards as all children are expected to meet..
2. The outreach mentioned above shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents.

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

TITLE I SCHOOLWIDE SCHOOLS

All Public Schools in Lowndes County are Title I Schoolwide Schools.

Websites for Parents and Students

www.kidscanlearn.com (links to homework help, games, recipes, contests, parent info and more)

www.billybear4kids.com (parent section, games, cards, stationary, holiday ideas)

www.nickanite.com

www.pbs.org

www.funbrain.com

www.researchpaper.com

www.tennis.org (Tennessee Aquarium)

www.outofservice.com (personality tests)

www.hahooligan.com (games and homework help)

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

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

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

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

www.algebra.help (lessons and worksheets)

www.math.com (most all subjects, tutorials and worksheets)

www.zdnet.com (a little bit of everything)

www.marcopolo.com (infor on a variety of subjects, good parent section)

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

www.maps.com (maps of just about everywhere, great games; get directional maps for your trip)

www.startribune.com/education/homework.shtml (help with homework)

www.homewrokspot.com (great help with homework)

www.bigchalk.com (resource for school research-look under the teachers section, too.)

www.edweb.sdsu.edu/webquest/matrix.html (activities for kids to do using the internet)

www.netlibrary (books online)

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

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

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

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

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